

**Request for Proposal (RFP)**  
**Service Provision for Hiring of Vehicles on  
Rental Basis**

**Project Director**  
**“Cyber Security for Digital Pakistan/nCERT”**  
**“L” Block, Pak Secretariat, Islamabad**  
**Tel: 051-9203421-22**



nCERT

GOVERNMENT OF PAKISTAN  
**CYBER SECURITY FOR DIGITAL PAKISTAN/nCERT**

**INVITATION TO BIDS**



NTISB

1. PKCERT requires the **Services for Hiring of Vehicles on Rental Basis** for “Project Cyber Security for Digital Pakistan” for which electronic bids are invited from the firms/ companies registered with Income Tax, Sales Tax Departments and who are on FBR’s Active Taxpayer’s List (ATL) through e-PADS.
2. The prospective service providers are required to submit their electronic bids including technical and financial proposals along with the Bid Security instrument amounting to Rs. 01 million PKR submitted in favor of Project Director PKCERT (FTN/NTN: 9012000-7) through e-PADS at <http://eprocure.gov.pk> uploaded on or before **1100 hours on Tuesday, 19<sup>th</sup> August, 2025** in accordance with the provisions of PPRA Rule 36(b) and other terms & conditions as defined in the bidding documents.
3. In case of any technical difficulty in using e-PADS, prospective bidders may contact PPRA team Director MIS Room No. 109, 1st floor, FBC building Sector G-5/2, Islamabad (Contact No. 051-111-137-237).
4. Original Bid security instrument **MUST** be submitted to the undersigned before closing hours of the bid submission time otherwise respective bid will not be opened.
5. Bidding documents can be accessed from the website of National Computer Emergency Response Team (<https://pkcert.gov.pk/>) as well as on PPRA e-PADS. A **pre-bid meeting will be held at 1130hrs on 11<sup>th</sup> August, 2025** in nCERT, Block-L, Pakistan Secretariat, Islamabad.
6. Bids will be opened on the same day i.e., **Tuesday, 19<sup>th</sup> August, 2025 at 1130 hours** in the presence of representatives of the bidders.
7. As per PPRA Rules 33(1), 2004, National CERT, Government of Pakistan, has the right to reject any or all bids/ proposals at any time prior to the acceptance of a bid/ proposal.

Project Director  
National Computer Emergency Response Team (NCERT)  
L- Block Pak Secretariat, Islamabad  
Ph No. 051-9203421-22  
Email: [bid@pkcert.gov.pk](mailto:bid@pkcert.gov.pk)  
Website: (<https://pkcert.gov.pk/>)

## TERMS & CONDITIONS (ToRs)

1. Applications on prescribed form (attached as Annex-A) along with technical bid (attached as Annex-B) and Financial Proposal (attached as Annex-C), contract, which should reach the at National Computer Emergency Response Team (nCERT), Block-L, Pakistan Secretariat, Islamabad by registered post/courier latest by **1100 hours on 19-08-2025**. Electronic bids are also invited from the firms/ companies registered with Income Tax, Sales Tax Departments and who are on FBR's Active Taxpayer's List (ATL) through e-PADS.
2. Bids will be opened at 11:30 hours on the same day in the presence of bidders their authorized representatives.
3. The bidding procedure will be **“Single stage - one envelope” procedure as defined under PPRA Rule 36 (a)**. The proposal may contain both “TECHNICAL” & Financial Proposals. The evaluation will be made both Technical and Financial capacity of bid.
4. The bidders should submit their bids on the given pattern as per requirement of vehicles given in column-b to column-e as per of following table:

Sr. #	Make	Model	Qty for rate offer	Vehicle Requirement	Rate in Rs. per Month as per Packages
a	b	c	d	e	f
1	2500cc - 3000cc Vehicle or equivalent	2022 Model and Above with AC	02	Vehicles required for official use within Islamabad/ Rawalpindi & surroundings on following packages  (With Driver)	
3	1200cc - 1500cc Vehicle or equivalent	2022 Model and Above with AC	07		
3	800cc - 1000cc Vehicle or equivalent	2022 Model and Above with AC	07		

5. The bidder will quote his bid against each **vehicle** as tabulated above separately by clearly mentioning package on the envelope, Technical Proposal & Financial Proposal. Bidders shall be registered firms.
6. Rs. 01 million PKR /- (**refundable**) earnest money in shape of pay order/bank draft in the name of Project Director (Cyber Security for Digital Pakistan- Phase-I), should be enclosed in the envelope.
7. The successful bidder should submit the performance guarantee amounting Rs 500,000/- (Rupees Five Hundred Thousand only) in shape of pay order or bank draft in the name of Project Director (Cyber Security for Digital Pakistan). On receipt of performance guarantee earnest

money of Rs. 01 million PKR /- (Rupees Five Hundred Thousand only) will be released to the successful bidders. Earnest money of the unsuccessful bidders will also be released to the unsuccessful bidders.

