



**PUNJAB ENERGY EFFICIENCY & CONSERVATION AGENCY
(PEECA),
ENERGY DEPARTMENT
GOVERNMENT OF PUNJAB, LAHORE**



**INVITATION FOR TENDER
FOR
(HIRING OF SERVICES)**

Sealed bids are invited from the experienced vehicle rental companies, to enter into a Contract for hiring of vehicles on rental basis. The vehicles will be used for site visits of projects and office use under scheme titled “CM Plant for Pakistan Initiative.”

Interested eligible Firms/Companies/Contractors (Interested Parties) may inspect the tender document from websites of PEECA, Energy Department (www.pecca.punjab.gov.pk) and PPRA (www.ppra.punjab.gov.pk) for information. Bids should be submitted through e- Pak Acquisition Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration>

Tender document (In English) may be downloaded from website(s) of PEECA or PPRA for free for participation.

Single Stage Single Envelope procedure will be adopted and the bids duly marked as “**PROPOSAL**” should be submitted through EPADS latest by **30th June, 2025 (02:00 P.M)**. The bids shall be opened on the same date at **02:30 P.M** in the presence of the bidders or their authorized representatives (having authorization letter) as per PPRA Rules (as amended). Further Terms and conditions are mentioned in the tender documents.

MANAGER LEGAL

**Punjab Energy Efficiency & Conservation Agency (PEECA), Energy
Department, Government of the Punjab,
48-A C-II, Ghalib Road Gulberg III, Lahore.
Phone: (+92-42) 99268362-3,
(Email: pecca.qu@energy.punjab.gov.pk)**



TERMS & CONDITIONS

Punjab Energy Efficiency & Conservation Agency intends to hire services of Firms/Service Providers for **HIRING OF VEHICLES ON RENT**.

1. General:

Offered rates will be on monthly basis and shall be inclusive of all applicable taxes.

2. Time Period

The Car Rental company/firm will have to supply the vehicle (s) immediately after signing of the contract.

3. Payment Schedule:

- a) Payment will be made through cross cheque to the firm against invoice after 100% completion of satisfactory services on monthly basis inclusive of all taxes up to 7th of each month or 07 days after submission of invoice by firm whichever is later. No payment will be made as advance.
- c) The monthly Rental of Vehicle provided under this contract shall remain the same during the period of this contract i.e. One (01) Year. Time period may be extended upon mutual consent.

4. Technical Evaluation Criteria:

- a) The applicant must be the owner of the company/firm having at least 5 to 10 own vehicles.
- b) Company/Firm certificate of registration (name of relevant registration entity where the firm is legally registered).
- c) NTN registration certificate.
- d) Copy of CNIC of proprietor.
- e) Any other relevant information with documents in addition to the above that the firm may like to furnish in support of their application.
- f) Bid Security of **PKR 36,000** in the name of Managing Director PEECA in the form of a Bank Draft/Pay Order or in any form acceptable to the procuring agency.

5. Bid / Tender opening procedure:



- 1) As per PPRA Rules 2014, single stage single envelopes bidding procedure shall be adopted in which two envelopes which shall be marked separately as “TECHNICAL PROPOSAL” AND “FINANCIAL PROPOSAL” should be submitted.
- 2) The firms/companies not fulfilling the technical evaluation criteria shall be rejected.
- 3) The least cost evaluation criteria for financial proposals will be adopted for technically qualified bidders.

6. Requirements of Vehicles:

All the vehicles must be in excellent condition not older than two years and vehicles provided must be registered and Insured.

Sr. No	Name & Description of Rental Vehicles	Quantity
1	Car- 1300CC	01

7. Other terms & conditions

- a) Payment will be made on monthly basis.
- b) The Firms/Service providers must submit their best possible lowest rates.
- c) The prices should be quoted in Pak rupees with all applicable government taxes (such as GST/Income tax and are considered final).
- d) All type of major maintenance will be the responsibility of the service provider.
- e) The inspection committee will inspect and check the vehicles at the time of delivery of vehicles and payment will be made on satisfactory report of vehicles.
- f) In case of any dispute regarding quality and specification the decision of PEECA shall be final and binding.
- g) In case of repair, if the vehicle takes more than one day the firm/service provider shall provide alternate similar vehicle on urgent basis without any delay.
- h) The payment shall be made through cross cheque. No advance payment shall be made.
- i) The PEECA may increase or decrease the number of vehicles requirement.

8. Bid Security

Bid Security must be delivered to the office of PEECA **before on 30th June, 2024** value of **Bid Security of PKR 36,000** in the name of Managing Director PEECA in the form of a Bank Draft/Pay Order or in any form acceptable to the procuring agency.



FINANCIAL PROPOSAL (INCLUSIVE OF ALL APPLICABLE TAXES)

Sr. No	Name & Description of Rental Vehicles	Quantity	Monthly Prices (PKR) (Inclusive of all applicable Taxes)
1	Car1300 cc	01	
Total Amount (Per Months)			
Total Amount (For One Year)			

Note: All prices should be in Pak Rup inclusive of all applicable taxes.

Manager Legal

Punjab Energy Efficiency & Conservation Agency (PEECA)

48-A C-2, Gulberg-III Lahore, Pakistan

For queries: Tel: +92-42-99268362-3 Ext 112

E-mail peecca.qu@energy.gov.pk



Annex-B

DRAFT CONTRACT AGREEMENT

This **Contract for Hiring of Vehicles on Rent** (hereinafter called the "Contract") is made on day of **2025** between **PUNJAB ENERGY EFFICIENCY & CONSERVATION AGENCY (PEECA)**, having office at 48-A C-2, Gulberg-III Lahore, Government of Punjab, represented by _____, as authorized representative, hereinafter referred to as the

"Client" or "PEECA" and **M/S** _____ having office at _____,

_____ Pakistan represented by _____ bearing CNIC # _____,

as authorized representative, hereinafter referred to as the **"Service Provider"**; Hereinafter referred to individually as a **"Party"** and collectively as the **"Parties"**.

WHEREAS:

The Client has requested the Service Provider to provide certain rent a car services. The Service Provider mandated by the Client having required resources and agrees to provide the said services according to the terms and conditions as defined under the present Contract. As a consequence, to the above, the Parties hereby agree to enter into the Contract as follows:

NOW THEREFORE the Parties hereby agree as follows:

1. Other Terms & Conditions

- a) The client shall provide the Petroleum/Fueling, Oil Change, Car Wash and Lubricants of the vehicles hired under the contract
- b) Repair & Maintenance shall be responsibility of owner
- c) In case repair of vehicle takes more than one day, the service provider shall provide alternate similar vehicle on urgent basis without any delay and in this regard, no extra charges will be paid by the client.
- d) Insurance and tracing of vehicles shall be responsibility of service provider.
- e) The client and the service provider shall not terminate the agreement before the term of One Year. If either of the party wants to terminate the contract, the party shall give two (2) Month's prior notice to the other party of its intention and vice versa.



f) If quantity of vehicles is increased by competent authority through written request, the service provider shall make available the vehicle/vehicles within 07 days of written order and if reduces, 07 days' notice shall be served before closing that current month.

2. Mode of Payment

- a) The service provider shall provide the car rental services for travelling on monthly basis.
- b) Payment will be made through crossed cheque to the firm against invoice after 100% completion of satisfactory services on monthly basis inclusive of all taxes up to 7th of each month or 07 days after submission of invoice by owner whichever is later. No payment will be made as advance.
- d) The monthly Rental of Vehicle provided under this contract shall remain the same during the period of this contract i.e. One (01) year extended able with the mutual consent.
- e) In the event that the client commits default in the payment of rent for more than seven (07) days when it becomes due on the date as prescribed in the rental agreement and as per the terms & conditions contained herein and as stipulated in this agreement, the service provider shall give the other party a notice for the reimbursement of the outstanding rent. However, if the client does not make the rental payment within the notice periods, the service provider shall have the right to terminate this agreement by giving the other part a one-month prior notice in writing at the address specified under this agreement.

3. Scope of Use

- a) The Client will use the rented vehicle only for personal or routine business use, and operate the rented vehicle only on maintained roads and parking lots. The Client will comply with all applicable laws relating to holding of licensure to operate the vehicle, and pertaining to operation of motor vehicles. The client will not sublease the rental vehicle off the roads or outside the country.

4. Representation & Warranties

- a) The service provider represents and warrants that to owner's knowledge, the rental vehicle is in good condition and is safe for ordinary operation of the vehicle
- b) The client represents and warrants that the client is legally entitled to operate motor vehicle under the laws of this jurisdiction and will not operate it in violation of any laws, or in any negligent or illegal manner
- c) The client has been given an opportunity to examine the rental vehicle in advance of taking possession of vehicles.

5. Applicable Laws & Jurisdiction



PUNJAB ENERGY EFFICIENCY & CONSERVATION AGENCY (PEECA)



a) Save as herein expressly provided, the rights & Obligations of client and service provider under this agreement may not be assigned or transferred by it without the prior approval in writing the other party which approval shall not be withheld unreasonably.

b) This agreement and any matters relating to this agreement shall be governed by and construed in accordance with the laws of Pakistan.

In witness whereof the parties have signed this rental agreement on the ----- day of -
-----, 2019

For and on behalf of

Client	Renter/ Service Provider
M/s Punjab Energy Efficiency & Conservation Agency (PEECA)	
Signature: _____	Signature: _____
Name: _____	Name: _____
	Title: _____

Title: _____	CNIC: _____
CNIC: _____	Address: _____
Address: _____	_____
Witness	Witness