

**INVITATION TO BID
FOR
HIRING OF RENTED VEHICLES**



INITIATIVE FOR DEVELOPMENT & EMPOWERMENT AXIS (IDEA)

Procurement Section

Initiative for Development & Empowerment Axis (IDEA)

Address: House # 02 Street # 01 Near to Peshawar Zoo Rahatabad Peshawar.

Email ID: logistics@idea.org.pk Website: www.idea.org.pk

Contact # 091-5610110

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TENDER NOTICE

REF: - IDEA/PR-9351-Vehicle/GAC/02/2026

A non-profit, non- governmental organization, invites sealed bids under single stage one envelope procedure along with **100000-PKR lumpsum bid security** from reputed rental vehicle service provider registered with Income Tax & Sales Tax and must be on active tax payer list of the sale tax and income tax for the hiring of rental vehicles on need basis in KP, Baluchistan and Islamabad/Rawalpindi.

Bid documents containing details terms and conditions and specifications of the required vehicle can be obtained/download by clicking the link <http://www.idea.org.pk/ads.php> & <https://www.ngostenders.com> - Sealed Technical and Financial bids as per instruction in the ITB (Invitation to Bid) must be submitted online through www.ngostenders.com. Also with same copy in sealed envelope hard file on or before **March 24, 2026 till 11:00AM** at the address “**House # 02 Street 01, Near Peshawar Zoo Rahatabad Peshawar**”. Bids will be opened on the same day i.e., **March 24, 2026 till 02:30 PM**.

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INVITATION FOR TENDER BID

Date: 06 March, 2026

Initiative for Development & Empowerment Axis (IDEA) is a non-profit organization committed to aiding underprivileged communities in Khyber Pakhtunkhwa and Newly merged Districts.

IDEA is registered under the Voluntary Social Welfare Agencies (Registration & Control) Ordinance 1961; in 2003, having registration # 2172.

Procurement & Logistics Officer

House # House # 02 Street # 01 Near to Peshawar Zoo Rahatabad Peshawar.

Contact # 091-5610110

Email ID: logistics@idea.org.pk

Initiative for Development & Empowerment Axis (IDEA)

INSTRUCTIONS TO TENDERERS

By submitting a tender document, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons participating either individually or in a grouping (consortium) of tenderers.

The foreseeable timetable for this procedure is as follows:

Description	DATE	TIME in PST
Deadline for submission of tenders Proposal	March 24, 2026	11:00 AM
Tender opening session	March 24, 2026	02:30 PM

- i. The bidder/ proponent must submit the proposals in sealed envelopes as per specified conditions.
- ii. In case a public holiday is announced by the Government (Due to any reason), the tender will be opened on the next working day at the same time and venue. Or will be informed to service providers for opening session
- iii. The contracting authority will not be responsible for any damage to rental vehicle i-e Accident, Theft, Natural disaster, or any other damages etc. and the service provider or any other person or company has no right to use of any claim in any court of law related to this subject.
- iv. IDEA will receive the rental vehicle from the service provider with full tank at the start of the contract and at the end of the contract period IDEA will return the vehicle with full tank.
- v. The vendor will be responsible for the driver overtime duty.
- vi. The proposal shall be clearly marked on the outer side of envelope with tender reference number i-e **IDEA/PR-9351-Vehicle/GAC/02/2026**
- vii. The proposal shall be written in English language. Overwriting in the proposal is strictly prohibited.
- viii. Bids received after stipulated time or incomplete bids will be excluded from the tender evaluation process.

- ix. Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender can be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- x. Any such notification of alteration or withdrawal must be prepared and submitted in outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- xi. No tender may be withdrawn in the interval between the deadline for submission of tenders
- xii. Costs of preparing tenders: No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.
- xiii. Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.
- xiv. In case of calculation mistakes the unit, price will be conserved.
- xv. The envelopes should have the name, address and contact details of the addresses and the addressors.
- xvi. Services Provider/Contractor who do not receive written feedback within 1 weeks after expiry of the IFT deadline have not been successful will not be informed in writing or via email.
- xvii. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project, will be blacklisted and debarred.
- xviii. The procuring entity may reject proposals, which are vague (In terms of financial proposal) or does not adhere to these tender instructions.
- xix. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- xx. Contract will be signed with the successful bidder and its terms and conditions will govern the executive of the contract.
- xxi. In case of any ambiguity in the IFT the Service Provider has the right to contact via email (logistics@idea.org.pk) to contracting authority within due time.
- xxii. The service provider must quote only one option with clearly mentioned make & model of the vehicles. Bids received with more than one options, and rates may be rejected.
- xxiii. Service provider must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently blacklisted.
- xxiv. **Vehicle Inspection:** The qualified bidder will present the vehicle for inspection before sending to duty station. Before awarding rental vehicle service contract, the tender committee will value the right vehicle as per requirement.
- xxv. **Performance guarantee:** Only qualified bidder will have to submit the (Lump-sum PKR 150,000/-) bid security Should be made on the name of ("IDEA" NTN# 3545874-7)
 - i. **Bid Validity:** The contracting authority will sign the rental vehicle service contract with successful bidder. The duration of rental vehicle service contract will be 12 Months and