8. Successful bidder(s) will be required to execute agreement governing the terms & conditions of the contract.
9. All the bidders are requested to offer services of vehicles of the model 2022 and above.
10. The bidder must be the owner of the company/ firm having at least 10 own vehicles. In case firm fails to fulfill contractual obligations, Supplier's Performance Guarantee will be forfeited and supply order will be cancelled.
11. Procuring agency may reject any or all bids subject to the relevant provisions of PPRA Rules.
12. Only registered bidders/suppliers who are on Active Tax Payers List (ATL) of FBR are eligible to offer bid(s) to the Government departments.
13. The supplier should attach a proof that he is on ATL of FBR Data Base. In other case his payment would be stopped till he files his mandatory return and appears on ATL of FBR.
14. The prices quoted should be inclusive of all leviable taxes valid up to One Year from the signing of contract extended to 3x years).
15. Quoted rates should be valid up to **01 x year** from the date of signing contract extendable to 3x years).
16. Bids will be valid for **120 days** from the date of opening of bid.
17. The firm shall provide the rental services on monthly basis as per requirement of the project. Rent of vehicle hired if returned within the month would be calculated on the basis of actual number of days the vehicle used at the monthly rate provided by the bidder.
18. The firm will provide services with valid license holder driver. Firm will be responsible for ensuring renewal of license on expiry. Driver must be fit for long drive.
19. **Drivers' Dress Code:** Safari suite (Grey/White)
20. **Duty Timings:** Rates to be quoted for 12 hours and 24 hours basis separately, in case of leave if any driver, suitable relief to be provided by the Firm.
21. The quantity of vehicles may vary as per requirement of the client (NTISB).
22. The method of procurement is single stage – one envelopes as per PPRA's Rule).
23. Quantity of vehicles can be increased or decreased during the course of the contract, subject to availability of funds/requirements.
24. Compliance sheet (attached) must be furnished duly filled in, otherwise tender will not be entertained.
25. Copy of CNIC of owner/bidder must be attached with both technical and financial bids.

26. The firm will be responsible for all the losses due to traffic violations and accidents. The firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their Staff/Drivers.
27. The contract may be revoked by the client (nCERT) 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 moreover, the legal action may be initiated against the firm.
  - a). *Unsatisfactory service shall include absenteeism without intimation, reckless driving, frequent accident, misbehavior by driver etc.*
  - b). *Driver shall be responsible to ensure proper hygiene of self and cleanliness of vehicle at all times.*
  - c). *Drive must maintain proper log book/travel detail and fueling records and enclose it with the monthly invoice.*
  - d). *Drivers must be aware of local routes within the particular city of duty.*
28. The bidders/suppliers shall be responsible for the maintenance (involving cleanliness, engine oil and filter replacement, air / fuel replacement etc) and repair of all vehicles provided under this contract.
29. In case of theft, snatching or total loss to the vehicle through accidents the firm will deal with the whole sort of legal authorities with concerned authorities and insurance company for documentation, depreciation and final claim settlements with the insurance company. National Computer Emergency Response Team (nCERT) will not be responsible for any loss in such event(s).
30. In case of repair, if the vehicles take 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.
31. The firm shall be fully responsible to employ the competent and well-trained drivers for the performance of services under this contract.
32. In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules.
33. Payment will be made through pre- audit system of AGPR to the firm against invoice after 100% completion of satisfactory services on monthly basis. No payment will be made as advance.
34. Incomplete Bidding Documents will be rejected.
35. No bidder shall be allowed to alter or modify his bid after the bids have been opened.
36. The successful Bidder/Supplier will have to pay double of the amount of one day's fare, if the requisite vehicle is not provided on specific date/day.
37. No TA/DA or over time will be paid by the client.

