BOARD OF INTERMEDIATE & SECONDARY EDUCATION, MULTAN

TENDER NOTICE

HIRING OF RENT-A-CAR SERVICES (TOYOTA COROLLA ALTIS CVT 1.6L, BLACK COLOR OR EQUIVALENT

The Board of Intermediate & Secondary Education, Multan, invites bids through the Punjab e-Procurement System (eP) from well-reputed and eligible firms, registered with the relevant tax authorities, for hiring one (01) Toyota Corolla Altis CVT 1.6L, black color or equivalent, Model 2025 or newer, for official use of the Chairman, BISE Multan, on a monthly rental basis without driver and fuel, in accordance with PPRA Rules, 2014. (Single Stage one Envelope procedure)

The estimated cost is Rs.2,640,000/- (Rupees Two Million Six Hundred Forty Thousand Only). The contract period shall be one (01) year, extendable subject to applicable rules and approval of the Competent Authority. Bidders shall quote a fixed monthly rental inclusive of all applicable taxes, excluding fuel and toll charges.

Bid security of **5% of the estimated cost (Rs.132,000/-)** shall be deposited digitally through the prescribed Punjab e-Pay system. Bids must be submitted digitally through https://eproc.punjab.gov.pk **by 11:00 AM on 09.12.2026.** The **Financial bids of the same shall be opened digitally at 11:30 AM on the same date** in accordance with the applicable rules and (eP) instructions. Only firms registered on eP shall be eligible to participate.

The vehicle must be registered, insured, roadworthy and properly maintained. Routine maintenance, servicing, engine oil, oil filter and two car washes per month shall be the Service Provider's responsibility. An equivalent or better replacement vehicle shall be provided in case of breakdown, at no additional cost.

The bidding documents may be downloaded free of cost from https://eproc.punjab.gov.pk, https://ppra.punjab.gov.pk and https://www.bisemultan.edu.pk. All required documents must be duly completed, signed and stamped wherever required. Incomplete, unreadable, corrupted or virus-infected digital bids/documents may be rejected. Bids submitted by hand, post or courier shall not be accepted. Quoted rates shall remain valid for ninety (90) days from the date of bid opening. The Competent Authority reserves the right to accept or reject any or all bids in accordance with applicable PPRA Rules, 2014. The prescribed response time shall commence from the date of publication/upload of the Tender Notice and Tender Documents on the official websites of the Punjab Procurement Regulatory Authority (PPRA) at https://ppra.punjab.gov.pk and the Punjab e-Procurement System (eP) at https://eproc.punjab.gov.pk. For further information, please contact **061-9210032** during office hours.

SECRETARY

BISE, MULTAN OF INTERMEDIATE & SECONDARY EDUCATION, MULTAN.

No._____/Store **Date: .11.2026**

STANDARD BIDDING DOCUMENTS

FOR FINANCIAL YEAR 2026-2027.

BIDDING DOCUMENT FOR HIRING RENT-A-CAR SERVICES (TOYOTA COROLLA ALTIS CVT 1.6L, BLACK COLOUR OR EQUIVALENT

NOTE:

Punjab e-Procurement System

Bids only through Punjab e-Procurement System (eP) will be entertained; no Bid other than Punjab e-Procurement System will be accepted.

(Opening Date:-09.12.2026)

TERMS & CONDITIONS

INVITATION OF BID:

