

**NOTICE INVITING E-TENDERS
FOR
PROCUREMENT OF VEHICLES ON RENTAL BASIS THROUGH FRAMEWORK
CONTRACT**

1. The Health Department is executing an ADP Project “Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit/240232 (KP-HISDU)” through a dedicated Project Management Unit. The PMU of the project invites Bids under National Competitive Bidding (NCB) from eligible firms registered with FBR (Income Tax and Sales Tax) and KP Revenue Authority (KPRA) for the procurement of vehicles on rental basis under a Framework Contract.
2. Bidding shall be conducted through Single Stage-One Envelope Procedure in accordance with Khyber Pakhtunkhwa Public Procurement Rules, 2014, using the e-PADS platform.
3. Bid Solicitation Documents can be downloaded from: www.kppra.gov.pk and www.healthkp.gov.pk.
4. Interested bidders must submit their bids electronically through e-PADS on or before 13th May, 2026 at 02:00 PM. Bids will be opened on the same day at 02:30 PM in the presence of bidders’ representatives who choose to attend.
5. A Bid Security (Earnest Money) of PKR 100,000/- (fixed amount), in the shape of a Call Deposit Receipt (CDR) or Bank Guarantee, issued in favor of the Project Director, KP-HISDU, must be uploaded with the bid. Bid security in original be furnished to Procuring Entity before bid closing.
6. Detailed terms & conditions, mandatory criteria and specifications along with other relevant information are available in the E-Bid Solicitation Documents on the EPADS portal: kp.eprocure.gov.pk.
7. The Procuring Entity reserves the right to reject any or all bids as per Rule 47 of KPPRA Rules, 2014.

**PROJECT DIRECTOR
Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit
(KP-HISDU), 3rd floor Health Department, Peshawar.
091-9210862**

STANDARD FORM OF BIDDING DOCUMENTS
Under National Competitive Bidding (NCP)

FOR

**PROCUREMENT OF NON-CONSULTING SERVICES (VEHICLES
ON RENTAL BASIS) THROUGH FRAMEWORK CONTRACT**



Tender Reference Number: **KP-HISDU/Health Dept./1-2/1**

Last Date/Time for Submission: **13th May, 2026 at 2:00 PM**

Proposal Opening Date/Time: **13th May, 2026 at 2:30 PM**

Procurement Entity:

PMU of the ADP PROJECT "KHYBER PAKHTUNKHWA HEALTH
INFORMATION AND SERVICE DELIVERY UNIT/240232",
HEALTH DEPARTMENT

GOVERNMENT OF KHYBER PAKHTUNKHWA

INVITATION FOR BIDS (NON-CONSULTING SERVICES)
PROCUREMENT OF VEHICLES ON RENTAL BASIS UNDER FRAMEWORK CONTRACT
THROUGH E-PADS

PROCURING ENTITY: PMU of the ADP Project “ESTABLISHMENT OF KHYBER PAKHTUNKHWA HEALTH INFORMATION AND SERVICE DELIVERY UNIT/240232” (KP-HISDU), HEALTH DEPARTMENT KHYBER PAKHTUNKHWA.

1. The Project Director, Khyber Pakhtunkhwa Health Information and Service Delivery Unit/240232 (KP-HISDU), having PMU office at 3rd floor, Health Department, Peshawar invites bids from eligible firms for the hiring of vehicles on rental basis under a Framework Contract, in accordance with the applicable procurement rules.
2. Bidding shall be conducted through Single Stage- One Envelope Procedure in accordance with Khyber Pakhtunkhwa Public Procurement Rules, 2014 (KPPRA Rules, 2014), using the e-PADS Platform.
3. Bid Solicitation Documents can be downloaded from: www.kppra.gov.pk, www.healthkp.gov.pk, and <https://portalkp.eprocure.gov.pk>
4. Interested bidders must submit their bids electronically through e-PADS on or before **13th May, 2026 at 2:00 PM.** Bids will be opened on the same day at 02:30 PM in the presence of bidders’ representatives who choose to attend.
5. A Bid Security (Earnest Money) amounting to PKR 100,000/- (fixed amount), in the shape of a Call Deposit Receipt (CDR) or Bank Guarantee, issued from the bidder’s own account in favor of the Project Director, KP-HISDU, must be uploaded with the bid and submitted in original to the undersigned before the bid closing. Bid security from any third-party account shall render the bid non-responsive.
6. Bids must be computer-typed, scanned and uploaded. The bid price should be quoted in figures; however, quoting in words in addition will be appreciated. Bids containing cutting, overwriting, or erasing shall be rejected to the extent of the affected item(s). All pages of the bid must be signed and stamped by the authorized signatory of the bidder/firm. Relevant product/service details shall be provided in the form of original catalogues/brochures (if applicable).
7. Bidders must be registered with KPRA and should fulfill all legal, taxation, and regulatory requirements including their registration on EPADS.
8. The Procuring Entity reserves the right to reject any or all bids as per Rule 47 of KPPRA Rules, 2014.

