

**PROJECT MANAGEMENT UNIT (PMU)  
KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT  
PROJECT (KP-HCIP), HEALTH DEPARTMENT**



**BID SOLICITATION DOCUMENTS (BSDs)**

**Under National Competitive Bidding (NCB)**

**Through E-PADS**

**FOR**

**PROCUREMENT OF SERVICES FOR ACQUIRING VEHICLES ON A RENTAL BASIS UNDER  
AN  
OPEN FRAMEWORK CONTRACT FOR THE PROJECT  
“KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT (KP-HCIP)”.**

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

**KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT (KP-HCIP), HEALTH DEPARTMENT KHYBER PAKHTUNKHWA.**

1. The Project Director, KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT (KP-HCIP), House No. 240, Defence Colony, Shami Road, Peshawar, invites bids under **National Competitive Bidding (NCB)** from eligible firms 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 (KPPRA Rules, 2014)**, using the **e-PADS system**.
3. Bid Solicitation Documents can be downloaded from: [www.healthkp.gov.pk](http://www.healthkp.gov.pk).
4. Interested bidders must submit their bids electronically through e-PADS on or before 13<sup>th</sup> February 2026 at 11:00 AM. Bids will be opened on the same day at 11:30 AM in the presence of bidders' representatives who choose to attend.
5. A Bid Security (Earnest Money) amounting to PKR 300,000/- (fixed amount), in the shape of a Call Deposit Receipt (CDR)/Security Deposit Receipt (SDR) or Bank Guarantee, issued from the bidder's own account in favor of the Project Director, KPHCIP, must be uploaded/attached with the bid. Bid security from any third-party account shall render the bid non-responsive.
6. The bid documents shall be computer-typed, duly signed and stamped, and submitted electronically through e-PADS. The bid price shall 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.
8. The Procuring Entity reserves the right to reject any or all bids as per Rule 47 of KPPRA Rules, 2014.

**PROJECT DIRECTOR**

Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP),  
House No. 240, Defence Colony, Shami Road, Peshawar.

## **TERMS & CONDITIONS**

The Project Director, Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP), House No. 240, Defence Colony, Shami Road, Peshawar (hereinafter called the “Client”) invites bids from eligible and experienced firms / companies (hereinafter referred to as "Firm") for the specified services as per Annex-A (hereinafter referred to as "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. received without bid security
- b. not submitted through e-pads
- c. it is received after the time and date fixed for its receipt
- d. not signed & stamped by authorized person on each page of tender document
- e. the offer is ambiguous
- f. the offer is received by fax or e-mail
- g. the offer is from a blacklisted firm
- h. offer received with shorter validity than required
- i. the offer is not conforming to specifications indicated in the tender documents
- j. the offer / quoted rates are furnished other than the tender documents
- k. any additional terms & conditions added by the Firm
- l. any conditional offer

**1.2** Bid will remain valid for a period of 60 days from the date of opening the tender' Contract will be enforced initially for a period of ten (10) months which may be extended with mutual consents of both parties as per requirement (Client and Firm). No Escalation will be permissible during whole contract period. Contract Will be awarded to lowest evaluated responsive individual/Firm/company among the qualified firms as per detailed at Annex-A.

**1.3** Offered rates will be on monthly basis and shall be inclusive of all taxes and duties.

**1.4** Order will be issued by The Project Director, Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP).

## **2. Time Period:**

- 2.1** The Firm will have to supply the vehicle(s) immediately (within one week) after signing of the contract.

## **3. Extension of Delivery Period:**

- 3.1** In special circumstances, the purchaser may extend the period of services with mutual consent of both the parties as per clause 11.3 below.

## **4. Cancellation / Penalty of Delay:**

- 4.1** In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty at the rate of one percent (1%) of the monthly contract value of the affected vehicle(s) for each day of delay or non-performance, subject to a maximum limit of ten percent (10%) of the total contract value.
- 4.2** The vehicles will be inspected by The Project Director, Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP), through authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex - A and The Project Director, Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP) 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 will be made through crossed cheque to the Firm against invoice after 100% completion of satisfactory services on monthly basis. No payment will be made as advance.

## **6. Bid Security:**

- 6.1** Mandatory Bid Security / Earnest Money amounting 100,000/- (fixed amount) in shape of CDR/SDR Bank Guarantee of the quoted bid from each bidder's account in the name of undersigned is required to be submitted along with the Financial Bid.
- 6.2** The bidder shall submit the bid electronically through e-PADS within the prescribed time. A scanned copy of the original Bid Security (CDR/SDR/Bank Guarantee) shall be uploaded with the bid. In addition, the bidder shall submit the original Bid Security instrument physically to the office of the Procuring Entity before the bid opening time for custody and verification purposes. The physical submission of the Bid Security shall not be treated as a separate or additional bid.
- 6.3** The Bid security shall be from the account of firm/bidder taking part in the bidding competition or otherwise shall lead to rejection of bid/s.
- 6.4** 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 taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/Notifications.