**PRESCRIBED APPLICATION FORM FOR TENDERING**

(To be printed on firm/supplier's letter head duly signed by the authorized representative)

The Project Director,  
Cyber Security for Digital Pakistan,  
National Computer Emergency Response Team (nCERT),  
NTISB, Cabinet Division, **Islamabad.**

In response to press advertisement dated: 03-08-2025 appeared in the daily National News Papers we M/s. .... have obtained Tender Documents consisting of Contract Proforma for Tendering under hiring of vehicles including the detail and specifications from PPRA's website.

We have gone through all the terms and conditions contained in above mentioned documents and those, which are the part of tender.

We fully agree to abide by the terms and conditions contained in the said documents and therefore hereby submit Technical as well as Financial Proposals for the following:


**AUTHORISED SIGNATURE  
NAME & SEAL OF FIRM/SUPPLIER**

**EVALUATION CRITERIA**

Technical Evaluation Reports of the Technical bids will be made as per tender specifications, without the reference to the price. Financial bid will be considered of those bidders who are technically qualified, the bid technically qualified, having the lowest price will be the most advantageous bid as per PPRA Rule.

2. Bidders are required to submit following documents with technical bid:
- i). Relevant Experience at least five years (Profile attached for services rendered)
  - ii). Turn-over of 5 years.
  - iii). Financial Statement (summary) and income tax returns for the last 5 years.
  - iv). Affidavit that firm has never been black listed.
  - v). Applicant must provide the proof that he is the owner of the company/firm, having at least 10 vehicles of required or latest.
  - vi). Detail of firm fleet.
  - vii). List of contracts/project details that bidder has undertaken with different departments/organizations along with certificate of successfully completion.
  - viii). Technical bid (specifications) for vehicles hiring for the PSDP project “Cyber Security for Digital Pakistan”

<b>Sr. #</b>	<b>Make</b>	<b>Model</b>	<b>Qty for rate offer</b>	<b>Vehicle Requirement</b>	<b>Rate in Rs. per Month as per Packages</b>
<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>
1	2500cc - 3000cc Vehicle with AC or equivalent	2022 Model and Above	02	Vehicles required for official use within Islamabad/ Rawalpindi & surroundings on following packages  (With Driver)	
3	1200cc - 1500cc Vehicle with AC or equivalent	2022 Model and Above	07		
3	800cc - 1000cc Vehicle with AC or equivalent	2022 Model and Above	07		

3. The above-mentioned vehicles will be inspected by Technical Evaluation Committee of the department and the vehicle(s) can be rejected if not found according to specification and firm shall be responsible for the replacement. National Computer Emergency Response Team (nCERT) will not be responsible for any costs or expenses incurred by

the firm in connection with the supply of the services, if vehicles are not found according to specifications.

4. Technical Evaluation Criteria divided into the following categories

1	Relevant Experience	20
2	Fleet/No. of Vehicles	25
3	No. of Such Projects	25
4	Financial Capacity	30
<b>Total Marks:</b>		<b>100</b>

Any bidders/supplier scoring below the minimum **qualifying marks (50% against each criterion and in aggregate, 70%)** in technical evaluation will not be technically qualified and its financial proposal will be returned.

**Financial Proposal for Vehicles**

<b>Sr. #</b>	<b>Make</b>	<b>Model</b>	<b>Qty for rate offer</b>	<b>Vehicle Requirement</b>	<b>Rate in Rs. per Month as per Packages</b>
<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>
1	2500cc - 3000cc Vehicle with AC or equivalent	2022 Model and Above	02	Vehicles required for official use within Islamabad/ Rawalpindi & surroundings on following packages  (With Driver)	
3	1200cc - 1500cc Vehicle with AC or equivalent	2022 Model and Above	07		
3	800cc - 1000cc Vehicle with AC or equivalent	2022 Model and Above	07		

Quantity mentioned in above column-d is only for preparing of Financial Proposal. Actual quantity will be on requirement basis.

**CONTRACT**

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT, CABINET DIVISION  
NATIONAL COMPUTER EMERGENCY RESPONSE TEAM  
(nCERT)**

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**MUTUAL CONTRACT FOR HIRING OF VEHICLES SERVICES**

**Contract No. \_\_\_\_\_, dated: - -2025**

Refers Supplier's Tender No.