PROJECT DIRECTOR
Establishment of Khyber Pakhtunkhwa Health Information and Service Delivery Unit
Project (KP-HISDU), 3rd floor Health Department, Peshawar.

TERMS & CONDITIONS

The PMU, KP-HISDU (hereinafter referred to as the "Client") invites sealed bids from eligible and experienced firms / companies (hereinafter referred to as the "Firm") for provision of the specified services as detailed in **Annex-A** (hereinafter referred to as the "Services").

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - a. not submitted through e-pads
 - b. received after the time and date fixed for its receipt
 - c. not signed & stamped by authorized person on each page of tender document
 - d. the offer is from a blacklisted firm
 - e. the offer / quoted rates are furnished other than the tender documents
 - f. any additional terms & conditions added by the Firm
 - g. any conditional offer
- 1.2 Bid will remain valid for a period of 60 days from the date of opening of the tender. Contract will be enforced initially for a period of one (01) year, which may be extended with mutual consents of both the Client and the Firm, subject to requirement. No price escalation shall be permissible during the entire contract period. Contract shall be awarded to the lowest quoted Firm among the qualified firms, based on mandatory criteria, as per the details at Annex-A.
- 1.3 The offered rates shall be quoted on both monthly and daily basis, with and without driver and excluding POL. All quoted rates shall be inclusive of all applicable taxes and duties.
- 1.4 Purchase Orders shall be issued by the Admin Officer, (KP-HISDU) Project as and when required.

2. Time Period:

- 2.1 The Firm shall have to supply the demanded vehicle(s) immediately after signing of the contract within a week time, and within three (03) days as and when asked by the P.E during the contract period.

3. Extension of Delivery Period:

- 3.1 In special circumstances, request for extension of supply of service may be considered by the Competent Authority on the written request of the Firm before

the target date of supply, who will be authorized to either accept or reject the Request of Firm without assigning any reason.

4. Cancellation / Penalty of Delay:

- 4.1 In case the Firm fails to execute the contract in accordance with the terms and conditions laid down in the tender document, the Performance Guarantee shall be encashed, and a penalty equivalent to double the per-day cost shall be imposed.
- 4.2 The vehicles shall be inspected by the P.E., through authorized personnel and shall be rejected, if not found according to the given specifications as mentioned at Annex- A. The P.E will not be responsible for any costs or expenses incurred by the Firm in connection with the supply of services.

5. Payment to the Contractors:

- 5.1 Payment shall be made through the AG Office, Khyber Pakhtunkhwa/cross cheque, on a monthly basis, upon submission of invoice and satisfactory completion of services. No advance payment shall be admissible.

6. Bid Security

- 6.1 Mandatory bid security of Rs.100,000/- (fixed amount), in the shape of a Call Deposit Receipt (CDR) or Bank Guarantee, issued from the bidder's own account in favor of the Project Director, KP-HISDU shall be furnished in original before closing time.
- 6.2 Bid security in form of Pay Order (PO) shall not be acceptable and will lead to rejection of the bid without any further consideration.

7. Deduction of Taxes:

- 7.1 Any applicable taxes shall be deducted at source from the payment, in accordance with the prevailing Government rules, instructions, and notifications issued from time to time.

8. Dispute:

- 8.1 In case of any dispute during the execution of contract, matter will be resolved as per KPPRA Rules, 2014 and the decisions thus made by the Project Director shall be binding on the bidders. However, prior to contract signing; any aggrieved firm can approach the Grievance Redressal Committee.

9. Mandatory Evaluation Criteria/ Mandatory Documents:

- 9.1 The applicant must be the proprietor of the company/firm and the firm must be registered with Registrar of firms or SECP.
- 9.2 The vehicles shall be in good condition, with model year 2021 or later (or of recent model), and shall be provided along with complete documentation, including valid

registration, as specified in detail at Annex-A.”