## **8. Dispute:**

- 8.1** Any dispute arising out of or in connection with this Contract shall first be resolved amicably through mutual consultation between the Client and the Firm. In case of failure to resolve the dispute amicably, the matter shall be referred to the Competent Authority of the Procuring Entity in accordance with the Khyber Pakhtunkhwa Public Procurement Rules, 2014, including the prescribed grievance redressal mechanism. If the dispute remains unresolved, either party may approach the courts of competent jurisdiction in Pakistan. The Contract shall be governed by the laws of Pakistan.

## **9. Technical Evaluation Criteria:**

- 9.1** The applicant must be Individual, firm, or company legally registered. Vehicles model years should be 2020 or later, as specified in detail at Annex-A.
- 9.2** The bidder shall have minimum of 3 years working experience as rental and or supplier of vehicles with multiple organizations (Govt./Semi- Govt./Autonomous/Private). Proof will be provided in shape of contract agreements for last 3 years.
- 9.3** KPRA Registration with active status.
- 9.4** NTN certificates with active status.
- 9.5** Copy of CNIC of proprietor.
- 9.6** Any other relevant information with documents in addition to the above that the Firm may like to furnish in support of their application.

## **10. Bid / Tender opening procedure:**

Bidding shall be conducted through Single Stage –One Envelopes Bidding Procedure comprising a single package containing all relevant documents in compliance to KPPRA Rules-2014 for selecting Best Evaluated Bid.

- 10.1** Single Stage – One Envelope Procedure, where technical and financial information are submitted together in one envelope through e-PADS.
- 10.2** The bidder shall upload the complete bid through e-PADS within the prescribed time and shall also submit a hard copy of the Bid Security, in original, to the office of the Procuring Entity

before the bid opening time for record and verification purposes. In case where the bidder fails to submit the hard copy of the bid security before the deadline for submission of bids, the bid will be rejected and will not be further considered for evaluation.

- 10.3** All bids received shall be opened and evaluated by the bid opening committee.
- 10.4** Technical Evaluation shall be carried out by the procurement committee according to the criteria mentioned in the bidding documents.
- 10.5** The financial proposals will be then evaluated which essentially means arithmetical corrections/adjustment.
- 10.6** The bidder who has submitted the lowest evaluated responsive bid among the technically qualified firms shall be awarded the contract.

## **11. Other terms & conditions:**

- 11.1** The Client shall, after issuance of Letter of Intent, send the Contract provided in the Tender Document, to the successful Bidder. Within three working days of the receipt of such Contract, the Bidder shall sign and date the Contract and return it to the Client.
- 11.2** The successful bidder shall furnish a Performance Security equivalent to PKR500,000/- value in the form of CDR/SDR or Bank Guarantee from a scheduled bank, within seven (07) days of issuance of Letter of Intent. 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 for ten (10) months initially, 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 mutual consent of both parties, on provision of satisfactory services by the service provider, approval of competent authority and approved budgetary provisions of the Client.
- 11.4** The Firm shall provide the rental services for travelling on monthly rental basis for vehicles detailed at Annex-A with valid license holder driver and working AC/heating. The quantity of vehicles may vary as per requirement of the Client. The services under this Framework Contract shall be availed on an 'as and when required' basis, subject to availability of approved budget. No minimum quantity or minimum financial commitment is guaranteed under this Framework Contract, and the Client shall not be obliged to procure services beyond its actual requirements during the contract period.
- 11.5** The vehicles provided under Annexure-A (monthly hired vehicles) shall be used for travel across Khyber Pakhtunkhwa, including the Project District and flood-affected districts, as listed in Annex-III, whenever required. Driver salary and monthly vehicle maintenance costs shall be included in the bid price, and no separate or unit cost for drivers shall be considered or paid.
- 11.6** For visits outside Peshawar, drivers shall be provided TA/DA by the Client in accordance with the Client's prevailing policy. Such TA/DA shall be paid directly by the Client and shall not form part of the bid price.
- 11.7** The Firm shall designate one focal person / point of contact for coordination regarding deployment and operation of vehicles with the PMU KPHCIP, as and when required.
- 11.8** The Client shall provide petroleum (fuel) and car wash of the vehicles hired under this tender/ contract.
- 11.7** Authority letter shall be provided to this office for use by the client for all rental vehicles.
- 11.8** The Vehicles provided under this tender / contract should preferably be PETROL or Diesel as per Annex-A.
- 11.9** The monthly Rental of Vehicle provided under this Contract shall remain the same during the period of this Contract. The Firm shall not demand for increase in monthly rental during the period

of this Contract.

