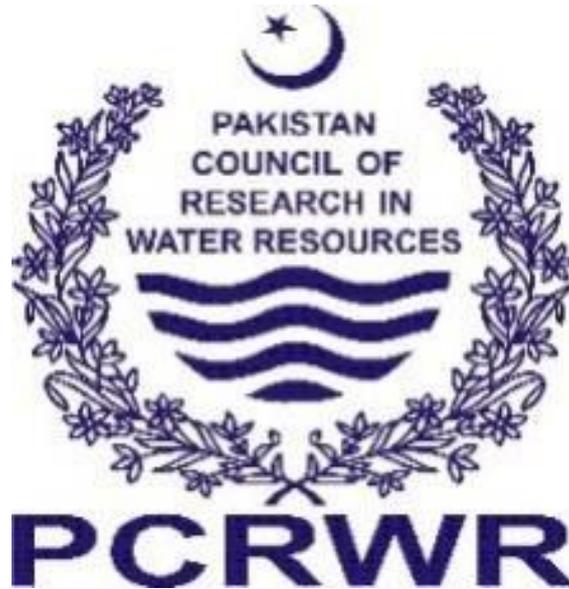


Pre-Qualification Document for Hiring of Vehicles Services on Rental Basis
Survey of Ground Water Quality & Quantity and Mapping all
over Sindh 2025-2026



Bid No: _____

For

Hiring of Vehicle Services on Rental Basis

Pakistan Council of Research in Water Recourses,
Main University Road Karachi.

Website: <http://www.pcrwr.gov.pk>

Email: pcrwr.karachi@gmail.com

Office Ph # (92-21) 34028062, 99333717-8

Government of Pakistan
Pakistan Council of Research in Water Recourses
Survey of Ground Water Quality & Quantity and Mapping all over Sindh
Main University Road Karachi

Tender Document for Hiring of Vehicles Services on Rental Basis

Bid(s) shall be opened on **July 28, 2025 at 11:30 PM**, in the Committee Room of Pakistan Council of Research in Water Recourses, Karachi.

Name of Firm/ Vendor /Company: _____

(Block Letter)

Address (Block Letter):

Telephone No:

Fax No:

E-mail:

Signature & Seal

Tender Fee of **Rs. 1,000/-**(Non-Refundable) vide Cash/Cheque/Pay Order

Receipt No: _____ date: _____

Date of Bid Submission: _____

Invitation to Bid

Subject: **Tender Notice for PSDP funded Project.**

The PSDP funded project titled “Survey of Ground Water Quality & Quantity and Mapping all over Sindh, PCRWR” invites bids/quotations/proposals through EPADS for the Hiring of Vehicles Services' on Rental Basis from reputed firms/companies (Registered with FBR). The subject tender shall be processed in accordance with Public Procurement Rules 2004 (36-a) of PPRA.

Terms & Conditions:

