

LODHRAN PILOT PROJECT

TENDER DOCUMENT

FOR THE PROVISION OF VEHICLES ON RENTAL BASIS

(YEAR 2025-2026)

Note: This document is not a contract or an offer of contract, but is a formal Invitation for Tender of required services. Bidders must read, sign/stamp on each page of this document for compliance of terms and conditions given below.

PROCUREMENT DEPARTMENT

Lodhran Pilot Project (LPP) Bangalow # 2, Opposite WAPDA Town,
Gate No. 1, Near Multan Public School Road, Multan, Punjab, Pakistan
Contact # Tel: (061) 6216151 (0608) 362928, 361030, 0346-1019287
Email: procurements@lpp.org.pk

Sign & Stamp of Bidder

Letter of Invitation to Tender

Tender Ref: LPP/HO/001/2025-26

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR THE PROVISION OF VEHICLES ON RENTAL BASIS (2025-2026)

Lodhran Pilot Project (LPP) is non-profit, non-governmental humanitarian organization working in Pakistan since 1999 which is committed to promote development & humanitarian objectives in Pakistan. It serves in a non-partisan manner and contributes to the development of all disadvantaged communities without any discrimination. It is registered under the Societies Act 1860, Punjab Charity Commission Act and also certified by Pakistan Centre for Philanthropy (PCP). WASH, Green & Clean, livelihood, youth engagement, capacity building, institutional development and emergency preparedness & response are its key focused areas of interventions.

LPP is inviting the sealed bids/tender for the provision of different type of rental vehicles (**details provided in Annexure-A, B and C**) for its offices use on monthly and daily basis. Vehicles will be used mostly in district of south Punjab (Multan, Lodhran, Bahawalpur, Sahiwal, Bahawalnagar, Rajanpur and on need basis in any other district/province of Pakistan.

LPP is looking forward to receive your tender by or before **Thursday, 13 February, 2025 till 02:00 hrs** at the address specified in the tender dossier. Tender will be opened on the same day at **03:00pm** in presence of bidders or their representatives who may wish to participate.

Your tender bid should include the following documentation so please use the list below as a 'Checklist' before submitting your tender to LPP.

1. **Company/Business Profile,**
2. **Technical Specification (details provided in Annexure-A, B and C).**
3. **Copy of firm/company Registration Certificate.**
4. **Tender Relevant experience with supporting documents (detail provided in Annexure-D)**
5. **Copies of NTN / STRN / PST.**
6. **Signed and Stamped Tender Documents.**
7. **Financial offer / financial Proposal.**
8. **Tax exemption certificate in case of exempted tax by the FBR/PRA.**

Offers must be submitted in sealed envelopes address to "**Procurement department Lodhran Pilot Project (LPP), Bangalow # 2, Opposite WAPDA Town, Gate No. 1, Near Multan Public School Road, District Multan**" by **Thursday, 13th February, 2025 till 02:00 hrs**. Envelops must be marked as Tender No: LPP/HO/001/2025-26, not to be opened before 3:00pm.

In case of any general and technical query, firms can contact on below address from Monday to Friday between 0900 – 1700 hrs.

Procurement Department

Lodhran Pilot Project

Tel: (061) 6216151 (0608) 362928, 361030,

0346-1019287

Email: procurements@lpp.org.pk

Yours sincerely,

Chief Executive Officer

Lodhran Pilot Project

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ELIGIBILITY CRITERIA

The rental vehicle providers fulfilling criteria may participate in the bidding process and send following document's copies along with their bids. Failing to fulfill the following eligibility criteria will not be considered for the further technical or financial evaluation.

Financial Evaluation Criterion:

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.

TERMS AND CONDITIONS

Interested firms/companies must read following terms and conditions carefully before proposal submission and ensure compliance of the same.