- 9.3 KPRA Registration with active status.
- 9.4 NTN certificates with active status.
- 9.5 Copy of CNIC of proprietor.
- 9.6 The bidder must have at least 3 years working experience in facilitation of vehicles on rental basis with multiple organizations (Govt./Semi-Govt./Autonomous/Private). Proof shall be provided in shape of contract agreements for last 2 years (at least 3 relevant contracts).
- 9.7 Affidavit to the effect that the firm has never been blacklisted by any Ministry/Division/Department/Organization.

10. Bid / Tender opening procedure:

Bidding shall be conducted through Single Stage-One Envelope Bidding Procedure comprising a single sealed package containing all relevant mandatory documents and financial bid for selecting lowest evaluated bid as per KPPRA Rules, 2014.

- 10.1 Single stage- one envelope procedure, where each bid comprised of one single envelope containing financial bid and mandatory documents and shall be submitted together on e-PADS.
- 10.2 The bidder shall submit the complete bid through e-PADS within the stipulated time. The original hard copy of the Bid Security must also be submitted to the office of KP-HISDU before the bid opening time for verification purposes. Failure to submit the original Bid Security within the prescribed deadline shall result in rejection of the bid without further evaluation.
- 10.3 All bids received shall be opened, examined and evaluated by the committee.
- 10.4 Evaluation shall be carried out by the committee according to the criteria mentioned in the bidding documents.
- 10.5 The financial proposals of only those firms shall be considered which meet the mandatory eligibility criteria and have submitted all the requisite documents.
- 10.6 The bidders shall quote rates for all vehicles specified in Annex-A. Failure to quote rates for any of the required vehicles shall render the bid non-responsive and shall result in rejection.
- 10.7 The bidder who has submitted the lowest evaluated bid among those meeting mandatory criteria shall be awarded the contract.

11. Other terms & conditions:

- 11.1 The Client shall, after issuance of Letter of Intent (LOI), send the Contract provided in the Tender Document, to the successful Bidder. Within three working days of its receipt, the Bidder shall sign the Contract and return it to the Client.

- 11.2 The successful bidder shall furnish a Performance Security equivalent to PKR 500,000/- value in the form of CDR/SDR or Bank Guarantee from a scheduled bank, within seven (07) days of issuance of LOI. Failure to submit the Performance Security shall result in cancellation of award and forfeiture of Bid Security. The bid security will be returned to the successful bidder on receipt of signed contract and the Performance Security.
- 11.3 Framework Contract will be signed initially for one (01) year, which shall be extendable as per requirement, starting from the date of issuance of Letter of Intent. Extension of contract shall be based on the discretion of PE, on provision of satisfactory services by the firm, and availability of project funds.
- 11.4 The Firm shall provide the rental services for travelling on daily and monthly rental basis for vehicles detailed at Annex-A with valid license holder driver and working AC. The quantity of vehicles may vary as per requirement of the Client. In case of monthly hiring, the vehicles shall be placed at the full-time disposal of the Project.
- 11.5 The Firm shall allocate one focal person for coordination with KP-HISDU during the contract period.
- 11.6 The firm shall provide periodic maintenance and repair works. Whereas, the client shall provide POL including fuel and engine oil along with body wash to vehicle under regular use as and when required.
- 11.7 Authority letter shall be provided to this office for all rental vehicles along with copy of vehicles registration.
- 11.8 The daily/monthly rental shall include driver wages, food etc. and all applicable government taxes. In case of any accidents, PMU KP-HISDU will not be responsible and the responsibility shall rest with the firm and its drivers.
- 11.9 The daily/monthly rental value of Vehicles provided under this Contract shall remain the same during the period of this Contract. The Firm shall not demand for increase in agreed rental values during the period of this Contract.
- 11.10 All vehicles provided should be comprehensively insured.
- 11.11 Registered for operation during the period of this Contract with registration documentation in the vehicle and registration / number plates affixed to the vehicle as required by laws of Pakistan.
- 11.12 The bidders/contractors shall submit an affidavit to the effect that the firm has never been blacklisted by any Ministry/Division / Department /Organization.
- 11.13 Food and accommodation for the driver shall be managed by the contractor.
- 11.14 Conditions for the vehicle:
- i The vehicle should be road-worthy, in good condition, and not more than 5 years old i.e. 2021.
 - ii The vehicle should be equipped with necessary safety items, spare tyre, mechanical jack and basic hand tools.
 - iii The vehicle should have good conditioned tyres, not older than 2 years.
 - iv The vehicle should have a well-maintained Log Book.

- v The vehicle should be clean, inside and out, and free from any unpleasant odor.

