



TENDER DOCUMENT

PROVISION OF CAR RENTAL SERVICES

Under a Framework Agreement

Tender No.: PDA-003-26

Date: 10 January, 2026

**Procuring Agency: Pakistan Digital Authority**  
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## 1. INVITATION TO BID

### Provision of Car Rental Services (2025–26)

The Government of Pakistan, under the Digital Nation Pakistan Act, 2025, has established the **Pakistan Digital Authority (PDA)** to lead and implement the country’s digital transformation agenda. To support its operational requirements, PDA intends to hire reliable car rental services for official use.

Sealed bids are invited from reputable, eligible, and registered firms for the Provision of Car Rental Services for the period 2025–26. Interested bidders must be listed on the FBR Active Taxpayers List (ATL).

Details	Description
Access to Document	www.pda.gov.pk & EPADS: <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a>
Submission Mode	<b>Online via EPADS</b>
Submission Deadline	January 26, 2026, by 1000 Hrs
Opening of Tenders	January 26, 2026, at 1030 Hrs
Bid Security	PKR 25,000/- (Refundable)
Bid Validity	180 Days from Bid Opening Date
Queries	procurement@pda.gov.pk



## 2. INSTRUCTIONS TO BIDDERS

### 2.1. Bidder Eligibility

An Eligible Bidder is a Bidder who:

1. Has a registered office in **Islamabad, Lahore, or Karachi**.
2. Is an **Active Taxpayer** for Income Tax and Sales Tax (verified via FBR ATL).
3. Has a valid Income Tax Registration for at least the last **three (03) years**.
4. Has not been blacklisted by any Provincial or Federal Government Department (Submission of Affidavit required).
5. Accepts all terms and conditions of the PDA.

### 2.2. Bid Cost & Security

1. **Bid Security:** The bidder must submit a Bid Security of **PKR 25,000/-** in the form of a Bank Draft/Pay Order valid for at least 90 days.
2. **Performance Guarantee:** The successful bidder shall submit a Performance Bank Guarantee amounting to **PKR 200,000/-**, valid for the entire duration of the contract.

### 2.3. Bidding Procedure (Online via EPADS)

1. **Mode:** Bids must be submitted online via the EPADS system (<https://eprocure.gov.pk>).
2. **Two Envelopes:** The bid shall comprise a single package containing two separate sections/files:
  - o **Technical Proposal:** Details of specifications, compliance, and eligibility documents (without price).
  - o **Financial Proposal:** The price schedule/rate list.
3. **Opening:** Technical Bids will be opened first. Financial Bids of technically qualified bidders will be opened later.

### 2.4. Evaluation Method

Those bidders who meet the essential eligibility and technical criteria, the lowest bidders will be considered further for further evaluation and award of contract/purchase/work order. However, bid committee reserves the right to consider any other vendor or multiple vendors for different categories of required vehicles.

QCBS evaluation shall be conducted with a weighting of 30% (Technical) and 70% (Financial).



### **3. GENERAL CONDITIONS OF DRAFT CONTRACT**

#### **3.1. Contract Duration**

The Framework Contract shall be for a period of **one (01) year**, effective from **01 February 2026 tentatively**. It may be extended for an additional year subject to satisfactory performance and mutual consent.

#### **3.2. Taxes and Duties**

The Contractor shall be entirely responsible for all taxes, duties, and levies imposed by the Government of Pakistan. All applicable taxes will be deducted at source.

#### **3.3. Termination**

PDA reserves the right to terminate the contract if the Contractor fails to deliver services as per the Terms of Reference (ToR).

#### **3.4. Dispute Resolution**

In case of any dispute, the matter shall be referred to arbitration in accordance with the Arbitration Act, 1940. The place of arbitration shall be **Islamabad**.

#### **3.5. Force Majeure**

The Contractor shall not be liable for liquidated damages or termination for default if the delay is the result of an event of Force Majeure (e.g., natural disasters, war).