1- General:

- 1.1** Any offer not received as per terms & conditions of the tender requirement may not be considered by the bid committee for further evaluation. Some general conditions that may lead to disqualification of offer are explained below that should be carefully considered while submitting bid documents.
 - a.** It is received after the time and date fixed for its receipt.
 - b.** Not signed & stamped by authorized person on each page of tender document
 - c.** the offer is ambiguous
 - d.** the offer is received by fax or e-mail (until asked).
 - e.** the offer is from a black listed firm/companies
 - f.** offer received with shorter validity than required
 - g.** the offer is not conforming to specifications indicated in the tender documents
 - h.** the offer / quoted rates are furnished other than the tender documents
 - i.** any additional terms & conditions added by the firm/companies
 - j.** any conditional offer
- 1.2** Bid should remain valid for a period of 12 months from the date of opening of the tender.
- 1.3** No escalation in rates will be permissible during contract period.
- 1.4** The envelop must indicate tender reference number and date of opening. The envelopes must be properly sealed.
- 1.5** Rate must be inclusive all applicable taxes i.e. WHT, Punjab Revenue Authority (PRA/PST-16%) and any other taxes levied by the government of Pakistan and as per legal status of the vendor.
- 1.6** Road Taxes/Toll Plaza Charges shall be reimbursed against submission of original slip. Oil / filter change and service of the vehicles will be provided by the organization as per policy.
- 1.7** Contract shall be issued by LODHRAN PILOT PROJECT after the approval of Competent Authority i.e. CEO.
- 1.8** Policies of LPP i.e. Anti Sexual harassment, LPP Code of Conduct, Child Labor & Protection will be applicable and its implementation is mandatory. LPP reserves the right to take legal action if these policies are not followed.
- 1.9** TA/DA to drivers for outstation visit will be paid as per policy of the organization.
- 2.0** Contract will be extendible subject to availability of Funds and consent of both the parties as per agreed rates.
- 2.1** Tax rate / deduction can vary depending upon any change in rates by Federal/Provincial/District government authorities and rates whichever are applicable.

Sign & Stamp of Bidder**2- Time Period:**

The firm/companies will have to provide the rental vehicles within one week after signing of the contract and issuance of work order/email.

3- Extension of Delivery Period:

In special circumstances, request for extension of service's may be considered by the Competent Authority on the written request of the selected firm before the target date of supply/service, who will be authorized to either accept or reject the Request of firm/company without assigning any reason.

4- Cancellation / Penalty of Delay:

- 4.1** The vehicles will be inspected by Lodhran Pilot Project through an authorized person and will be rejected, if not found according to the given specifications as mentioned in **Annexure-A, Annexure-B and Annexure-C**, and Lodhran Pilot Project will not be responsible for any costs or expenses incurred by the Firm in connection with the supply of services.
- 4.2** The tender evaluation committee reserves the right to change the quantities, skip any particular vehicle or cancel/reject any or all offers or the whole tender at any stage without assigning any reason, or without intimation to any supplier or without to publish on any other publication channel.
- 4.3** LPP reserves the right to either terminate the agreement or return any of the vehicles without any prior notice where;
 - 4.4.1** Vendor/service provider or any of his/her associates is found involved in the financial embezzlement/corruption.
 - 4.4.2** Vendor or any of his/her associates is found guilty of the serious breach of the LPP's code of conduct.
 - 4.4.3** Vendor or any of his/her associates is involved in Child Abuse or Sexual Harassment.
- 4.4** LPP Reserve the right to award contract for complete fleet requirement or partially or lot wise or as per need bases against lowest quoted rate for each category of vehicles. LPP also reserves the right to award whole tender to any single vendor or may award the contracts to different vendor for each category / lot wise.

5- Payment to the Contractors:

Payment will be made through cross cheque to the firm/company against invoice with all necessary supporting documents i.e. copies of the log books, etc. after 100% completion of satisfactory services on monthly basis. No payment will be made in advance.

6- Bid Security:

- 6.1** Successful bidder will be required to submit a security Deposit of PKR:50,000/- in favor of LPP which will be returned to vendor after successful completion of the contract.

7- Deduction of Taxes:

The bidders must be registered with relevant tax authorities (Federal or Provincial). Taxes will be deducted while making payment as per Government Rules / Instructions/ Notifications.

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8- Dispute:

In case of any dispute before or during the execution of contract, matter will be resolved amicably between the parties and in case parties don't reach to the conclusion, matter may be taken to the court of law within jurisdiction of district Lodhran.