An agreement made the \_\_\_\_\_ day of ----- Two Thousand Twenty-four between the President of Pakistan (herein after called the "Client" on the one part and M/s. -----, "Motor Service Provider" on the other part.

Whereby it is agreed that the hirer shall hire and the Supplier shall supply the vehicles as described in the schedule given hereunder at the price mentioned therein already transmitted through letter of intent subject to the special conditions as follow:

**SUPPLY SCHEDULE**

<b>Description of Vehicles</b>	<b>Qty/ (Units)</b>	<b>Bill in name of</b>	<b>Rate per Month (Rs.)</b>	<b>Total Cost (Rs.)</b>
		Project Director, Cyber Security for Digital Pakistan, NTISB, Cabinet Division, Islamabad.	*	
<b>Total:</b>				

\* Quoted rates should be valid up to 01 x year from the date of signing contract.

**WARNING:** Any information about the sale/purchase of the stores under this contract shall not be communicated to any person, other than the manufacturer of the stores or to any press or agency not authorized by the NTISB, Cabinet Division to receive it. The breach of the undertaking shall be punishable under the Official Secrets Act, 1923

**CONTRACT CONDITIONS/CLAUSES:**

1).	<b>Name of consignee:</b> Project Director, Cyber Security for Digital Pakistan, NTISB, Cabinet Division, Islamabad.
2).	<b>Cost debit able to Head:</b> (PSDP)
3).	<b>Supplier's Name an Address:</b> M/s.
4).	<b>Supplier's NTN No.</b>
5).	<b>Supplier's Sales Tax Reg. No:</b>
6).	<b>Date of Delivery:</b> -
7).	<b>Maker's Name &amp; Brand:</b> -
8).	The firm will be responsible for immediate repair at his own sources  <b>Repair/maintenance:</b>
9).	<b>Inspection:</b>
	a) Inspection Authority: Technical Evaluation Committee-
	b) Inspection Officer: Chairman Technical Evaluation Committee
	c) Place of Inspection: Consignee's Premises
	d)The Inspecting Officer will be informed 02 working days in advance about the time for inspection
10).	<b>Checking of Vehicles of Consignee's End:</b> All vehicles will be checked at consignee's premises in the presence of supplier's representatives. If, for the reasons of economy or other the supplier decides not to nominate his representative for such checking, then advance written notice to this effect will be given by the supplier to Project Director, NTISB, Cabinet Division, Islamabad under intimation to <b>Project Director</b> prior to or immediately on delivering vehicles. In such an event, the supplier will clearly under take the decision of consignee with regard to quantities and description of a consignment, which will be taken as final and if any discrepancy found will according be made up by the supplier.
11).	<b>Terms of Payment:</b>
	a) Payment of the rented vehicles will be paid to M/s. ----- -----, through pre- audit system of AGPR by submission of bills/invoice along with supported documents.
	b) Bill will be furnished to the Project Director, Cyber Security for Digital Pakistan, NTISB, Cabinet Division, Islamabad which will subsequently be submitted to AGPR by the consignee.

12). **Taxes & Duties:**

a) **Taxes Applicable:** The prices quoted are inclusive of all kinds of taxes. The firm/supplier shall not be liable for reimbursement of taxes on the contracted

vehicles other than those given in the quoted rates. The payment of element of taxes, which are included in quoted rates, will be made to the supplier only after production of duly authenticated documentary proof of its payment to the respective department. In case fresh taxes and duties are levied by the government after opening of the tender will signing of the contract and during the currency of the contract i.e. within the original delivery period) or if the existing rates of taxes are increased after opening of the tender and during the currency of the contract, liability shall be of the client and the same shall be reimbursed by the AGPR, Islamabad to the firm/supplier at actual, on production of documentary proof of his payment duly authenticated. In case of any subsequent decrease in existing or taxes by the Govt. after opening of tender and during the currency of the contract the liability shall be of firm/supplier shall reimburse the same to AGPR, Islamabad under intimation to client.

b) For release of payment, the supplier would be required to furnish the following documents to

**Project Director:**

- i. Proof of registration with Sales Tax Certificate).
- ii. Department Copy of Registration Sales Tax Invoice in original showing description / quantity / value of goods and current amount of Sales Tax leviable thereon.

