



National Disaster Risk Management Fund
A company set up under section 42 of the Companies Ordinance, 1984

F. No. 001/02/A&S

Islamabad, the 05th July, 2022

Subject: Letter of Invitation (LoI) – Rental of Vehicles

The National Disaster Risk Management Fund (hereinafter shall be termed as “Fund”) is a not-for-profit Company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. It is a government-owned non-banking financial intermediary with a corporate structure.

2. The Company intends to obtain rates of availing vehicles on rental basis from an Islamabad/Rawalpindi based registered company/service provider, for sites/field visits which shall remain valid upto 30th June 2023. Fund hereby invites sealed quotations as per Price Schedule (inclusive of taxes, POL, maintenance, insurance etc.) given at Annex – II, for the following services:

SCOPE OF SERVICES

Requirement of Vehicles:

- Rate for rental of vehicles for a period starting from the date of award of contract (**i.e. July) till 30th June 2023;**
- The rented vehicles must be in excellent condition and not older than 2020 model, however subject to remote locations i.e. northern areas etc. the model may vary.
- The vehicles provided ought to be registered with local registration authority;
- The complete toolkit, including but not limited to spare wheel, wheel change kit, battery jumper cable, vehicle tow cable etc., should be available with the respective vehicle. In case of visit to remote area must carry the jerry can for extra fuel;
- Before outstation movements during official time, vehicles shall be placed in the premises of the company or the designated venue across the country and after the close of business or execution of allocated duty/responsibility, the same shall be at disposal of the service provider.

Areas of Service:

- The vehicles shall be used for local traveling within the vicinity of twin cities i.e. Islamabad/Rawalpindi. However, out-station traveling shall also be required for which the Company shall be informed at least two (02) days in advance, (however, in emergent cases, prompt response is desired) to the services provider duly confirming therein the requisite details such as destination city/location, time & days of travel, type of vehicle required, number of passengers, etc.

Replacement of Vehicle in Case of Breakdown:

- The service provider will be responsible to ensure that the vehicles provided to the company are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down, the service provider will arrange for its immediate replacement without delays, failure to which may lead to imposition of liquidated damages;

- In case of out-station travel and/or remote site/area, reasonable travel time (not more than 12 hours) will be allowed to the service provider to send the replacement failure.

Fuel

- The POL shall have to be maintained and timely checked, in respect of each provided vehicle. It will be an exclusive responsibility of the services provider to ensure that whenever, the Company requires a vehicle it should be handed over with a full tank of fuel;
- In case of visit to remote area, must carry the jerry can for extra fuel.

Token/Toll Tax:

- Tokens and related taxes of vehicles must be paid and up to date;
- Tokens (Road/Toll Tax) whilst out-station travel shall be paid by the service provider which shall be subject to reimbursement on actual basis on provision of requisite slips.

Drivers (Optional):

- If a driver is provided along with vehicle, he should have a valid license and must not be in minor age group and also must not be more than 50 years of age;
- Working hours would be 12hrs for drivers;
- The service provider must ensure the physical fitness of the driver; The service provider shall be responsible for the eye sight test of their respective driver(s) if provided.
- The driver must be familiar with the local routes and traditions/customs/language of area of travel;
- The service provider will ensure that the driver is fully conversant with the intended location/ area before embarking on the journey;
- The driver must possess a mobile phone with sufficient credit at all times to ensure communication;
- The service provider will be responsible for the discipline (behavior/actions) of the driver(s) and will be responsible to provide the immediate replacement in case of complaints/misconduct or any inevitable reasons.

Travel Allowances & Accommodation:

- The Company shall not provide any overtime to the drivers;
- The Company shall not provide any food/meal.
- The Company shall also not provide any travel-related allowance, accommodation or boarding and lodging arrangements to any driver, in case of out-station travel. This will be the sole responsibility of the service provider.
- Moreover, the service provider shall also ensure that the self- arranged accommodation of driver(s) should be within 15 kilometers of the stay of the Company's employees.

Vehicle Running Log Book:

- The service provider must maintain a logbook for each travel containing the complete travel details with mileage and locations. The complete travel must be signed by the Company's relevant employee(s) who traveled or by the authorized officer, in the log book, as soon as the travel/visit has happened;
- A monthly or visit-based log of each provided vehicle, duly signed and verified by the authorized officer of the Company, will be submitted with the monthly invoice.

Security & Insurance:

- The service provider shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. The Company shall not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise;
- All vehicles shall be comprehensively insured covering all the risks including accidental risks to the passengers travelling in vehicles and it shall be exclusive responsibility of the services provider.
- The Company shall not be responsible for any kind of risk or accidental/theft issue, if happens, related to the rental of vehicles.
- The service provider shall provide vehicles and driver, at their own risk and the Company shall take no responsibility whatsoever happens, against accidental/theft risks.