## 4. ANNEXURE-A: TERMS OF REFERENCE (SCOPE OF SERVICES)

### General Terms of Reference (ToRs):

1. **Scope:** The Contractor shall provide well-maintained vehicles with licensed and qualified drivers for official travel of PDA officers across Pakistan (Provinces, AJK, GB, and ICT).
2. **Availability:** Vehicles hired monthly shall remain parked at PDA's designated premises on a 24/7 basis unless otherwise instructed.
3. **Fuel Availability:** Fuel shall be provided by PDA.
4. **Replacement Policy:** In case of breakdown or driver unavailability, the Contractor must provide an immediate replacement of equal or better standard without additional cost.
5. **Maintenance:** The Contractor is fully responsible for all repairs, oil changes, tyres, and maintenance.
6. **Insurance:** All vehicles must be **fully insured (Comprehensive)**. PDA bears no liability for damages or theft.
7. **Logbook:** Drivers must maintain a proper logbook (mileage, destination, timing) verified by PDA officials for invoicing.
8. **Driver Requirements:**
  - Valid driving license and CNIC.
  - Well-mannered and disciplined.
  - Trained in using GPS/Google Maps.
  - PDA provides no food/accommodation for drivers.
9. **Vehicle Condition:**
  - Not older than **four (04) years** at deployment.
  - Mileage not exceeding **40,000 km** at handover.
  - Must have functional AC/Heater, Seat belts, Spare tyre, and Tool kit.
  - Must be equipped with **GPS Trackers**.
10. **Operational Costs:** Toll tax and parking fees are borne by the Service Provider.



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## 5. ANNEXURE-B: TECHNICAL EVALUATION CRITERIA

### Mandatory Requirements (Pass/Fail):

1. Registered office in Karachi, Lahore, or Islamabad.
2. Not blacklisted by any procuring agency (Affidavit required).
3. Active Taxpayer (Income Tax & Sales Tax).
4. Valid Income Tax Registration for at least 3 years.
5. Acceptance of all PDA tender requirements.

### Rating Summary (QCBS - Tech 30% / Financial 70%):

Criteria	Description	Max Marks	Scoring Breakdown
<b>1. Type of Firm</b>	Public/Private Ltd, Partnership, or Proprietorship	<b>5</b>	Ltd: 5 Partnership: 3 Proprietor: 2
<b>2. Offices</b>	Established offices in Islamabad, Karachi, Lahore,	<b>5</b>	All 3 Cities: 5 Less than 3: 3
<b>3. Turnover</b>	Average Annual Turnover (Last 3 Years)	<b>5</b>	>10M: 5 8-9M: 4 6-7M: 3 2-5M: 2
<b>4. Experience</b>	Total Work Experience	<b>5</b>	>10 Years: 5 5-10 Years: 3 1-4 Years: 1
<b>5. Clientele</b>	Govt/Private Sector Projects	<b>5</b>	Govt & Private: 5 Private only: 3
<b>6. Relevant Jobs</b>	Specific experience in Car Rental	<b>5</b>	>5 Years: 5 2-5 Years: 3
<b>Total Technical</b>		<b>30</b>	

(Note: Financial Bids will be scored out of 70 based on the lowest cost formula).



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## 6. ANNEXURE-C: TECHNICAL PROPOSAL FORM

<b>Firm/Company Information</b>	
Name of the Firm/Agency:	
NTN/GST Number:	NTN: GST:
Proprietor/ Partnership:	
Head Office Address: (postal, email, telephone number)	
Address of Branch Offices:	
Contact Person / Designation	
Cell Number	
Email Address	
<i>Attach the Company Profile, FBR Certificates, and Affidavits as per Annexure-B requirements.</i>	



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## 7. ANNEXURE-D: FINANCIAL PROPOSAL FORMS

*Note: Quoted rates must be valid until 30 June 2026. Evaluation is based on cumulative scoring.*