11.15 Features of Vehicles:

- i ABS brakes
- ii Air bags (preferably)
- iii Power windows
- iv Air Conditioning (proper heating and cooling)
- v Rear camera
- vi Removable sunshades (no tinting)
- vii Genuine tool kit and tyre accessories
- viii Handy fire extinguisher
- ix Tyres are new (not older than 2 years)

11.16 Maintenance:

The Firm shall be responsible for repair and maintenance of all vehicles provided under this Contract.

11.17 Insurance:

All vehicle must be covered under full insurance & all taxes paid.

11.18 The Authority reserves the right to reject all or any of the bid/proposal in accordance with the provision of KPPRA Rules, 2014.

11.19 The Rate shall be provided vehicle wise, both with and without drivers.

11.20 The Contract may be revoked by the Client at any time in case of unsatisfactory services or failure to perform services after serving prior warning notice and all payments will be withheld by the Client. Drivers shall be responsible to always ensure proper hygiene at vehicle. Driver must maintain proper logbook / travel detail on monthly basis.

11.21 In case of theft, damage or total loss to the vehicle through accidents with or without driver, the Firm will deal with the insurance company for documentation, depreciation, and final claim settlements with the insurance company.

11.22 In case of repair, if the vehicle takes more than one day. The Firm shall provide alternate similar vehicle on urgent basis without any delay and in this regard no extra charges shall be paid by the Client/PE.

11.23 The Client and the Firm shall make every effort to amicably resolve, by direct informal negotiation and as per KPPRA Rules, any disagreement or dispute arising between them under or in connection with the Contract.

11.24 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.

Bid Proforma for the required Vehicles

S#	Vehicle Details	Monthly Rates	Daily Rates (24 Hrs.)
1	Double Cabin 4x4 Pickup or SUV (2300-2800 CC) Model 2021 and onwards, Automatic Transmission, Insurance with Periodic Maintenance (with Driver)		
2	Double Cabin 4x4 Pickup or SUV (2300-2800 CC) Model 2021 and onwards, Automatic Transmission, Insurance with Periodic Maintenance (without Driver)		
3	Sedan car (1500-1600 CC) Model 2021, and upwards, Automatic Transmission, Insurance with Periodic Maintenance (with Driver)		
4	Sedan car (1500-1600 CC) Model 2021, and upwards, Automatic Transmission, Insurance with Periodic Maintenance (without Driver)		
5	Automatic Sedan car (1200-1300 CC) Model 2021 and onwards, Insurance with Periodic Maintenance (with Driver)		
6	Automatic Sedan car (1200-1300 CC) Model 2021 and onwards, Insurance with Periodic Maintenance (without Driver)		
7	Automatic hatchback car (1000 CC) Model 2021 and onwards, Insurance with Periodic Maintenance (with Driver)		
8	Automatic hatchback car (1000 CC) Model 2021 and onwards, Insurance with Periodic Maintenance (without Driver)		
9	Automatic hatchback car (660 CC) Model 2021 and onwards, Insurance with Periodic Maintenance (with Driver)		
10	Automatic hatchback car (660 CC) Model 2021 and onwards, Insurance with Periodic Maintenance (without Driver)		
Total Cost			

Grand Total (Monthly Rate + Daily Rate)	
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Note: Bidders are required to provide rental rates for each type of vehicle listed in Annex-A, considering one vehicle per type. Grand total amount of the bid shall be considered for financial evaluation. There is no upper limit on the maximum number of vehicles of each type. The contractor shall be obligated to supply the requested vehicles within three (3) days of receiving an official request from the competent authority. The rates shall be quoted in Pak Rupees and included of the following costs:

- i. Car rental cost (daily/monthly)
- ii. Driver salary (daily/ monthly)
- iii. Periodic Maintenance cost
- iv. Insurance cost
- v. Taxes (all applicable)

Mandatory Documents/ Evaluation Criteria for Vendor

S#	Criteria	Max Marks	Obtained
1	Registered with SECP/ Registrar of Firms	Mandatory	Yes/No
2	Registered with Income Tax Department – Has NTN and available at ATL	Mandatory	Yes/No
3	Registered with KPRA (Active Status)	Mandatory	Yes/No
4	Vehicles list shall be attached along with their registration copy; model years should be older than 2021 having good working condition	Mandatory	Yes/No
5	At least 3 years working experience with multiple organizations (Govt./Semi- Govt./Autonomous/Private). Proof shall be provided in shape of contract agreements (at least 3 contracts in last 2 years)	Mandatory	Yes/No
6	Affidavit to the effect that the firm has never been blacklisted by any Ministry/Division/ Department/ Organization	Mandatory	Yes/No