9- Bid / Tender Submission Instructions:

- 9.1** Each bid shall comprise financial proposal (Pakistani Rupees) along with business profile of the firm.
- 9.2** Copies of all required documents must be attached with proposal for evaluation. Absence of any documentary evidence will lead the bidder to disqualification in technical evaluation.
- 9.3** All bids received shall be opened and evaluated by committee according to the criteria mentioned in the bidding documents.

Selection of Tender:

Lowest rates will not be the sole criteria for selection of firm. Selection of the successful applicant will be also based on the ranking of firms according to price, quality, competency and experience, as well as any other criteria suggested by the Tender Committee prior to the tender opening. LPP has right to select single and more than one vendor for services in different districts/locations.

10- Language:

As determined by LPP, the working language of this tender is English. Other languages will not be acceptable.

SCOPE OF WORK

The companies selected would provide vehicle rental services to Lodhran Pilot Project on monthly and daily base on as and when required basis. Vehicles will be used mostly in district of south Punjab (Multan, Lodhran, Bahawalpur, Sahiwal, Bahawalnagar, Rajanpur and on need basis in any other district/province of Pakistan.

1- Requirement of Vehicles:

The rental vehicles provided to LPP must be in good condition in all respect (like good condition of tyres, body, engine, neat & clean seat, proper working locks, power windows, etc.) and not older than model year as per **Annexure-A, Annexure-B and Annexure-C**. All the vehicles must have toolkits, including but not limited to spare wheel, wheel change kit, battery jumper cable, vehicle tow cable and emergency first aid box etc. Vehicle should have worked AC/Heater in good working condition. The quantity of vehicles may vary as per requirement of the LPP. Insurance of the vehicles is the responsibility of the vendor. LPP will not be responsible in case of any loss or damage to vehicles during office duty.

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2- Replacement of Vehicle in Case of Breakdown:

The vehicle rental company will be responsible to ensure that the vehicles provided to LPP are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down or faulty, the vehicle rental company will arrange for its immediate replacement within 1-day.

3- Drivers:

When vehicle will be provided, following should be observed about the driver.

- a) Must have a valid computerized license and police verification certificate
- b) Minimum 05 years of relevant experience in driving.
- c) Familiar with the local routes and traditions/customs /language of area of travel.
- d) Maximum age limit: 50 years (Medical fitness certificate / Eye test if needed).
- e) The firm will be responsible for the behavior/actions of the drivers and will be responsible to any misconduct.
- f) Must be literate enough to fill out and complete the vehicle log book during travel.
- g) LPP will not be responsible for arranging residence and meals for drivers. However, for out-of-district travel, LPP will cover daily and food expenses according to its policy.

4- Other Terms & Conditions:

- 4.1 The LPP shall provide the fuel, oil change, filters (air and oil) after 4000 km and 2 car wash/month of the vehicles hired under this tender / contract.
- 4.2 No CNG vehicles will be accepted. The Monthly Rental shall include Driver salary, food, accommodation etc. and all applicable government taxes.
- 4.3 The monthly Rental of Vehicle provided under the Contract shall remain the same during the period of the Contract. No increase will be allowed in monthly rent during period of contract.
- 4.4 Vehicles will be required particularly in the districts specified in the tender document but not limited to.
- 4.5 The Rate must be provided against each category specified in **Annexure-A, Annexure-B and Annexure-C.**
- 4.6 The Contract may be revoked by the LPP at any time in case of unsatisfactory services or failure to perform services by serving 15 days prior written notice and all additional costs incurred by LPP will be covered from final payments to vendor.

- 5.7 Drivers shall be responsible to ensure proper hygiene of vehicle and himself at all times.
- 5.8 **LPP has right to select more than one vendor for services in different districts/areas or according to Lots or vehicles.**
- 5.9 **Companies/firms can apply and submit bids/tender for a single or all lots for its services as mentioned in Annexure-A, Annexure-B and Annexure-C.** The tender evaluation committee reserves the right to reject the bids if any bidder failed to provide the rates according to desired terms or submit additional conditions if not acceptable to LPP.
- 5.10 In case of theft, snatching or total loss to the vehicle through accidents LPP will not be responsible for covering that loss to vendor.
- 5.11 In case of repair, if the vehicle takes more than one day. The firm/company shall provide alternate similar vehicle on urgent basis without any delay and in this regard no extra charges shall be paid by the LPP.