1. Interested eligible bidders are requested to register themselves on the EPADS (<https://eprocure.gov.pk/>) and submit their documents on EPADS. The interested eligible bidders may obtain a complete set of bidding documents containing list of items, specifications of required items and detailed terms & conditions from the websites of PPRA and EPADS. The same shall also be obtained from Procurement Officer, PCRWR on payment of Rs. 1,000/- on any working days within the office hours (before the submission date of bid) on submission of written application on company letter head, duly supported by a copy of valid NTN,SRB and GST certificates.
2. The fixed bid security/earnest money, amounting to **Rs. 50,000/-** earmarked above in the shape of Pay Order/Demand Draft in favor of Regional Director, PCRWR, Karachi along with bid documents should be uploaded through EPADS (scanned copy) and hard copy must be submitted physically on or before **11:00 A.M by July 28, 2025** in Committee Room of Pakistan Council of Research in Water Recourses Main University Road Karachi. Bids will be opened on the same date at **11:30 A.M** in terms of **Rule 28 of PPRA, 2004. No bid shall be accepted without tender fee.**
3. This Hire of Vehicle notice is also available on the websites of PPRA (www.ppra.gov.pk) and **EPADS (www.eprocure.gov.pk)**. The procuring agency reserves rights to accept or reject any or all bids/proposals in accordance with **rule-33 of PPRA-2004** amended from time to time.
4. An affidavit on “Stamp Paper” undertaking that the company has never been blacklisted, nor having dispute with any government organization and also there is no litigation against the firm.
5. Complete specification for the offered items should be submitted where necessary.
6. Bid prices quoted shall be inclusive of all taxes and duties. Any federal and provincial taxes/ duties will be deducted as per directives of the Government issued from time to time.
7. The prices quoted shall be binding on the bidder(s) for a period of at least **90 days** from the date of opening of tender.
8. The vehicles (as approved) must be delivered to PCRWR Office within 03 working days (in case of required on monthly basis) and within 12 hours (in case of required on daily basis) from the award of contract / issuance of work order / requisition issued. In case of failure of said delivery, this office reserves the right to forfeit / confiscate the bid security.
9. Tender should be addressed to the Project Director PCRWR, Regional Office, Main University Road, Gulistan-e- Johar, Block-1, Behind Naseer Tower, Near KW&SB Reservoir, Karachi.
10. **No Bid will be received after due date and time.** Furthermore, the Project reserves the right to accept or reject any or all bids in accordance with the PPRA rules. Errors and omissions, if any, shall be subject to rectification by the Project.

Project Director
Pakistan Council of Research in Water Recourses
Main University Road, Karachi
Office Ph # (92-21) 34028062, 99333717-8

TENDER NOTICE/ REQUIREMENTS FOR HIRING OF VEHICLES ON RENTAL BASIS

Quotations in Pak Rupees, through EPADS are invited from experienced vehicle rental agencies/ companies having valid registration/ NTN and GST Number to provide vehicle(s) on rental basis **(with/without driver, with/without fuel and with routine maintenance)** for official and operational usage for the period ending on 30th June, 2026 in as per the following specifications/ requirements:

1.	Hiring of Vehicles on Monthly Rental Basis	Quantity
1.1	Hiring of Vehicles on Monthly Rental Basis Double Cabin 4x4 full time, with driver. Model 2015 or above. Cost Must Include Driver's Charges with its Accommodation and Food etc and all other applicable cost).The Vehicles will be utilized in all Over Sindh province	03 Nos
1.2	Hiring of Vehicles on Monthly Rental Basis CAR model 2017 and or above full time, with driver. Cost Must Include Driver's Charges with its Accommodation and Food etc and all other applicable cost).The Vehicles will be utilized in all Over Sindh province	02 Nos

The requirement is tentative, will be hired as per requirement, work, and availability of funds during 24 months.

Qualifications of the Vendor/ Firm/ Company:

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

1. The Pre-qualification process shall be carried out through EPADS.
2. Interested eligible bidders must be registered on the EPADS (<http://eprocure.gov.pk/>) and submit their documents on EPADS.
3. Proof of valid registration with FBR, NTN, SRTN, SRB must be attached along-with proof of ATL.
4. 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 (Annex – I):

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, alongwith the documentary evidence. (Attach certificates of registration and experience).
2. Valid registration documents with Taxation Authorities. NTN/FTN/STRN/SRB etc.
3. Valid professional Tax Certificate.
4. Detail of offices / working areas in Pakistan
5. An undertaking on legal paper that the company has never been blacklisted (Annex – II).
6. 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

Bid Document for Hire of Vehicle on Rental Basis for Pakistan Council of Research in Water Resources Sindh 5
Procurement Rules, 2004 section 36 (a) 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 copy of uploaded bids on EPADS “Hiring of Vehicles on Rental basis for PCRWR Project” must reach the Procurement Officer Pakistan Council of Research in Water Resources, Main University Road Karachi by/ before **11:00 AM, July 28, 2025**. However, for evaluation the bids uploaded on EPADS will be considered as final bids.

Further query (if any) may be addressed at the email “pcrwr.karachi@gmail.com” latest by five (05) days till the deadline for Bids’ submission date.