Firm Information

Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
National Tax Number	

FORM A- LETTER OF APPLICATION

Registered Business Name: _____

Registered Business Address: _____

Telephone: _____ Fax: _____

1. We hereby apply with the Project KP-HISDU as a carriage contractor, offering rent a car service to the project.
2. We authorize KP-HISDU project or its authorized representatives to carry out verification of the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, Business department, Agency or Firm.
3. The names and positions of contact persons who may be contacted for further information, if required, are as follows:

S#	Name	Position in the company	Contact No.
a)			
b)			

4. We declare that:
 - i) The statements made and the information provided in the application are complete, true and correct in every detail.
 - ii) This firm has never been blacklisted by any Government Department, Semi-Government Authority or Corporation. **(Certificate to this effect on Rs.100 non-judicial stamp paper to be provided.)**

Respectfully,

(Authorized representative of application)

Dated:

DRAFT CONTRACT

THIS CONTRACT ("Contract") is entered into this [insert starting date of agreement], by and between [insert PE's name] ("the PE") having its principal place of business at [insert PE's address], and [insert Vendor's name] ("the Service Provider") having its principal office located at [insert Vendor's address].

WHEREAS, the PE wishes to engage the Service Provider for the provision of vehicles on rental basis, hereinafter referred to as the "Services"; and **WHEREAS**, the Service Provider is willing and capable of providing such Services;

NOW THEREFORE, the Parties hereby agree as follows:

1. Services

(i) The Service Provider shall provide vehicles on rental basis as specified in "Terms of Reference and Scope of Services" (Annex A), which shall form an integral part of this Contract.

(ii) The Service Provider shall ensure that vehicles are well-maintained, roadworthy, and comply with all applicable laws and safety standards. Drivers, where required, must be duly licensed and competent.

(iii) The Service Provider shall provide reports/documents listed in Annex B (if applicable), including logbooks, invoices, and usage records within the specified timelines.

2. Duration of Contract

The Contract shall remain valid for a period of one (01) year from the date of signing, which may be extended upon mutual consent of both parties (if required).

3. Payment Terms

A. Ceiling

For services rendered pursuant to Annex-A, the PE shall pay the Service Provider an amount as quoted in bid and outlined below [insert amount]:

This amount shall be inclusive of rental charges, maintenance, fuel (if included), driver's salary (if applicable), and all taxes/duties as per law.

B. Payment Conditions

Payments shall be made in PKR, no later than 30 days following submission of invoices in duplicate, verified and approved by the designated coordinator.

4. Project Administration

A. Coordinator

The PE designates Mr./Ms. [Muhammad Kamran, Admin Officer] as Coordinator, responsible for coordinating the activities under this Contract, verifying invoices, and confirming

satisfactory performance of the Services. The Coordinator will request for vehicle and inspect the vehicles.

B. Records

The Service Provider shall maintain proper logbooks, mileage records, and any other documentation as instructed by the Coordinator for verification of usage and billing.

C. Audit

The PE reserves the right to audit the Service Provider's records relating to amounts claimed under this Contract during its term, and up to three months thereafter.

5. Performance Standards

The Service Provider undertakes to provide safe, reliable, and well-maintained vehicles, and drivers (where applicable) with the highest standards of professional and ethical conduct. Any vehicle or driver deemed unsatisfactory by the PE shall be promptly replaced.

6. Confidentiality

The Service Provider shall not, during the term of this Contract and within two (02) years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract, or the PE's operations without prior written consent of the PE.

7. Ownership of Records

All logbooks, usage records, and related documents prepared under this Contract shall belong to and remain the property of the PE. The Service Provider may retain copies for record-keeping purposes.

8. Service Provider not to be engaged in Certain Activities

The Service Provider agrees that, during the term of this Contract and after its termination, it and any affiliated entity shall not engage in activities that may conflict with the performance of the Services under this Contract.

9. Insurance

The Service Provider shall be responsible for obtaining appropriate insurance coverage for vehicles, drivers, and third-party liability, as required under applicable laws.

10. Assignment

The Service Provider shall not assign this Contract or subcontract any portion thereof without the PE's prior written consent.

11. Governing Law and Language

This Contract shall be governed by and construed in accordance with the laws of the Government of Khyber Pakhtunkhwa. The contract language shall be English.

12. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the Parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940. The seat of arbitration shall be at Peshawar.

For the PE

Signature: _____

Name: _____

Title: _____

For the Service Provider

Signature: _____

Name: _____

Title: _____