- 11.10** All vehicles provided should be comprehensively insured.
- 11.11** Trackers must be installed in all vehicles.
- 11.12** 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.
- 11.13** Vehicles must be equipped with necessary safety items, including Seat belt, spare tire, mechanical jack and basic hand tools.
- 11.14** The bidders/contractors shall submit an affidavit to the effect that the firm has never been blacklisted by any Ministry/Division / Department /Organization/Donor Agencies.
- 11.15** In case of failure of the Firm to perform the services in accordance with the terms and conditions of the Contract, the Client may impose liquidated damages at the rate of one percent (1%) of the monthly contract value of the affected vehicle(s) for each day of delay or non-performance, subject to a maximum limit of ten percent (10%) of the total contract value. The imposition of liquidated damages shall not relieve the Firm from its obligations to complete the services in accordance with the Contract, nor shall it prejudice the Client's right to terminate the Contract or seek any other remedy available under the Khyber Pakhtunkhwa Public Procurement Rules, 2014, and the applicable laws of Pakistan.
- 11.16** The Authority reserves the right to reject all or any of the bid/proposal in accordance with the provision of KPPRA Rules.
- 11.17** The bidders/contractors have to confirm availability of required Transport on minimum notice i.e. 24 hours.
- 11.18** The Rate shall be provided vehicle-wise, with experience and licensed drivers.
- 11.19** 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 monthly invoice.
- 11.20** The Firm shall be responsible for the maintenance of all vehicles provided under this Contract.
- 11.21** In case of theft, snatching or total loss to the vehicle through accidents the Firm will deal with the insurance company for documentation, depreciation, and final claim settlements with the insurance company. Replacement of the same vehicle will be provided by the contractor within one week of such an accident.
- 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.
- 11.23** The Driver will maintain a logbook for each travel containing the complete travel details with mileage and locations. The complete travel will be signed by the driver in the logbook.
- 11.24** 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.



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

## **12. Conflict of Interest, Fraud and Corruption**

The Firm shall avoid any conflict of interest and shall disclose to the Client any situation that may give rise to such conflict during the procurement process or execution of the Contract. The Firm shall observe the highest standards of ethics and shall not engage in fraudulent, corrupt, collusive, coercive, or obstructive practices at any stage of the procurement or Contract execution. Any such practice shall render the Firm liable to rejection of bid, termination of Contract, forfeiture of securities, and blacklisting, in accordance with the Khyber Pakhtunkhwa Public Procurement Rules, 2014, and applicable laws of Pakistan.

## Annex A

### Details of Vehicles required

S.No	Vehicle Details	Minimum No of Vehicles Required	Unit rates with driver /month (PKR)-inclusive of all taxes and comprehensive insurance
1.	4x4 double cabin Pick-up Toyota HILUX or equivalent (2200 - 2800 CC) Model 2020 and upwards, Automatic transmission with comprehensive Insurance including Periodic Maintenance and driver..	1	
2.	Sedan car (1800-2000 CC) Model 2020, and upwards, Automatic Transmission, 5-seater, 4 Door, Comprehensive Insurance With Periodic Maintenance and driver.	1	
3.	Sedan car (1300CC) Model 2020 and onwards Insurance With Periodic Maintenance, Automatic/Manual.	1	

**The rates shall be included of the following cost.**

Car rental cost per month
Periodic Maintenance cost
Driver salary
Comprehensive Insurance cost
Taxes

### Minimum and Maximum Quantities of Vehicles

Bidders are required to provide rental rates for each type of vehicle listed in Annex-A, with a minimum quantity of one vehicle per type. However, based on the quoted rates, the client reserves the sole discretion to request any type and any number of vehicles, as and when required. 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.

### Additional Types of Vehicles

**During the term of the contract, the client may require vehicles not specified in Annex-A. In such cases, the contractor shall propose an acceptable monthly rental rate for the additional vehicle type. Upon receipt of the proposed rate, the client will verify prevailing market rates for that category of vehicle before formally accepting the contractor's offer.**

**Mandatory Documents for Bidder**

<b>S.N O</b>	<b>Criteria</b>	<b>Max Marks</b>	<b>Obtained</b>
<b>1.</b>	Registered with Income Tax Department – Has NTN	Mandatory	Yes/No
<b>2.</b>	The applicant must be the legally registered.	Mandatory	Yes/No
<b>3.</b>	Vehicles model years should be 2020 or later	Mandatory	Yes/No
<b>4.</b>	Registered with KPRA	Mandatory	Yes/No
<b>5.</b>	Bidder must have Minimum experience of 3 years in selling or rental vehicles	Mandatory	Yes/No
<b>6.</b>	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	
Fax Number	
National Tax Number	

## **FORM A- LETTER OF APPLICATION**

Registered Business Name:

\_\_\_\_\_

Registered Business Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

To.

\_\_\_\_\_

1. We hereby apply for the bid with The Project Director, Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP) as a carriage contractor.
2. We authorize The Project Director, Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP) 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.No.	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: \_\_\_\_\_

**FORM B - DETAILS OF DIRECTORS / PARTNERS**

<b>Name</b>	<b>Status Director / Partner</b>	<b>Nationality</b>	<b>Experience</b>	<b>Type of Experience</b>

\_\_\_\_\_  
C.E.O/Owner/MD