after expiry of the rental vehicle service contract, Both the parties have the right to extend the contract period with mutual consent.

ii. **Responsibilities of Rent a Car Company:**

- a. The rental vehicle will be parked at IDEA offices.
- b. The driver must be between 30 and 40 years old, and physically fit.
- c. The contracting authority will prefer insured rental vehicles. The official insurance of rental vehicle including tracker system installation will be the responsibility of service provider.
- d. Vendor should provide the first Aid kit in the vehicle having fresh equipment.
- e. The driver must have valid driving license with basic writing skills to update official logbooks, preferably experience with NGO/INGO.
- f. The service provider will be responsible for in station as well as out station for driver foods and accommodation charges or arrangement.
- g. The service provider will bear the cost of vehicle repair & maintenance, including engine oil, oil filter at covering 3500-4000 Km.
- h. Prior notice of **24-hour advance** for vehicle repair and maintenance is mandatory.

iii. **Bid Price:** Bid shall be submitted in Pakistani Rupees (PKR).

- iv. The contracting authority will only bear the rental vehicle fuel/ Toll Taxes for its project activities and the cost of monthly vehicle rent till the end of rental vehicle service contract period.

- v. **Cancellation of the tender procedure:** Tender evaluation committee reserves the right to cancel/reject any or all offers by assigning cogent reason.

- vi. **Appeals Process:** Bidders reserve the right to make an appeal relevant to the tender criteria. The appeal should be in writing attention to IDEA head of Program within 05 working days after bid opening procedure.

- vii. **Data protection:** IDEA guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IDEA guarantees confidentiality of the procurement process.

1. General Condition:

1. In case of any breakdown, the service provider is responsible for vehicle replacement with similar specification within four hours of receiving the complaint.
2. The contracting authority seeks quotation from competent vehicle service provider to quote vehicle rent with driver charges on monthly basis.
3. The payment will be made through cross cheque on monthly basis in 15-30 days after submission of invoice. The services provider will submit proper invoice as per agreed terms and conditions.
4. All the vehicles are required with drivers, having valid driving license and CNIC along with vehicle registration with updated token.

TENDER CONTENT

The tender bid must include the following documentation so please use the list below as a ‘Checklist’ before submitting the tender pack to IDEA.

1. Valid license of rental car business.
2. Prices must be Inclusive of all govt applicable taxes that is (Withholding & GST) and the bidder must be on active tax payer list of the sale tax and income tax (bid of the inactive bidders will be rejected).
3. Tenderers Declaration (Signed/stamped)
4. Valid NTN & STRN Certificate (with proof of being active).
5. Relevant verified purchase orders/contracts copies. The contracting authority has the right to verify all the submitted purchase orders, where necessary.
6. Affidavit on a stamp paper stating that the bidder has never been blacklisted by any government/semi-government, NGO and INGO.
7. Proof of professional expertise for the trade you are registered in.

EVALUATION OF BIDS

Under single stage one envelope procedure, all the bids will be opened in the presence of tender committee. All the received bids will be evaluated as per below mentioned criteria and the contract will be awarded to the successful bidder as per tender committee who fulfill the criteria. The bids not fulfilling the eligibility criteria will be excluded from the tender process.

Eligibility Criteria for Service provider.

- a. The service provider must have a valid license of rental car business.
- b. The service provider must be registered with income tax; sales tax and must be on active tax payer list (ATL) of FBR and KPRA.
- c. The service provider has at-least three (03) years relevant experience during the last 5 year in the field of Rental Vehicle Services, preferably experience with NGO/INGO.

PRICE SCHEDULE for KP, Baluchistan, Rawalpindi & Islamabad

The rental vehicle quoted prices must be in PKR inclusive of all applicable tax, driver wages, Transportation, accommodation TA/DA & any other charges (To be filled in PKR by the bidder).

Price Schedule is attached as an annexure – Financial bid

TENDERER'S RELEVANT EXPERIENCE

Please complete the table below using the format to summarise the **major relevant services** carried out in the course of the past **03** years by the tender. The number of references to be provided must not exceed **10** for the entire tender.

NGO/ Company Name	Contact Details in NGO/Co.	Country	Total Contract Value	Dates	Description of Contract	Related Services Provided

Note: Please provide copies of the previous verified purchase orders/contract.

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

Unless the context indicates otherwise, the term “Buyer” refers to IDEA. The term “Service Provider” refers to the entity named on the order and contracting with the buyer. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply/service agreement, whichever is in place.

- 1) **Price:** The prices stated on the order/contract shall be held firm for the period and / or quantity unless specifically stated otherwise.
- 2) **Source of Instructions:** The Service Provider shall not seek nor accept instructions from any source external to IDEA in relation to the performance of the contract.
- 3) **Assignment:** The Service Provider shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the buyer.
- 4) **Corruption:** The Service Provider shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Service Provider agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.
- 5) **Confidentiality:** All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Service Provider under the contract shall be the property of IDEA and be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.
 - 5.1) The Service Provider may not communicate at any time to any other person, government, or authority external to IDEA, any information that has been compiled through association with IDEA which has not been made public except with written authorization from the buyer. These obligations do not lapse upon termination of the contract.
- 6) **Use of Emblem or Name:** Unless otherwise agreed in writing; the Service Provider shall not advertise nor make public the fact that it is services to the Buyer, nor shall the Service Provider in any way whatsoever use the name or emblem of IDEA in connection with its business or otherwise.
- 7) **Observance of Law:** The Service Provider shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.
- 8) **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.
 - 8.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Service Provider must inform the Buyer of the full particulars in writing. If the Service Provider is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.
 - 8.2) If the service provider is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9.

9) Cancellation: The contracting authority reserves the right to cancel the contract or suspend its project activities or changes to its mandate by virtue of the Executive Council of IDEA /Donor or lack of funding. In such a case the service provider shall be reimbursed by IDEA for all reasonable costs incurred by the service provider as per terms and condition of service contract. The contract cancellation notice is 30 days' from both the parties.

9.1) if the Service Provider encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

10) Inspection and Test: The Buyer will continuously inspect and test the performance of vehicles during the contract period.

11. Changes: In case of any breakdown, Service Provider will be bound to provide a replacement vehicle of the similar specification within four hours of receiving the complaint.

a. Payment Terms:

i. The payment will be made through cross cheque on monthly basis. The service provider will submit proper invoice as per agreed terms and condition.

b. Ethics: The Code of Conduct to which Concern expects all of its suppliers to respect is as follows;

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labor laws are complied with.
- Social rights are respected

15.1) Environmental Standards - Service Provider should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

c. Rights of IDEA: The contract agreement will be for 39 Months. If the service provider is unable to meet the contractual in specified period, the performance guaranty will be forfeited. The IDEA has rights to terminate the rental vehicle agreement in case of non-observance of terms and condition agreed there-at.

d. Rights of access for test purposes: DEA is contractually obliged to facilitate certain donor's direct access to Service Provider for test purposes.

e. **No Agency:** This order does not create a partnership between the Buyer and Service Provider or make one party the agent for the other for any purpose.

f. Anti-Money Laundering and Anti-Terrorism Financing Policy

“It is the policy of the IDEA to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities” by complying with all applicable requirements under the Anti-Money Laundering Act 2010 (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and Anti-Terrorism (Second Amendment) Act, 2014 and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, IDEA is very sensitive to ensuring that our platform is not used for any such purposes.

TENDERER'S DECLARATION

In response to your tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for invitation to tender and We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:
Package No 1: *[description of supplies with indication of quantities and origin]*
- 3 The price of our tender is mentioned in the price schedule
- 4 We will grant a discount of [%], or [...] [in the event of our being awarded Package#... & Package#..].
- 5 The quoted price of vehicle rental services will be remaining fix for the entire period of 12 months.
- 6 We will inform IDEA immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 7 We note that IDEA is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 8 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 9 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists.
- 10 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- 11 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judical.
- 12 We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- 13 We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 14 We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests

Name and function:

Signature and Stamp:

Date: _____

Duly authorised to sign this tender on behalf of:

ANNEXURES

Service Provider qualification

Company name	
Legal form	
Number of employees	
Nationality of company	
Postal address	
Visitors address	
Telephone number	
Email address	
Website	
Name of Managing Director	
Sales & marketing contact person	
Range of services provided by the company (company portfolio)	
Remarks	