

F. No. P1-1/2025-PPDU
Government of Pakistan
Ministry of National Food Security and Research
Project Planning and Development Unit (PPDU)

TENDER NOTICE
HIRING OF VEHICLES FOR PROJECT PLANNING AND DEVELOPMENT UNIT
(PSDP PROJECT), MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH
ISLAMABAD”

Ministry of National Food Security and Research invites sealed bids through open competitive bidding from Rent a Car Companies/Dealers registered with the E-PADS, Sales Tax / Income Tax Departments and AGPR as a vendor for provision of two vehicles on monthly rental basis along with driver for 11 months from August 2025 to June 2026.

Sr	Description of Vehicles	Quantity	Hiring Period
1	1300 CC Sedan Car along with driver on monthly rental basis, Model not less than 2019, Black/White Color, Auto Features, both vehicles of different make.	02	From August 2025 to June 2026 (11 months)

Single Stage – One Envelope procedure will be adopted under Rule 36 (a) of PPRA Rules-2004. The sealed bids complete in all respects should be submitted through EPADS and only original PO/DD must be substantiated to PPDU-MNFSR via registered courier.

The closing time for receiving of the bids is **21st July, 2025 till 12:00 p.m.** and which shall be opened publically on the **same date at 12:30 p.m.** at MNFSR, Pak Secretariat, Block B, 3rd floor, Room 330, PPDU Support Unit in the presence of the bidders or their authorized representatives, who wish to participate.

The tender documents along with detailed terms and conditions can be obtained (free of cost) from the office of Project Manager (PPDU Support Unit), Room No.330, Pak Secretariat, 3rd Floor, Islamabad, during office hours and also available on EPADS, PPRA’s website and official website of MNFSR (<https://mnfsr.gov.pk/>). No bid shall be entertained if not applied through EPADS.

All terms and conditions contained in the RFP / Bidding Documents shall apply.

MNFSR reserves the right to accept or reject any or all bids/proposals in accordance with PPRA Rules-2004.

Project Manager
(PPDU, MNFSR Islamabad)
051-9204650

**BIDDING DOCUMENTS FOR
HIRING OF VEHICLES ON RENTAL BASIS
FY 2025-26**



**PROJECT PLANNING AND DEVELOPMENT UNIT (PSDP PROJECT)
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH ISLAMABAD**



MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH

**PAK SECRETARIAT, BLOCK B, 3rd FLOOR
PPDU SUPPORT UNIT (<https://mnfsr.gov.pk/>)
PHONE # 051-9204650**

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UNIT (PSDP PROJECT), MINISTRY OF NATIONAL FOOD SECURITY AND
RESEARCH ISLAMABAD”**

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**Project Manager
(PPDU, MNFSR Islamabad)
051-9204650**

GOVERNMENT OF PAKISTAN
(MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH)
PROJECT PLANNING AND DEVELOPMENT UNIT (PPDU).

1. INSTRUCTIONS TO BIDDERS:

This tender document shall be used for submission of Competitive Bidding for participating in the subject tender. Interested bidders may download the tender document from the PPRA's and MNFSR's websites. Submission of bids through EPAD is a mandatory requirement and only original PO/DD should be submitted to MNFSR via registered courier. The qualified bidders with highest final score and subject to the required specifications and all the terms and conditions will be awarded the contract.

2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS:

Name of Procuring Agency	Project Planning & Development Unit (PPDU) Ministry of National Food Security and Research (MNFSR)
Last date for response submission:	21st July, 2025 till 12:00 p.m.
Opening Date & Time:	21st July, 2025 at 12:30 p.m.
Opening Place:	Room No.330, PPDU Support Unit, Pak Secretariat, 3rd Floor, Islamabad.
Contact Person:	Project Manager
Phone:	051 9204650

3. TERMS & CONDITIONS FOR TENDER SUBMISSION:

- a. The tender should be filled in carefully (**preferably typed**). No correction/alteration is allowed. Each page must be signed and stamped. Incomplete forms will not be accepted.
- b. Single Stage - One Envelope (Containing Separately Financial & Technical Proposals) Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security not less than **Rs.85,800/-** as mentioned in Tender Documents in the shape of **PO/DD** is required in the name of **Project Manager PPDU, MNFSR Pak Secretariat, Islamabad**. Neither personal cheques nor the bids received without earnest money will be accepted.
- c. The bid validity period is 90 days from the date of publication.
- d. In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period. However, the earnest money of the unsuccessful bidders will be returned on receipt of a written request.
- e. The bids will be evaluated with 50 Marks for technical proposals and 50 marks given to the financial proposals. Tender will be awarded on least cost basis if technical criteria is fulfilled.
- f. Any bid, not conforming to the required specifications and terms/conditions will be made non responsive by the procurement committee.

