



**National Energy Efficiency and Conservation Authority (NEECA)**

**INVITATION FOR BID VEHICLE RENTAL SERVICES**

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National Energy Efficiency and Conservation Authority (NEECA)  
Near State Bank of Pakistan, G-5/2, Islamabad

### **1. Background:**

National Energy Efficiency and Conservation Authority (NEECA) is a statutory body working under the administrative control of Ministry of Energy (Power Division) constituted under the Act of Parliament-2016.

### **2. Invitation of Bids:**

The Contractor will provide one or more rental vehicles with drivers on need basis. The type of vehicle rented will be appropriate to the needs of the particular trip. Please be aware that prices will be set at the quoted rates for the full year with the selected company/firm. The services will be hired for use in any city of Pakistan as per requirement. The firm will be selected for any one or more than one cities as per their capacity and presence. The firm must specify their presence in their cities where they can provide services.

### **3. Eligibility Criteria:**

The bidder shall be required to fulfil the following criteria with supporting documents for consideration of the proposal:

- i. The bidder must be a registered/incorporated company/firm in Pakistan and active with relevant Tax Authorities.
- ii. Applicant bidder must have experience with proven history of at least three (3) years for providing similar services to private/public sector organizations.
- iii. Client list along with three references with contact information

### **4. Submission of Bid:**

- i. The bids are invited using “**Single Stage, One Envelope**” method as per PPRA Rule 36(a).
- ii. The bidding documents are to be submitted in a sealed envelope by **24<sup>th</sup> February, 2022 at 11:00 AM** to NEECA office Islamabad.
- iii. The bid shall have a minimum validity period of forty five (45) days from the last date for submission.
- iv. The financial bid as per given format (Annex-A) will be accepted for consideration.
- v. Financial proposal with partial quotes shall not be considered.
- vi. NEECA expects bidders to comply all requirements and provide documentary evidences. If the bidder has any questions, they should ask before bid submission. The queries would be forwarded to the Administration for clarification only.

## **5. Bidding Procedure:**

The successful bidder shall be required to accept/meet the following terms and conditions:

- i. The vehicles shall be compliant with applicable insurance, safety (as to cover any accident liability on passengers and drivers) or other motor vehicle requirements, as may be required by NEECA.
- ii. Registered for operation during the period of Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law.
- iii. Vehicle shall have tracking facility.
- iv. The firm will nominate a focal person to liaison with the NEECA official/ queries.
- v. Fuel shall be provided by the firms.
- vi. Comprehensive motor vehicle insurance coverage Working A/C, Heater, Seat Belts (all seats-front and back)
- vii. Excellent mechanical and body condition of vehicles.
- viii. Valid technical inspection certificates of vehicles.
- ix. Food and accommodation for the driver during field shall be managed by the firm.

## **6. Terms & Conditions:**

- i. At any time during the validity of the contract period, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by NEECA, unless exceptionally justified and agreed by both parties.
- ii. No advance payment will be made to the firm.
- iii. Payment will be made against proper GST invoice, on monthly basis, submitted with vehicle.
- iv. NEECA will deduct applicable taxes as per rules.
- v. The Contractor will be responsible for the safety, maintenance and security of the car, and safe driving when a driver is provided.
- vi. The Contractor will solely be responsible for any loss or damage caused to the vehicle due to accident, theft or any other reasons. NEECA has no responsibility whatsoever for any loss or damage to the car or its goods.
- vii. In case of unsatisfactory performance, the vendor invoices may be disallowed and/or contract can be cancelled.

## **7. Declaration by Bidders:**

Undertaking that the firm has not been blacklisted or debarred by any Government Organization(s).

## **8. Scope of Work:**

### **a. Conditions for the vehicle:**

- i. The vehicle should be road-worthy, in good running condition, and not more than 5 years old

- 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.
- iv. The vehicle should have a well-maintained Log Book
  - v. The vehicle should be clean, inside and out, and free from any unpleasant odour
- vi. The Contractor must ensure the health safety measures to cope with pandemic i.e. COVID-19/omicron.

**b. Features of Vehicles:**

- i. ABS Brakes
- ii. Genuine Anti-Lock System with full access Tracker.
- iii. Power Windows
- iv. Air Conditioning (proper heating and cooling)
- v. Genuine Tool Kit and tyre accessories
- vi. Handy fire Extinguisher
- vii. Tyres are new **(not older than One Year)**

**c. Maintenance:**

The company/firm should provide timely oil/filter change and mechanical maintenance service as required.

**d. Insurance:**

All vehicles must be covered under full insurance & all taxes required to be paid by the firm.

**9. Duration of Contract:**

The period of contract shall be for one year which can be extended on satisfactory performance and mutual agreement of both parties.

**10. Technical & Financial Evaluation Criteria:**

The bidders who met the mandatory eligibility criteria would be considered for technical/financial evaluation. All the information required for evaluation criteria should also be adequately supported by relevant documents. Bidder may attach documents highlighting the competitive edge and unique features of their bids.

S#	Description of Technical Evaluation	Max Marks	Obtained
1.	Provide Organizational Profile, total years of relevant experience in field since inception of business operations (4 mark per year, maximum marks for 5 years plus experience)	20	
2.	Provide List of Company/ Firm's Own Pool of Vehicles (Model 2016 and above) as required at Annex-A. (1 Mark for each vehicle)	30	
3.	Financial cost proposal (weightage)	50	
	<i>Total Marks:</i>	<b>100</b>	

**Note:** NEECA may hire one or more than one bidders as per requirements and/or cities and/or categories.

**FINANCIAL PROPOSAL FORMAT**

**Category-1: PER DAY & PER K.M RATES**

<b>Sr. No</b>	<b>Vehicle Type</b>	<b>Local Station Per Day/Per Km</b>	<b>Out station Per day/Per Km</b>
1	Toyota GLI/Yaris (1.3/1.5/1.8 CC) (Model of latest five years)		
2.	Honda Civic (1.3/1.5/1.8 CC) (Model of latest five years)		
3.	Sedan Car (1.3/1.5/1.8 CC) (Model of latest five years)		
4.	Hi-Ace Van (Model of latest five years)		
5.	Coaster (Model of latest five years)		

**Category-2: PER MONTH & PER KM RATES**

<b>Sr. No</b>	<b>Vehicle Type</b>	<b>Local Station Per Month/Per Km Rates</b>	<b>Out station Per Month/Per Km Rates</b>
1	Toyota GLI/Yaris (1.3/1.5/1.8 CC) (Model of Latest Five Years)		
2.	Honda Civic (1.3/1.5/1.8 CC) (Model of Latest Five Years)		
3.	Sedan Car (1.3/1.5/1.8 CC) (Model of Latest Five Years)		
4.	Hi-Ace Van (Model of latest five years)		
5.	Coaster (Model of Latest Five Years)		

**Compliance Sheet**  
(to be filled by the bidder)

Company/ Firm's Registered Name:	
National Tax Number NTN): (attach certificate)	
Sales Tax Registration Number (STN): (attach certificate)	
Company Address with telephone / email:	
Authorized Representative: (Name/Designation/ Address/ Tel/Cell, Fax/ Email)	
Total years of experience in Rent-A-Car Business, proven history of at least three years' experience:	
Name & Contact detail of three clients:	
Cities of coverage with capacity to provide vehicle locally. The type of vehicle must be of as required Annex-A:	