



**TENDER NOTICE
INVITATION TO BID
(REQUEST FOR PROPOSALS)**

HIRING OF VEHICLES ON RENT

Punjab Energy Efficiency & Conservation Agency (PEECA) invites sealed bids from Car Rental service providers registered with Income Tax & Sales Tax Departments/Tax Authorities having valid NTN for hiring of vehicles on monthly rental basis for PEECA office Lahore, for the period of one (01) year.

The procedure for selection of Firms/Service Providers shall be Single Stage Single Envelope bidding procedure under PPRA Rules 2014 (Amended).

Bidding Documents containing detailed specifications can be obtained @ Rs. 1000/- (non-refundable) in shape of Pay Order/Bank Draft in favor of MD, Punjab Energy Efficiency & Conservation Agency on written request from under mentioned address from date of publication. The date for submission of bids is **August 05, 2021 till 11:00 AM** and the bids shall be opened on same date at **11:30 AM** at below mentioned address in the presence of bidders or their authorized representatives.

Manager Legal
Punjab Energy Efficiency & Conservation Agency (PEECA)
48-A, C-2, Gulberg-III Lahore, Pakistan
For queries: Tel: +92-42-99268362-3
E-mail peeca.qu@energy.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 vehicles immediately after signing of the contract.

3. Payment Schedule:

- a) 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.
- b) The monthly Rental of Vehicle provided under this contract shall remain the same during the period of this contract i.e. One (01) Year.

4. Technical Evaluation Criteria:

- a) Company/Firm certificate of registration (name of relevant registration entity where the firm is legally registered).
- b) NTN registration certificate.
- c) Copy of CNIC of proprietor.
- d) Any other relevant information with documents in addition to the above that the firm may like to furnish in support of their application.
- e) Bid Security of 2% must be accompanied with the proposal.

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	Toyota Corolla Xli 1300 cc or Equivalent	06
2	Suzuki Cultus 1000 cc or Equivalent	01
All vehicles should be not more than 2 years old		



7. Other terms & conditions

- a) Payment will be made on monthly or quarterly 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.
- i) The PEECA may increase or decrease the number of vehicles requirement.

8. Bid Security

Sealed Bids must be delivered to the office of PEECA **on or before 11:00 Am on 05th August, 2021** and will be opened on the same day at **11:30 Am** and must be accompanied by a **Bid Security @ 2% of PKR 132,000** 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	UNIT PRICE (PKR) INCLUSIVE OF ALL APPLICABLE TAXES	PRICES (PKR) INCLUSIVE OF ALL APPLICABLE TAXES
1	Toyota Corolla Xli 1300 CC or Equivalent	06		
2	Suzuki Cultus 1000 CC or Equivalent	01		
Total Amount (Per Month)				
Total Amount (Per Year)				
All Vehicles should be not more than 2 years old				

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 peeca.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 August, 2021 between **PUNJAB ENERGY EFFICIENCY & CONSERVATION AGENCY (PEECA)**, having office at 48-A, Block C-2, Gulberg-III Lahore, Government of Punjab, represented by _____, as authorized representative, hereinafter referred to as "Client" or "PEECA" and M/S _____ having office at _____

_____ 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.



- c) 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.
- 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.
- 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 party 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

- 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 -----, 2021

For and on behalf of

<p>Client M/s <u>Punjab Energy Efficiency & Conservation Agency (PEECA)</u></p> <p>Signature: _____</p> <p>Name: _____</p>	<p>Renter/ Service Provider</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p>
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<p>Name: _____</p> <p>CNIC: _____</p> <p>Address: _____</p>	<p>Name: _____</p> <p>CNIC: _____</p> <p>Address: _____</p>
Witness	Witness