- g. The bidder will be bound to provide the vehicles as per terms and conditions within 03 days of the issuance of the purchase order.
- h. The offered rates should include GST/Government taxes, driver's salary.
- i. The Procuring Agency will be responsible to provide POL. Engine oil will be changed on mileage of 3000 KM. Any other cost like accident, damage, wear and tear will be the responsibility of the vendor.
- j. The vehicle will be used in the ICT/Rawalpindi Division & may require to travel to other cities if & when required. In case of outstation visit other than Rawalpindi & Islamabad and same day travel, stay and meals of driver will be the responsibility of Procuring Agency.
- k. The duty timings will be 8:00 AM to 08:00 PM on daily basis. The bidder is bound to provide vehicle full days of the month, including Saturday, Sunday & public holidays, if required. In case of absence from duty Rs. 6500/- per day will be deducted from monthly invoice as penalty.
- l. National Tax No., GST Registration Number and Vendor Number and must be indicated by each bidder on the letterhead.
- m. Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- n. The contract will be awarded to the highest evaluated bidder as the Most Advantageous Bid after approval by the Procurement Committee, whose decision will be treated as final.
- o. The result of the bid evaluation under Rule 35 of PP Rules, 2004 will be announced fifteen days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Grievance Committee already constituted in the MNFSR will address the grievances.
- p. The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules *ibid*.
- q. The interested firms must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons on the letterhead.
- r. Income Tax/any other tax, if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government.

4. **SCOPE OF WORK:**

- a. **Services Overview:** It is expected from the bidding firm to provide two vehicles Sedan Cars, (1300 cc, Model-Not less than 2019) both White/Black in color of different make on monthly rental basis along with driver as per terms & condition specified in the bidding documents.

b. Commencement, Completion, Modification and Termination of Contract	
i. Effectiveness of Contract	This Contract shall come into force and effect on the date (the “Effective Date”) of the Procuring Agency’s notice to the Firm instructing the Firm to begin carrying out the Services.
ii. Termination of Contract for Failure to Become Effective	If this Contract has not become effective within such time period after the date of Contract signature, either Party may, by not less than thirty (30) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
iii. Commencement of Services	The Firm shall confirm availability of vehicles with drivers according to the scope of work meeting all the terms & conditions as specified in the bidding documents.
iv. Expiration of Contract	Unless terminated earlier pursuant, this Contract shall expire at the end of such time period after the Effective Date.
v. Modifications or Variations	<p>Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.</p> <p>In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.</p>
i. Force Majeure	
vi. Definition	1) For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so

	<p>impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.</p> <p>2) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-Firms or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.</p> <p>3) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.</p>
<p>vii. No Breach of Contract</p>	<p>The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.</p>
<p>viii. Measures to be Taken</p>	<p>1) A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.</p>

	<p>2) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.</p> <p>3) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p>4) During the period of their inability to perform the Services as a result of an event of Force Majeure, the Firm, upon instructions by the Procuring Agency, shall either:</p> <ul style="list-style-type: none"> (a) demobilize, in which case the Firm shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring Agency, in reactivating the Services; or (b) continue with the Services to the extent reasonably possible, in which case the Firm shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred. <p>5) In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to bid document.</p>
<p>ix. Suspension</p>	<p>The Procuring Agency may, by written notice of suspension to the Firm, suspend all payments to the Firm hereunder if the Firm fails to perform any of its</p>