1. **Hiring of Rent-a-Car Services:** The project involves hiring Rent-a-Car services for the BISE, Multan of Intermediate and Secondary Education, Multan, as per the scope of work, terms and conditions, and specifications detailed in the tender documents.
2. Firms/Companies registered under Sales Tax Act / Income Tax and active tax payer having good reputation are eligible to participate in the Tender. All Tenders should be in the name of Secretary BISE, Multan of Intermediate & Secondary Education, and Multan. Procuring agency reserves the right to reject all tenders/bids within the provisions of Rule 35 (1) of PPR-2014. **The Tender procedure shall be "Single Stage One Envelope" as per rule 38 (1) of PPRA-2014.**
3. Bids shall be submitted exclusively through the Punjab e-Procurement System (eP) at https://punjab.eprocure.gov.pk. No bid submitted through any other means shall be accepted. Bid security equivalent to **5% of the estimated price** shall be submitted electronically/digitally bids /digitally through the Punjab e-Payment System (e-PS), in the manner prescribed by the Punjab Government/PPRA Punjab, before the closing date and time of the tender. The bidder shall also upload a complete scanned copy of the bid on the Punjab e-Procurement System (eP).
4. Bidding documents, containing detailed terms and conditions can be downloaded from the websites of PPRA (https://punjab.eprocure.gov.pk) or BISE Multan. (www.bisemultan.edu.pk). In case of any query, guidance can be sought from in the office of Deputy Secretary (P&IC), BISE, Multan of Intermediate and Secondary Education, Multan, (Tel: 061-9210032) during office hours.

INSTRUCTION TO BIDDERS:

1. The BISE, Multan Invites Bids from firms/suppliers and contractors as per specifications given in the tender document.
2. All firms/suppliers and contractors having five year experience and who fulfill the criteria as per given in advertisement will stand eligible for the Bidding.
3. The Bidder should not have been blacklisted by any government, semi government or autonomous bodies etc.
4. The Bidding Documents should be read in conjunction with any Addenda issued in accordance with the terms and conditions given below.
5. At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Documents by issuing addenda.
6. The Financial offers will be upload on Punjab e-Procurement System (eP).
7. Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding document directly/indirectly from the Purchaser.
8. To give prospective Bidder reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may at its discretion, extend the deadline for the submission of Bids.
9. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
10. The Bidder shall submit the **Financial Bid on prescribed Performa given by BISE, Multan in Tender documents.** Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid. All blank spaces shall be filled in with the information requested as per specifications given in Technical Bid. Unless otherwise indicated in the Bidding Documents (BDs), alternative Bids shall not be considered.
11. **Bid Security:** A Bid Security @ 5% of the total price/cost (estimated price/cost mentioned in the Demand List) shall be submitted electronically/digitally through Punjab e-Procurement System (e-P), in the manner prescribed by the Government of the Punjab (PPRA Punjab), in favor of the Secretary, BISE, Multan of Intermediate and Secondary Education, Multan**.**
12. The successful bidder will furnish the @10 performance security (returnable) within 07 days of the receipt of notification of award from the purchaser
13. The Bid security @5% of the successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security @ 10% of the total cost before the signing of contract/agreement that will be made on stamp paper value of 0.25% of contract value.
14. Bids shall remain valid for the period of specified in the BDs after the Bid submission deadline date i.e. 90 days from the opening of Technical Bid. A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

15. The Bid shall be signed by a person duly authorized to sign on behalf of the Bidder.
16. The bid prepared in accordance with the instructions contained in the bidding documents must be submitted on Punjab e-Procurement System (eP) by 09- 12-2026 till 11:00AM. The
    Financial Bids will be opened on the same day at 11:30 AM in the presence of Bidders or their representative who make them available on that date and time in the meeting room of BISE, Multan.
17. Any effort by a Bidder to influence the purchaser in the examination, evaluation, comparison, and post qualification of the Bids or contract award decisions may result in the rejection of its Bid.
18. A substantially responsive Bid is one that confirms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission.
19. The Procuring Agency reserves the rights under PPRA Rules 35 may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
20. The purchaser shall award the Contract to Bidder whose offer has been determined to be technically sound and financially lowest evaluated and is substantially responsive to the Bidding documents, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
21. Prior to the expiration of the period of Bid validity, the purchaser shall notify the successful Bidder, in writing that its Bid has been accepted.
22. Instructions, Terms & Conditions and Specifications are devised for strict compliance and enforcement. No escalation of cost, except arising from increase in quantity by the Bidder(s) on the demand after approval of the Procuring Agency / the Office, will be permitted throughout the period of the contract / Work/Supply Order.
23. Bidder(s) are required to state clearly, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the Bidder(s)'s authorized representative through whom all communications shall be directed until the process has been completed or terminated.
24. Supply/Service must be in accordance with the office specifications otherwise supply/Service will be rejected. In such event the BISE, Multan may forfeit bid security and take any punitive action as deemed appropriate.
25. All Government Taxes (Federal /Provincial) including Income Tax / Sales Tax, S.E. Duty and Professional Tax, PRA Tax / PST etc. will have to be paid by the firm(s) under the prevailing procedure / law.
26. In case of abnormal quoted rates, the Firm(s)/Bidder(s) shall be responsible.
27. Rates must be quoted in Pakistani Currency including all Taxes.
28. Obtaining any other information regarding tenders, Store Branch can be visited during office hours on any working day. Bidder(s) shall communicate all queries via Store Branch.
29. The Bid security may be forfeited:

    a) If a Bidder withdraws its Bid during the period of Bid validity specified in bidding documents.
    b) If the successful Bidder fails to:
    i. Sign to the contract in accordance with the above said terms and conditions.
    ii. Furnish a performance guarantee/security @ 10% of the total cost of Bid
    iii. Provide to be indulged in corrupt practices.
    iv. Provide stamp paper for agreement.
30. Any dispute or difference between the firm/ contractor and Secretary BISE Multan shall be settled by the Chairman BISE Multan as sole arbitrator will be considered as binding and his decision shall not be challenged in any court of law.
31. Technical evaluation shall be carried out by the BISE, Multan authorized person's (Technical Evaluation Committee) to evaluate the bidders as per detail given by them in their Technical Bids.
32. The responsive firm/contractor quoting the lowest financial bid in toto shall be considered successful.
33. The selection is subject to the decision of the Purchase Committee /Authority and cannot be challenged in any court of law.
34. The firm is responsible to complete the services within 15-days, from the issuance of work/supply order

REJECTION/ACCEPTANCE OF THE BID

The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any Bidder(s), the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of invoking discretion provided under sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Bidder(s).

However, prospective Bidder(s) shall be informed in due course about the rejection of the bids if any (As per Rule 35 of Punjab Procurement Rules, 2014).

TENDER COST

The Bidder(s) shall bear costs/expenses with regard to preparation and submission of the Tender(s) and the Procuring Agency shall not responsible/liable for those costs/ expenses.

AMENDMENT OF THE TENDER DOCUMENT

The Procuring Agency may, at any time prior to the deadline for submission of the Tender, at its own initiative vested with exclusive discretion or in response to a clarification requested by the Bidder(s), amend the Tender Document, on account of any reason. Where after all such amendment(s) shall be considered part of the Tender Document and binding on the Bidder(s) as per Punjab Procurement Rules, 2014 Rule 25(4).

BID SECURITY (EARNEST MONEY)

a. The Bidder(s) shall furnish the Bid Security (Earnest Money) as under:

i. for a sum equivalent to 5% of the estimated price will be submitted/processed digitally through E-Pay system. The amount shall be transferred either via 1-Llink, or through Bank guarantee from any scheduled Bank in Pakistan in favor of secretary, BISE, Multan of Intermediate secondary Education, Multan.

ii. Denominated in Pak Rupees.

iii. Have a minimum validity period of One Hundred & Eighty days (180 days) from the last date for submission of the Tender.

b. The Bid Security (Earnest Money) shall be forfeited by the Procuring Agency, on the occurrence of any or all of the following conditions:

i. if the Bidder(s) withdraws the Tender during the period of the Tender validity specified by the Bidder(s) on the Tender Form or

ii. if the Bidder(s) does not accept the corrections of his Total Tender Price;

iii. if the Bidder(s), having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, in accordance with the Tender Document.

iv. If the bidder fails to provide stamp paper for agreement.

CORRECTION OF ERRORS/AMENDMENT OF TENDER

Acceptance Letter/Purchase Order

The Procuring Agency shall issue the Acceptance Letter/Purchase Order to the successful Bidder(s), within reasonable time of announcement of bid evaluation report (Rule-55 of PPRA Rules, 2014) and prior to the expiry of the original bid validity period or extended bid validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

Terms & Conditions of Contract Form

Terms & condition laid down in contract document/form are part & parcel of the Bid documents and shall be applied to the successful bidder under the Tender.

Redressal of Grievances by the Procuring Agency

a. The Procuring Agency may constitute a committee comprising of odd number of persons / members, with proper powers and authorizations, to address the complaints of Bidder(s) that may occur prior to enforcement of the Procurement Contract.

b. Any Bidder(s) feeling aggrieved by any act of the Purchaser after the submission of bid may lodge a written complaint concerning grievances within five days of announcement of technical evaluation report and ten days after issuance of final evaluation report.

c. The Committee may investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

d. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

a) To be executed by an authorized representative of the Bidder(s) on Firm/ company letterhead enclosing attested Copy of National Identity Card.

b) The mode of execution of the Power of Attorney/Letter of Authority should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

c) Also, wherever required, the Bidder(s) should submit for verification the extract of the charter documents such as a resolution/ power of attorney etc.

d) In favor of the person executing the Power of Attorney/Letter of Authority for the delegation of power hereunder on behalf of the Bidder(s).

e) In case the Tender Documents are signed by an authorized Director/ Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney/Letter of Authority.

SPECIFIC TERMS AND CONDITIONS

1. **Scope of Services:** One vehicle, Toyota Corolla Alts or equivalent, 1600cc, Model 2025or newer, shall be hired on a monthly rental basis for official use of the Chairman BISE, Multan, without a driver and fuel.
2. **Contract Period:** The contract shall initially be for one (01) Year from the date specified in the Work Order and may be extended, subject to satisfactory performance, mutual consent, approval of the Competent Authority, availability of funds and applicable procurement rules.
3. **Quoted Rates:** The bidder shall quote a fixed monthly rental inclusive of all applicable taxes and charges, except fuel and toll charges payable by the BISE, Multan. The approved rental shall remain unchanged during the contract period.
4. **Vehicle Condition:** The vehicle must be registered, roadworthy, clean, properly maintained, insured and compliant with the approved specifications. The BISE, Multan may inspect the vehicle before acceptance and during the contract period.
5. **Maintenance:** Routine maintenance, engine oil, oil filter, servicing and two car washes per month shall be the responsibility of the Service Provider. Any maintenance complaint shall be resolved within three (03) working days.
6. **Alternative Vehicle:** In case of breakdown, repair or unavailability of the hired vehicle, the Service Provider shall provide an equivalent or better vehicle without delay and at no additional cost to the BISE, Multan.
7. **Fuel and Toll Charges:** Fuel and toll charges incurred during authorized official use shall be paid by the BISE, Multan. All routine maintenance and other obligations assigned to the Service Provider under the contract shall remain its responsibility.
8. **Insurance and Documents:** The Service Provider shall maintain valid vehicle insurance, registration and all other legally required documents throughout the contract period. It shall coordinate with the insurance company in case of theft, accident or total loss.
9. **Vehicle Availability:** The vehicle shall remain at the disposal of the BISE, Multan or its authorized representative for official duties and shall be parked at the designated premises when not in use, as directed by the BISE, Multan.
10. **Payment:** Monthly payment shall be made through crossed cheque after submission and verification of the invoice, satisfactory performance and completion of all required financial and codal formalities. Applicable taxes shall be deducted at source as per law.
11. **Responsibility and Liability:** The Service Provider shall be responsible for its employees, statutory obligations and losses or claims arising from its negligence or breach of contract, to the extent established under applicable law and the contract.
12. **Replacement and Inspection:** Any replacement vehicle shall meet the required specifications and shall be subject to prior approval by BISE, Multan. The Service Provider shall rectify deficiencies or replace a non-compliant vehicle at no additional cost.
13. **Termination:** The contract may be terminated by either party through Three (03) month's written notice, subject to the contract. The BISE, Multan may take action for unsatisfactory performance or breach of contract in accordance with the bidding documents and applicable rules.
14. **Amendments:** Any amendment to the contract shall be made in writing with the mutual consent of both parties and approval of the Competent Authority, wherever required, in accordance with applicable procurement rules.