13). **Bank Guarantee Clause:**

- a) To ensure timely and correct supply of vehicles and smooth execution of services conditions the firm will furnish a bank guarantee/draft from a schedule bank draft/pay order of the contracted vehicles amounting to **Rs. 100,000** to **Project Director**. After completion of job from the date of signing of NOC by **Procurement Committee**. The firm/supplier will request the **Project Director** for the withdrawal of bank guarantee/draft. The bank draft will be encased/deposited in the name of Project Director “Cyber Security for Digital Pakistan”. The bank draft shall be produced by the supplier within 07 days from the date of issue of letter of intent/signing of contract deed and shall remain in force till completion of the Project.
- b) If the firm/supplier fails to produce the bank draft/pay order within the specified period, the client reserves the right of concealing the contract at the risk and expense of the supplier. In the event of un-satisfactory performance or of any breach of terms of the contract, the bank draft/pay order shall be forfeited to the government at the discretion of the Motor Service Provider. On satisfactory performance of the contract the bank draft/ pay order will be returned to the supplier by CPC, on receipt of clearance from the Consignee. Bank draft furnished against this contract is un-conditional and en-cashable at c) through court, extra judicial or any other way (including administrative the will of Firm/supplier undertakes not to hinder/restrain its encashment process).

14) . **Supplier Performance Guarantee:**

- a) The supplier shall furnish warranty for the vehicles and satisfactory performance. The vehicles will be of the high-test grade and consistent with general expectable standard for the vehicles of type ordered in full conformity with governing specifications and performance of vehicles with the liability of replacing defective/unacceptable part free of cost within **07 days** by the supplier on receiving the discrepancy report, failing which the purchaser shall have the right to purchase the vehicles (against the stores declared defective) at the Motor Service Provider risk and expense. The firm/supplier also undertakes to make good the deficiency in supply, if any.
- b) Firm/supplier warranty shall be provided to the consignee along with the vehicles.

15). **Failure and Termination:** Should the supplier fail to deliver the vehicles services within stipulated period of supply, on the expiry; the purchaser shall be entitled at his option to take either of the following actions:

- a) To cancel the contract from elsewhere the vehicles not delivered, at risk and expense of the supplier and without notice to him. The supplier shall also be liable to any loss sustains on this account but shall not be entitled to any gain of repurchase.
- b) In case, firm fails to execute the contract in accordance with the terms & condition in the tender. Bids security will be fortified and penalty at the rate of double per day cost will be imposed.

16). **Force Majeure:** Force Majeure shall mean any event, act or other circumstances, not being an event, act or circumstance, under the control of the hirer or of the Motor Service Provider. Non-availability of raw material from the manufacturer of stores, or of export permit for the export of the contracted stores from the country of its origin, shall not constitute Force Majeure.

17). **Special Instructions:**

- i. Rent of vehicle hired if returned within the month would be calculated on the basis of actual number of days the vehicle used at the monthly rate provided by the bidder.
- ii. Provide services with valid license holder driver. Firm will be responsible for ensuring renewal of license on expiry. Driver must be fit for long drive.
- iii. The firm shall be responsible for the oil change, car wash and lubricants of the vehicles hired under this tender/contact.

- iv. The firm will be responsible for all the losses due traffic violations and accidents. The firm shall be fully responsible for all payments like E.O.B.I., Social Security, Health Insurance, etc. of their Staff/Drivers.
  - v. The contract will be revoked by the client (nCERT) 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 moreover, the legal action may be initiated against the firm as mentioned in bidding document
  - vi. In case of repair, if the vehicles take 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.
  - vii. Payment will be made through pre- audit system of AGPR to the firm against invoice after 100% completion of satisfactory services on monthly basis.
  - viii. No TA/DA or over time will be paid by the client.
- ix. All terms and conditions of bidding document will be part of the contract

**Warranty/Guarantee:**

- a) The firm/supplier has to provide warranty/guarantee of the vehicles supplied for a period of till completion of project standard warrantee including repair, servicing. The firm/supplier shall replace the defective vehicles.
- b) The firm will be strictly bound to supply the contracted vehicles as per specifications, and fulfill all responsibilities in this regard.

18). **Litigation:** In case of any dispute, only court of jurisdiction at Rawalpindi/ Islamabad shall have the jurisdiction to decide the matter.

**SIGNATURES**

**Client**

Designation	Project Director
Name	
Signature & seal	
For and on behalf of the President of Islamic Republic of Pakistan.	

**Supplier**

Designation	
Name	
Signature & seal	
For and on behalf of the Supplier	