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- 5.12** During day & night, parking of vehicles will be the responsibility of Lodhran Pilot Project.
- 5.13** **Vendor must apply a single rate for each category of vehicle. Multiple rates for single category may be rejected by bid committee.**
- 5.14** Duty days will be as per LPP staff working days (From Monday to Friday) and Lodhran Pilot Project has right to call the vehicle on holiday.
- 5.15** Drivers will be eligible for TADA during outstation duty. TA/DA will be paid as per Lodhran Pilot Project policy and terms and conditions.
- 5.30** Tokens and related taxes of vehicles must be paid up to date by service provider/bidder.
- 5.17** **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.

a- In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Vender must inform the buyer of the full particulars in writing. If the Vender is rendered unable either in part or in whole to perform its obligations then the LPP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

b- If the Vender is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the LPP will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

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Firm/Company Information	
Name of Firm/Company	
Complete Postal Address	
Landline No	
Contact Person / Designation	
Cell Number	
E-Mail	

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(FINANCIAL PROPOSAL)

ANNEXURE-A (Lot-1)

(FOR THE PROVISION OF VEHICLES ON MONTHLY AND DAILY RENTAL BASIS 2025-2026)

Sr #	Required Description and Specification	Major Cities/Province	Unit	Qty	Description of Vehicles offered by the vendor. (To be filled by Vendor)	Monthly rent with Driver, with all taxes (WHT, GST/PST) without Fuel (PKR)	Daily rent with Driver, with all taxes (WHT, GST/PST) without Fuel (PKR)
1.1	Rental vehicle of 1300 CC Sedan Car Toyota XLI/GLI/ Honda or Equivalent Model 2021 or above with proper AC/Heater with Tool kits, First aid box spare tyre tov chain. Minimum required fuel average of vehicle must be 10 km/ltr.	District Lodhran, Multan, Islamabad, Bahawalpur, Rahim Yar Khan, Bahawalnagar,	Vehicle	1			
1.2	Rental vehicle of 1300 CC, Sedan Car Toyota XLI/GLI/ Honda or Equivalent, Model 2016 to 2020 with proper AC/Heater, with Tool kits, First aid box spare tyre tov chain. Minimum required fuel average of vehicle must be 10 km/ltr.	Sahiwal, Rajanpur (or any other city of Pakistan on need basis)	Vehicle	1			

1.3	Rental vehicle of 1000-CC, Suzuki Cultus / Alto / Changan Karvaan/ Wagoner or Equivalent, Model 2021 or above with proper AC/Heater: Minimum required fuel average of vehicle must be 10 km/ltr.	District Lodhran, Multan, Islamabad, Bahawalpur, Rahim Yar Khan, Bahawalnagar, Sahiwal, Rajanpur (or any other city of Pakistan on need basis)	Vehicle	1			
1.4	Rental vehicle of 660-800 CC or above Car Suzuki, Bolan / Mehran / Alto Wagoner or Equivalent, Model 2018 and above with proper AC/Heater: Minimum required fuel average of vehicle must be 12 km/ltr.			Vehicle	1		

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ANNEXURE-B (Lot-2)
(FOR THE PROVISION OF VEHICLES ON MONTHLY AND DAILY RENTAL BASIS 2025-2026)