Authorized Signature & Stamp
of Firm/Bidder

ELIGIBILITY & REQUIRED DOCUMENTS

The participating firms must submit the following documents along with their bids:

1. Valid NTN Certificate.
2. Sales Tax Registration Certificate, where applicable.
3. Firm/Company Registration Certificate.
4. An undertaking (as per attached format) must be provided on 100 Rupees Judicial Stamp paper that the participating firm/ company is not black listed in Board of Intermediate and Secondary Education Multan and PPRA Punjab. Through this Supplier/Vendor shall also certify that they have no case/litigation pending in any court of law in Pakistan.
5. The bidder shall submit copies of at least two work orders for similar work/jobs

FORMATE OF AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

FOR HIRING THE SERVICES OF RENT A CAR

1.	We have examined the Tender/Bid Document and we undertake to meet the requirements. Regarding supply of Items as required and is prescribed in the Tender Document.
2.	It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3.	We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to
4.	We agree to unconditionally accept all the terms and conditions set out in the Tender/Biding Document
5.	We undertake that, if our Bid is accepted, we shall provide the car rental services in accordance with the terms and conditions of the bidding documents.
6.	We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7.	We agree that the Procuring Agency is not bound to accept the lowest or any of the bids received. We also agree that the Procuring Agency reserves the right in absolute sense to reject all the products/services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8.	We declare that our Firm/Company is not blacklisted by Board of Intermediate and Secondary Education, Multan and PPRA Punjab. We also declare that our firm/Company is not involved in any case or litigation pending in any court of law in Pakistan.

Name and Signature
of authorized Person along with stamp



BISE, MULTAN OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.
FINANCIAL BID

HIRING RENT-A-CAR SERVICES (TOYOTA COROLLA ALTIS CVT 1.6L, BLACK COLOUR OR EQUIVALENT 2026-27

Sr. No.	Description	Quantity	Monthly Rental Rate (Inclusive of All applicable Taxes)	Total Annual Rental Cost (Inclusive of All Applicable Taxes)
01	Toyota Corolla Altis CVT 1.6L, Black Colour or equivalent, Model 2025 or newer, without driver and fuel	**01**		

Note: The total annual rental cost shall be calculated by multiplying the monthly rental rate inclusive of all applicable taxes by twelve (12).

2. Estimated Cost and Bid Security

- Estimated Monthly Rental Cost: Rs.220,000/-
- Estimated Annual Cost: Rs.2,640,000/-
- Bid Security (5% of Estimated Annual Cost): Rs.132,000/-

3. Terms and Conditions

1. The quoted rental rate shall remain fixed during the contract period, subject to the bidding documents.
2. The monthly rental rate shall include all applicable taxes and charges, except fuel and toll charges, which shall be paid by BISE Multan as per applicable terms.
3. Routine maintenance, servicing, engine oil, oil filter and two car washes per month shall be the responsibility of the service provider.
4. In case of a breakdown, an equivalent or better replacement vehicle shall be provided without additional cost.
5. The contract shall be governed by the approved bidding documents and applicable PPRA Rules, 2014.

Bidder's Information

Name of Firm: _____

Signature: _____

Official Stamp: _____

Contact No.: _____

Date: _____