Opening of Bids:

1. Bids uploaded on EPADS shall be opened on **July 28, 2025 at 11:30 AM** in the Conference Room of PCRWR, Karachi.
2. All bids shall be opened publicly in the presence of the participating bidders or their authorized representatives.
3. If bids closing/ opening date falls on local/ national/ public holiday, the date of bids closing/opening shall be the next working day on the same time and venue.

Bid Price:

1. Bid prices quoted shall be inclusive of all taxes and duties. Financial Bid Performa is given at **Annex – III**.
2. The prices quoted shall be binding on the bidder(s) for a period of at least **90 days** from the date of opening of tender.

Terms and Conditions:

1. That Procurement Officer PCRWR, will be responsible for providing POL/CNG fueling along with driver arrangements (in case of vehicle hired on monthly basis). However, routine engine oil change, all type of repairs and maintenance of the vehicles will be borne by the vendor. Moreover, in case of vehicles hired on daily basis the POL/CNG fueling and driver arrangements will be made by the vendor. Furthermore, all the minor and major maintenance /services, preventative and corrective maintenance will also be the responsibility of the **VENDOR**.
2. 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.
3. That PCRWR, will not be responsible for any loss whatsoever due to security risks, unforeseen weather or any other such scenario.
4. Any federal and provincial taxes/ duties will be deducted as per directives of the

Government issued from time to time.

5. The monthly rental payment or daily rental payment will be made/processed on monthly basis on submission of verified bill and payment will be made through cross cheque.
6. The agreed monthly/daily rent shall remain unchanged throughout tenure of Agreement & revision/ any hike whatsoever shall not be acceptable & may result in encashment of Bid Security.
7. On the request of the employer, the vendor within the 12 hours of request, will be bound to arrange the aforementioned vehicles in any city of Sindh along with driver & fuel arrangements (in case for hiring on daily basis).
8. Any disfiguring/ overwriting or manipulation in the proposal shall be liable for rejection.

Evaluation of Bids:

1. All bids should comply with the eligibility criteria and other terms and conditions mentioned hereinabove.

Rejection of Bids:

1. Incomplete, conditional or late bids (submitted after the time prescribed) shall be rejected and returned unopened.
2. Failure in submission of required documents as detailed here-above/ here-below will result in the rejection of bid/ proposal. Detailed documentary requirements are mentioned at (Annex-I).
3. Bid Security amounting to **Rs. 50,000/-** in the shape of Pay order/Demand Draft/Call Deposit in favor of **Regional Director, PCRWR, Karachi** must be uploaded (Scanned) in EPADS and submitted in hard copy otherwise proposal will be rejected straightaway.
4. Employer reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA rule.

Award of Tender:

1. Tender would be awarded to financially lowest bidder i.e., most advantageous bidder as per PPRA Rules, 2004 (offering the lowest monthly / daily rent for all types of vehicles) meeting all the other / qualification requirements including submission of bid security.
2. After the award of tender to the lowest bidder, Contract Agreement and Vehicle Rental Agreement will be signed between the Employer and the Vendor (Annex – IV & Annex – V).
3. Payment will be made through cross cheque, upon successful delivery of the vehicle/ services as per specifications and other requirements/ details mentioned in this document.
4. Bid security of unsuccessful Firms shall be refunded on the finalization of the Tender, whereas the bid security of successful Firm shall be retained throughout the contract period.

Annex I

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.:	
Submission of bid security Rs. 50,000/- in the shape of CDR/PO in the name of Regional Director, PCRWR, Karachi attached with the proposal	Yes_____No._____
Income Tax return and attested Bank Statement of past 01 years with Attested Bank Stamp (Minimum 20.Million)	
Detail of offices / working areas in Pakistan	
List and proof of similar contracts of last 01 years and current in hand	
Affidavit (Annex II) (Undertaking that 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.

Black Listing Undertaking

Whereas the firm hereafter means any firm, company, body, organization or similar entity and also includes its owners, directors, heirs, and authorized persons.