	<p>obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Firm to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Firm of such notice of suspension.</p>
<p>j. Termination This Contract may be terminated by either Party as per provisions set up below:</p>	
<p>i. By the Procuring Agency</p>	<p>1) The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in bidding document. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Firm in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):</p> <ul style="list-style-type: none"> (a) If the Firm fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension (b) If the Firm becomes (or, if the Firm consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary; (c) If the Firm fails to comply with any final decision reached as a result of arbitration proceedings

	<p>(d) If, as the result of Force Majeure, the Firm is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;</p> <p>(e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;</p> <p>(f) If the Firm fails to deliver its obligations persistently according to the terms and conditions mentioned in the bidding documents.</p> <p>2) If the Firm, in the judgment of the Procuring Agency has engaged in Fraud and Corruption, in competing for or in executing the Contract, then the Procuring Agency may, after giving fourteen (14) calendar days written notice to the Firm, terminate the Firm's Contract.</p>
<p>ii. By the Firm</p>	<p>1) The Firm may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.</p> <p>(a) If the Procuring Agency fails to pay any money due to the Firm pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Firm that such payment is overdue.</p> <p>(b) If, as the result of Force Majeure, the Firm is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.</p> <p>(c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 50.1.</p>

	(d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Firm may have subsequently approved in writing) following the receipt by the Procuring Agency of the Firm's notice specifying such breach.
iii. Cessation of Rights and Obligations	1) Upon termination of this Contract hereof, or upon expiration of this Contract, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality (iii) the Firm's obligation to permit inspection, copying and auditing of their accounts and records set forth and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.
iv. Cessation of Services	1) Upon termination of this Contract by notice of either Party to the other, the Firm shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Firm and equipment and materials furnished by the Procuring Agency, the Firm shall proceed as provided, respectively.
v. Payment upon Termination	1) Upon termination of this Contract, the Procuring Agency shall make the payments to the Firm or vice versa:

5. **Evaluation Criteria:**

The evaluation committee shall evaluate the bid on the basis of responsiveness to the Scope of Work/ Terms and Conditions, mandatory requirements and evaluation criteria provided herein. The following criteria shall be used for evaluating the bids.

Sr. No.	Description	Marks
a.	The firm has conducted the similar tasks in the past.	10
b.	The firm has provided specification exactly the same or above as required by the procuring agency according to the terms and conditions specified in the bidding documents.	20
c.	The firm has registration done with Sales Tax, Income Tax, E-PADS, AGPR as vendor in the concerned category.	20
Total Marks		50

6. **Criteria:**

(1) The bids shall be evaluated on a Least Cost Based Selection after technical evaluation. Those bides, which qualify 50 marks in the technical evaluation will be further processed for the financial evaluation; otherwise they will be labeled as non responsive.

(2) The contract will be awarded to the most advantageous bidder after financial evaluation.

7. **The Financial Proposal format, Technical Proposal format, Integrity Pact Forms provided at Annexure I ,II,III.**

FINANCIAL PROPOSAL-B

Sr. No.	Description of Tasks	Make	Quantity	Cost/Month (Inclusive of all taxes)
1	Sedan Car, 1300 CC (auto features), Model.....,Color..... on monthly rental basis along with driver as per terms & condition specified in the bidding documents.		1	
2	Sedan Car, 1300 CC (auto features), Model.....,Color..... on monthly rental basis along with driver as per terms & condition specified in the bidding documents.		1	

Note:

- It should be provided on the company letterhead duly signed & stamped.

TECHNICAL PROPOSAL-A

Sr. No.	Description of Tasks	Make	Quantity
1	Sedan Car, 1300 CC (auto features), Model....., Color..... on monthly rental basis along with driver as per terms & condition specified in the bidding documents.		01
2	Sedan Car, 1300 CC (auto features), Model.....,Color..... on monthly rental basis along with driver as per terms & condition specified in the bidding documents.		01

Note: It should be provided on the company letter head duly signed & stamped.

INTEGRITY PACT

**“HIRING OF VEHICLES FOR PROJECT PLANNING AND DEVELOPMENT UNIT
(PSDP PROJECT), MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH
ISLAMABAD”**

Contract No. _____ Dated _____
Contract Value: _____ Contract Title: _____

1. [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.
2. Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.
3. [name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
4. [name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.
5. Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer:
Signature:

Name of /Supplier:
Signature: