



Federal Board of Revenue
Revenue Division – Government of Pakistan

TENDER NOTICE

FOR HIRING OF VEHICLES ON RENTAL BASIS

Quotations are invited from resourceful and experienced vehicle rental agencies/ companies having valid registration/ NTN and GST Number to provide vehicle(s) on rental basis for official and operational usage for the period of six months during the financial year 2021-2022 (extendable for a period of another six months during FY 2022-2023) as per the following specifications/ requirements:

S#	Name and Description of Rental Vehicles	Quantity
1.	Toyota/ Honda 1,500cc (Model 2020/ 2021) or equivalent	01
2.	Toyota/ Honda 1,300cc (Model 2020/ 2021) or equivalent	01
3.	Suzuki 1,000cc (Model 2020/ 2021) or equivalent	01

The complete tender document is available at <https://fbr.gov.pk/tenders>. Further query (if any) may be addressed at the email “procp.prrp@fbr.gov.pk” latest by five (05) days till the deadline for Quotations’ submission date. Quotations complete in all respects, in sealed envelope (Single Stage - Single Envelope), clearly mentioning Quotations for “*Hiring of Vehicles on Rental Basis (Reference No. 1(40)/DD(F&B)/PO/2021)*” must reach to the undersigned by/ before 18th November, 2021 at 1500 hours positively, which will be opened publicly on the same day in the presence of the bidders/ authorized representatives at 1530 hours as per the Public Procurement Rules, 2004.

Incomplete/ conditional and Late Quotations shall not be acceptable, other detailed terms and conditions are given therein the tender document. The Competent Authority reserves the right to reject any or all the Quotations prior to its acceptance as per the Public Procurement Rules, 2004.

Procurement Specialist (Program Office)

Room No. 453, 4th Floor, FBR House

Constitution Avenue, Sector G-5, Islamabad

Phone: 051-9206183

**TENDER DOCUMENTS FOR HIRING OF VEHICLES ON
RENTAL BASIS**

Reference No. 1(40)/DD(F&B)/PO/2021

November 2021

Pakistan Raises Revenues Program



Federal Board of Revenue
Revenue Division – Government of Pakistan

TENDER NOTICE/ REQUIREMENTS FOR HIRING OF VEHICLES ON RENTAL BASIS

Quotations in Pak Rupees (Delivered Duty Paid basis) are invited from experienced vehicle rental agencies/ companies having valid registration/ NTN and GST Number to provide vehicle(s) on rental basis (without driver, fuel and routine maintenance) for official and operational usage for the period of six months during the financial year 2021-2022 (extendable for a period of another six months during FY 2022-2023) as per the following specifications/ requirements:

S#	Name and Description of Rental Vehicles	Quantity
1.	Toyota/ Honda 1,500cc (Model 2020/ 2021) or equivalent	01
2.	Toyota/ Honda 1,300cc (Model 2020/ 2021) or equivalent	01
3.	Suzuki 1,000cc (Model 2020/ 2021) or equivalent	01

The vehicles (as approved by FBR) must be delivered to FBR House within 03 working days from the notification of award/ issuance of work order.

Qualifications of the Vendor/ Firm/ Company

The following vendors/ companies are eligible to participate in the tender:

1. Only firms registered with respective bodies can participate in the tender.
2. The firm shall be registered with tax authorities.
3. Never blacklisted by any Government, Public and/ or Autonomous agency/ authority.

Documents Required

The firms eligible to apply are required to submit the following documents with their proposal:

1. Status of the Firm (i.e., Sole-proprietorship, Partnership, Limited Company) with date of establishing the business, relevant experience and no. of businesses/branches owned, along with the documentary evidence. (Attach certificates of registration and experience).
2. Registration documents with Taxation Authorities. NTN/FTN/STRN etc.
3. Professional Tax Certificate
4. An undertaking on legal paper that the company has never been blacklisted.
5. Full Address and contact numbers of the office.

Method of Procurement

Bidding will be conducted using the **Single Stage Single Envelope** procedure specified in Public Procurement Rules, 2004 and is open to all eligible bidders as defined in those Rules and further detailed in this document that meet the minimum qualification criteria as mentioned above.