I/we, (name and CNIC of owner and all partners) _____, CEO/proprietor/partner of the firm (name of firm and address) _____, hereby solemnly undertake the following:

1. That the firm has not been blacklisted and is also not under consideration of being blacklisting by any Provincial or Federal Government Department / Agency Organization or Autonomous Body or Private Sector Organization anywhere in Sindh.
2. That all documents attached to this bidding documents are genuine, and if found forged or fake, the firm/company and the owners shall be liable to disqualification, blacklisting, and subsequent forfeiture of CDR.
3. That the firm has not provided the services less than the quoted price to any other Government/Public Sector Organization of private entity. In case this is found otherwise, the difference of price will be recoverable from firm along with an equal amount of penalty.
4. The firm understands that use of any unethical means to influence price of services shall result in legal action and forfeit of securities and blacklisting.
5. That the firm will fully comply with the execution schedule and delivery period mentioned in tender documents and as committed by the firm in bid documents and thereafter.
6. That the firm will not contact or influence any member of the purchase committee or related departments or persons, and if found involved in such practice will be liable to forfeiture of CDR and blacklisting at sole discretion of the purchase committee.
7. That the firm will not misbehave with any project or related departmental employee, and will not use any means to delay the procedures of this procurement. The firm understands that any such act will be liable to forfeiture of CDR and blacklisting at sole discretion of the purchase committee.
8. That the firm has read the terms and conditions thoroughly regarding "Tender _____ dated _____", and shall abide by these terms and conditions in letter and spirit.
9. That the firm and its owners/directors understand that all the decisions of purchase committee including but not limited to services provided and penalties will be final and will not be challengeable in any court of law or other governmental forums.

Name of Owner (s)

CNIC:

Address:

Financial Proposal

Name of the firm: _____

Address: _____

Type of Vehicle and its description such as make, model, capacity and color etc.	Monthly Rent (PKR) Including all Taxes		Daily Rent (PKR) Including all Taxes	
	Without Fuel & Without Driver including maintenance, taxes etc	With Fuel & With Driver including maintenance, taxes etc	With Driver & With Fuel (Per Km Charges) including maintenance, taxes etc	Without Driver & Fuel (Per Km Charges) including maintenance, taxes etc

For: Tender for Hiring of Vehicles on Rental Basis for PCRWR Karachi

*: The prices shall be inclusive of all charges and entire applicable taxes/ duties in accordance with the laws of Islamic Republic of Pakistan

Name & Designation

Authorized Signature & Stamp

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the ____ day of _____ 2025-26 _____ between _____ (hereafter called the “Employer”) of the one part and _____ (hereafter called the “Vendor”) of the other part.

WHEREAS the Employer is desirous that certain procurement, viz _____ should be executed by the Vendor and has accepted a Tender by the Vendor for the execution and completion of such procurement and the remedying of any defects therein.

NOW this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents after incorporating addenda, if any shall be deemed to form and be read and construed as part of this Agreement, viz:

- a) The letter of acceptance
- b) The completed forms of tender/bid
- c) All schedules of tender/bid
- d) Contract conditions and data
- e) Specifications
- f) Tendering Data

3. In consideration of the payments to be made by the Employer to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the Employer to execute and complete the procurement process and remedy defects therein in conformity and in all respects within the provisions of the Contract.

4. The Employer hereby covenants to pay the Vendor, in consideration of the execution and completion of the procurement process as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first before written in accordance with their respective laws.

The Common Seal of _____ was hereunto affixed in the presence of: or

Signed, Sealed and Delivered by the said _____ in the presence of:

Binding Signature of Employer _____

Binding Signature of Vendor _____

Annex V

VEHICLE RENTAL AGREEMENT

An AGREEMENT is made and entered into _____ BETWEEN _____ represented through _____ CNIC _____ Presently located at _____ hereinafter referred to as “VENDOR”, of the first part; AND, **Survey of Ground Water Quality & Quantity and Mapping all over Sindh, PCRWR Karachi** referred to as “EMPLOYER” having its Office located at Main University Road Karachi, hereinafter referred to as “PCRWR, Sindh”, represented by its _____.

WHEREAS the VENDOR has full power/authority to give the vehicles on rental basis,

AND WHEREAS the PCRWR, Sindh wishes to take the vehicles on rental basis,

NOW THEREFORE THE PARTEIS HERETO ARE HERBY AGREED UPON THIS AGREEMENT hereinafter referred to as the “AGREEMENT”, ON THE FOLLOWING CONDITIONS.