Sr #	Required Description and Specification	Major Cities/Province	Unit	Qty	Description of Vehicles offered by the vendor. (To be filled by Vendor)	Monthly rent without Driver, with all taxes (WHT, GST/PST) without Fuel (PKR)
2.1	Toyota Corolla Altis X Automatic 1.6 Special Edition 2024-25, 1600cc With Air conditioner/ Heater, tool kit / Air bag. Minimum required fuel average of vehicle must be 10 km/ltr.	District Lodhran, Multan, Islamabad Bahawalpur, Rahim Yar Khan,	Vehicle	1		
2.2	KIA Sportage, / Tucson 2000 cc, Model 2022 and above. Good condition, with Air conditioner/ Heater, tool kit / air bags. Minimum required fuel average of vehicle must be 10 km/ltr.	Bahawalnagar, Sahiwal, Rajanpur (or any other city of Pakistan on need basis)	Vehicle	1		
2.3	Rental vehicle of 1300 CC Sedan Car Toyota XLI/GLI/ Honda or Equivalent Model 2021 or above with proper AC/Heater with Tool kits, First aid box spare tyre tov chain. Minimum required fuel average of vehicle must be 10 km/ltr.	District Lodhran, Multan, Islamabad Bahawalpur, Rahim Yar Khan,	Vehicle	1		
2.4	Rental vehicle of 1000-CC, Suzuki Cultus / Alto, changan karvan Wagoner or Equivalent, Model 2021 or above with proper AC/Heater: Minimum required fuel average of vehicle must be 10 km/ltr.	Bahawalnagar, Sahiwal, Rajanpur (or any other city of Pakistan on need basis)	Vehicle	1		

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ANNEXURE-C (Lot-3)
(FOR THE PROVISION OF VEHICLES ON DAILY RENTAL WITH DRIVER, TAXES AND WITHOUT FUEL BASIS 2025-2026)

Sr #	Required Description and Specification	Major Cities/Province	Unit	Qty	Description of Vehicles offered by the vendor. (To be filled by Vendor)	Unit Price. Daily base. Per day rent with tax, with driver & without Fuel (PKR)
3.1	Rental "4x4 Vehicle" Engine Capacity 1800-2700 cc model 2016 or above preferred Toyota Vigo/ Revo / Parado / Tucson / Sportage or equivalent. Good condition with proper AC/heater, Extra tyre, Tool kits. Well trained experienced driver having valid driving license. Minimum Average 8 Km/ltr.	Major use in Punjab/Islamabad. (Any other city on need basis).	No	1		
3.2	Rental "4x4 Vehicle" Engine Capacity 2700 cc or above model 2018 or above preferred Toyota Fortuner / Land Cruiser / Parado or equivalent. Good condition with proper AC/heater, Extra tyre, Tool kits. Well trained experienced driver having valid driving license. Minimum Average 7 Km/ltr.		No	1		
3.3	Hi-Roof, EURO (15- seater) or equivalent. Model 2020 or above. Good Condition with seat belts, proper AC/heater for heating cooling, with driver. Minimum average 6 Km/ltr.		No	1		
3.4	Suzuki APV / Every, Chaghan or equivalent (7- seater) Model 2020 or above. Good Condition with seat belts, proper AC/heater for heating cooling, with driver. Minimum average 10 Km/ltr.		No	1		
3.5	Rental Coaster Saloon 25-30 Seater. Good Condition with proper AC/heater for heating cooling, Model 2020 or above with driver. Minimum average 6 Km/ltr.		No	1		
3.6	Mini Dala / Loader 8-12 ft. Suzuki or equivalent. With Body. Good Condition.		No	1		
3.7	Mazda / Loader 16-22 ft. shahzore or equivalent With Body. Good Condition.		No	1		

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ANNEXURE-D

(TENDERER'S RELEVANT EXPERIENCE)

Tender reference No. LPP/HO/001/2025-26

Please complete the table below using the format to summarise the **major relevant services** carried out in the course of the past **05** years by the tenderer. The number of references to be provided must not exceed **10** for the entire tender.

S. NO	NGO / Company Name	Contact # NGO / Company	Total contract / PO value (PKR)	Contract/ P.O duration	Type of contract
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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Business Ethics Statement

I, the undersigned (*Name and title of representative*)

Representative of

(*Name and address of company*)

Hereby declare that we are not involved in any on the situations listed below,

- i. Are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulation
- ii. Have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*
- iii. Have been guilty of grave professional misconduct proved by any means which the contracting authority can justify
- iv. Have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the Federal as well as Provincial Government.
- v. Have been the subject of a judgment which has the force of a *res judicata* for fraud, corruption, involvement in a criminal organization or any illegal activity detrimental to the Government's financial interests
- vi. Are on any list of sanctioned parties issued by the Government of Pakistan, Any Provincial Government, United Nations and any other organization.

(*Name & Signature*)

(*Official Stamp*)

(*Designation*)

(*Location, date*)