**Table A: Schedule of Rates for Local Travel (Islamabad & Rawalpindi) – With Driver & Without Fuel**

S#	Vehicle Category	Description of Vehicle	Model Year	Engine (CC)	Rate Per			
					Day	Week	Month	Overnight Driver Charges (Per Night) *
1.	<b>Sedan</b>	Toyota Altis, Honda Civic, or equivalent	2022-26	1300 to 1800				
2.	<b>SUV (Mid-Size)</b>	Haval 6 or equivalent	2022-26	1500 - 2000				
3.	<b>SUV (Full-Size / 4WD)</b>	Fortuner or equivalent	2022-26	2500 - 3000				
4.	<b>Luxury SUV (4WD)</b>	Prado, Land Cruiser or equivalent	2022-26	2500 - 4000				
5.	<b>Pickup / Double Cabin</b>	Toyota Hilux Revo/Vigo or equivalent	2020 Onwards	2000-3500				
6.	<b>Van (Passenger / High Roof)</b>	Toyota Hiace (Standard / High Roof) or equivalent	2020 Onwards	Up to 3000				
7.	<b>Minibus / Coaster</b>	Coaster/Bus	2020 Onwards	Approx. 4200				



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**Table B: Daily, Weekly, and Monthly Rental Rates for Local Travel (within All Provincial Capitals: Lahore, Karachi, Peshawar, Quetta, etc) – With Driver, Without Fuel**

S#	Vehicle Category	Description of Vehicle	Model Year	Engine (CC)	Rate Per			
					Day	Week	Month	Overnight Driver Charges (Per Night) *
8.	Sedan	Toyota Altis, Honda Civic, or equivalent	2022-26	1300 to 1800				
9.	SUV (Mid-Size)	Haval 6 or equivalent	2022-26	1500 - 2000				
10.	SUV (Full-Size / 4WD)	Fortuner or equivalent	2022-26	2500 - 3000				
11.	Luxury SUV (4WD)	Prado, Land Cruiser or equivalent	2022-26	2500 - 4000				
12.	Pickup / Double Cabin	Toyota Hilux Revo/Vigo or equivalent	2020 Onwards	2000-3500				
13.	Van (Passenger / High Roof)	Toyota Hiace (Standard / High Roof) or equivalent	2020 Onwards	Up to 3000				
14.	Minibus / Coaster	Coaster/Bus	2020 Onwards	Approx. 4200				



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**Table C: Daily, Weekly, and Monthly Rental Rates for Intercity/Outstation Travel (All Provinces, GB, AJK) – With Driver, Without Fuel**

S#	Vehicle Category	Description of Vehicle	Model Year	Engine (CC)	Rate Per			
					Day	Week	Month	Overnight Driver Charges (Per Night) *
15.	Sedan	Toyota Altis, Honda Civic, or equivalent	2022-26	1300 to 1800				
16.	SUV (Mid-Size)	Haval 6 or equivalent	2022-26	1500 - 2000				
17.	SUV (Full-Size / 4WD)	Fortuner or equivalent	2022-26	2500 - 3000				
18.	Luxury SUV (4WD)	Prado, Land Cruiser or equivalent	2022-26	2500 - 4000				
19.	Pickup / Double Cabin	Toyota Hilux Revo/Vigo or equivalent	2020 Onwards	2000-3500				
20.	Van (Passenger / High Roof)	Toyota Hiace (Standard / High Roof) or equivalent	2020 Onwards	Up to 3000				
21.	Minibus / Coaster	Coaster/Bus	2020 Onwards	Approx. 4200				



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## **8. ANNEXURE-E: UNDERTAKING**

*(To be submitted on Stamp Paper of PKR 100/-)*

We, [**Name of Firm**], hereby undertake that:

1. We have read and understood the Tender Document No. PDA-002-26.
2. We are not blacklisted by any Provincial or Federal Government Department, Agency, or Autonomous Body in Pakistan.
3. We will comply with the Delivery Schedule and Terms of Reference mentioned in the Tender Document.
4. The information provided in this bid is accurate and true.

Authorized Signature: \_\_\_\_\_

Name & Seal: \_\_\_\_\_

Date: \_\_\_\_\_