Terms & Conditions:

- (a) The VENDOR will provide the Vehicle to PCRWR, Sindh, as per following details; and PCRWR, Sindh shall have the right to use the Vehicles for such purposes as the PCRWR may choose, from _____ to _____.

Vehicle Description	Registration #	Rent per Month / Daily Basis	Work area
			All over Sindh

- (b) That the above vehicle will remain the property of the VENDOR and the ownership will not be transferred to PCRWR Sindh.
- (c) That the above numbers may vary slightly as per the project requirements.
- (d) That the vehicles will remain with PCRWR, Sindh for period from _____ to _____, extendable with mutual consent of the parties’ subject to existence of such condition in tender document.
- (e) That PCRWR, Sindh will be responsible for providing POL/CNG fueling along with driver arrangements (in case of vehicle hired on monthly basis). However, routine engine oil change, all type of repairs & maintenance and vehicles taxes will be borne by the vendor. Moreover, in case of vehicles hired on daily basis the POL/CNG fueling and driver arrangements will be made by the vendor. Furthermore, all the major maintenance /services, preventative and corrective maintenance will also be the responsibility of the VENDOR.

- (f) All replacements of vehicles (within 12 hrs.) will be arranged by the **VENDOR** with no exception. In case of failure, PCRWR, Sindh may arrange its own vehicles and all expenses will be deducted from the Supplier as per actual till the time of replacement.
- (g) All types of insurance (comprehensive/third party) shall be managed by the **VENDOR** and all third-party losses will be the **VENDOR's** responsibility and **VENDOR** will ensure to indemnify PCRWR, Sindh from third party liabilities. PCRWR, Sindh will also not be responsible to compensate in case of any mishap like accident, theft etc. of any kind.
- (h) That PCRWR, Sindh will pay above mentioned/agreed rates. The rent will be paid on monthly basis after the month on the submission of invoice after deduction of all applicable taxes as per law of land. The monthly rental payment & daily rental payment will be made on monthly basis in the form of cross cheque.
- (i) The taxes (WHT/SRB & GST) will be deducted as per Government Laws. If PCRWR, Sindh has any type of exemption of taxes same will be provided and supplier will not charge the same in the invoices.
- (j) Vehicle will be provided in perfect working condition by **VENDOR** to PCRWR, Sindh. In case of any major technical fault after the handing over of the vehicle the **VENDOR** will be responsible for its immediate repair in his own supervision, and the PCRWR, Sindh is not liable to pay any sort of compensation and / or rent for the repair period and the replacements of vehicles (within 12 hrs.) will be arranged by the **VENDOR** with no exception.
- (k) If the vehicle becomes off road due to any major technical fault during the agreement period, PCRWR, Sindh will not be responsible to pay rent for that period unless a replacement vehicle of same capacity/condition is provided.
- (l) Parking of vehicles (PCRWR, Sindh office premises or outside the office premises) is sole responsibility of PCRWR, Sindh.
- (m) The vehicle provided must be free from any police case or involvement in legal proceedings. In the event of any such issue, PCRWR shall bear no responsibility. All liabilities, including legal clearance and responses to law enforcement agencies, shall rest solely with the vendor
- (n) In case of breach of any condition form either party, this agreement shall stand as cancelled and vehicles in use will be returned to **VENDOR**. Any outstanding rental of the vehicles will be paid to the **VENDOR** for the period for which the vehicles have been utilized.
- (o) That **VENDOR** has the right to terminate this agreement by serving one-month notice or depositing at least one month rent in lieu thereof.
- (p) PCRWR, Karachi, Sindh can terminate the agreement by giving seven (07) days' notice to **VENDOR** and will not be responsible for any early termination due to funding constraints or any other reason.

IN WITNESS WHEREOF, the parties here to have signed this agreement on the date first afore mentioned.

VENDOR

PCRWR, Karachi, Sindh

WITNESS

1. Sign: _____

2. Sign _____

Name: _____

Name: _____

CNIC #: _____

CNIC #: _____