Response Time

The sealed bids clearly marked as “1(40)/DD(F&B)/PO/2021 for Hiring of Vehicles on Rental basis” must reach the Program Office, Room No. 453, 4th Floor, FBR (HQ), Constitution Avenue, G-5, Islamabad by/ before 03:00 PM (Local Time) dated 18th November, 2021.

Further query (if any) may be addressed at the email “procsp.prrp@fbr.gov.pk” latest by five (05) days till the deadline for Quotations’ submission date.

Opening of Bids

- Bids received shall be opened on 18th November at 03:30 PM in the FBR House, Islamabad.

- All bids shall be opened publicly in the presence of the participating bidders or their authorized representatives.

Bid Price

- Bid prices quoted shall be inclusive of all taxes and duties. Financial Bid Performance is given at Annex-II.
- The prices quoted shall be binding on the bidder(s) for a period of at least 90 days besides the Agreement validity/ period as detailed hereto in this document.

Terms and Conditions:

- The Federal Board of Revenue “FBR”/ Purchaser will be responsible for routine engine oil change, repairs and maintenance of the vehicles along with driver arrangements.
- The vehicles should be comprehensively insured and in case of accident and any other legal matter, the successful bidder shall handle all the matters with insurance company.
- Purchaser will not be responsible for any loss whatsoever due to security risks, unforeseen weather or any other such scenario.
- Any federal and provincial taxes/ duties will be deducted as per directives of the Government issued from time to time.
- Rental payment will be made on monthly basis on submission of verified bill.
- The agreed monthly rent shall remain unchanged throughout the tenure of the Agreement (including possible six months extension as mentioned hereabove) and revision/ hike of any type whatsoever shall not be acceptable and may result in encashment of the Performance Guarantee.
- Any disfiguring/ overwriting or manipulation in the proposal shall be liable for rejection.

Evaluation of Bids:

- All bids should comply with the eligibility criteria and other terms and conditions mentioned herein above.

Rejection of Bids:

- Incomplete/ conditional and/ or Late Quotations (submitted after the time prescribed) shall be rejected and returned unopened.
- Failure in submission of the required documents as detailed here-above/ here-below will result in the rejection of bid/ proposal. Detailed documentary requirements are mentioned at Annex-I.
- Any bid received without earnest money/ bid security, shall be rejected.
- Purchaser reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Award of Tender:

- Tender would be awarded to financially the lowest bidder (offering consolidated the lowest monthly rent – combining/ for all three types of vehicles, not individually) meeting all the other/ qualification requirements including submission of bid security.
- Payment will be made on monthly basis upon successful delivery of the vehicle/ services as per specifications and other requirements/ details mentioned in this document.
- Earnest money at the rate of 5% of the quoted bid (consolidated monthly rent of all 03 vehicles X 6 months) shall be submitted with the bid/ proposal in the form of bank draft/ pay order (valid/ extendable for the entire Agreement period including possible six months extension as mentioned hereabove) in favor of the Director (Program Office-PRRP), FBR.

Qualification Criteria/ Documents Required

Name of the Firm: Address: Telephone, Fax & E-mail:	
Year of Establishment:	
Sales Tax Registration No.: (Attach documentary evidence)	
National/ Income Tax No.:	
Earnest Money @ 5% as Bank Pay Order/ Draft is attached with the Proposal	Yes _____ No. _____
Clientele (Attach separate Annexure, if necessary)	
Affidavit (The firm has not been blacklisted by Govt., Public, Semi Govt. and Autonomous Body)	
Contact Person: Name & Designation: Contact Details:	

Note: Noncompliance/ non-submission of any of the above will lead to disqualification of the bidder and its submitted quotation/ proposal/ bid.

Financial Proposal

Name of the firm: _____

Address: _____

For: Tender No. 1(40)/DD(F&B)/PO/2021 for Hiring of Vehicles on Rental Basis

S#	Item and its description such as make, model, capacity and color etc.	Quantity	Monthly Rent (PKR) without Taxes	GST and other applicable Taxes	Total Monthly Rent (PKR)	Initial Agreement (Months)	Total Initial Agreement Rent (PKR)*
1		01				06	
2		01				06	
3		01				06	
Grand Total (PKR)						-	

***: Earnest Money/ Bid Security shall be 5% of this amount.**

Name & Designation

Authorized Signature & Stamp