3. The Company is seeking the services of capable local service provider with a proven track record of performing the required services as per the tasks detailed hereinabove. If the service provider, however, has been associated with the firm that prepared the requirements, terms and conditions of the contract that is subject of this procurement, the service provider shall be disqualified.

4. It is understood that the service provider has gone through the entire RFQ Document and has complete understanding of the terms and conditions, scope of services etc. mentioned here along with their implications.

5. The service provider must quote for the services on per day vehicles' rental basis under this request, as per the Price Schedule given at Annex – II. Price quotations shall be evaluated on unit cost basis (including rental of vehicles & POL per km) and contract will be awarded to the service provider, offering the lowest evaluated cost for complete package. In case if a service provider's quotes for both categories of costs i.e. per day rental and POL cost per day, don't stand lowest, the evaluation shall be made on account of consolidated cost of both categories of costs i.e. rental cost plus on average 50 kms/day spread over one month (30 days) cost, extrapolating them to a month's scale.

6. The service provider shall submit one “**original**” Price Quotation, as per prescribed “Form of Quotation”, provided herewith as **Annexure - I**, on his letterhead, duly signed, stamped and sealed in an envelope clearly typed/marked as “**Original**”. In addition, a bidder shall also submit one copy of quotation, in separate sealed envelope, marked as “**COPY**”. In case of any discrepancy between the Original and Copy of the quotation, the original quotation shall prevail. The quotation should be addressed and delivered to the following official named official at the address mentioned underneath:

Company's Address	: Ms. Asma Iftikhar, Deputy Manager Procurement, National Disaster Risk Management Fund (NDRMF), Floor No. 5, EOBI Building, Block 33-34, Mauve Area near NADRA Office, G 10/4, Islamabad.
Telephone	: Ph: 051-9108300 Ext: 416 & 418
Email	: asma.iftikhar@ndrmf.pk

7. The quotation must be written in the English language and accompanied by required documents under this request, should reach to the Company's authorized official, at the address indicated in Paragraph 6 hereinabove, **by or before 1100 hours, 25th July, 2022.**

8. Only one rate should be quoted for each item and the service provider must avoid giving any alternate quote.

9. Quotation must be typed or written in indelible ink and should be signed by an authorized representative. Without a signature on Form of Quotation, the quotation shall not be considered further. All pages of the submitted quotation(s) where entries or amendments have been made, should be signed or initialed by the person signing the quotation.

10. Quotation(s) should be submitted as per the following instructions and having

understood the attached Form of Contract (**Annexure – I** refers) and the Terms and Conditions of services as per **Annexure – III** which shall be an integral part of the Contract:

- (i) **PRICES:** The prices should be quoted in PKR (Pak Rupees) on “Per Day” basis i.e. inclusive of all applicable taxes such as sales tax or other (in-direct) taxes, applicable in Pakistan, POL, insurance & other incidental charges, if any, as per the Price Schedule given at Annex – II. If there is no mention of inclusion of charges on account of taxes, POL, insurance & other incidental etc., the quoted prices shall be considered as inclusive of all charges. The prices quoted by the service provider shall be fixed till the award and contract and subsequent deliveries.

- (ii) **EVALUATION OF QUOTATIONS:** Quotations determined to be substantially responsive to the requirements, shall be evaluated by comparison of their unit offered/quoted prices (on per day basis). A Quotation shall not be responsive if it shall not be conforming/meeting the eligibility criterion, prescribed at sub-clause (iv) hereunder, or a service provider shall have reservations to the terms, conditions, and specifications provided in this Request for Quotation. Any such quotation shall not be considered further. The Company shall evaluate and compare only the quotations which shall be determined responsive. In evaluating the quotations, the Company shall adjust for any arithmetical errors as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words shall govern;
 - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity(ies), the unit rate as quoted shall govern.

- (iii) If a service provider refuses to accept the correction, his quotation will be rejected.

- (iv) The Bidder must submit with his quotation, the following documents:
 - 1. Copy of National Income Tax Number (NTN).
 - 2. Copy of General Sales Tax (GST) Number.
 - 3. Proof of Active Tax Payer of Income & Sales Taxes.
 - 4. Having a proper office location in Islamabad/Rawalpindi, with Telephone & fax numbers.

- (iii) **AWARD OF CONTRACT:** The contract shall be awarded to a service provider offering the lowest evaluated price and that meets the eligibility requirement for being substantially responsive. A Contract shall be signed with the successful bidder(s) as per attached form of contract and terms & conditions of services.

- (iv) **VALIDITY OF THE OFFER:** Quotation(s) should remain valid for a period of ninety (90) days from the deadline for submission/receipt of quotation(s) indicated in Paragraph 7 of this Request for Quotation till the award of contract.

- (v) If a service provider withdraws his quotation during the validity period and/or refuse to accept the award of a contract, if awarded, the Company may take punitive action against the bidder as deemed appropriate.

11. Further information can be obtained from the representative named at Para 6 hereinabove.

Sincerely,

(Sidra Hummayun)
Assistant Manager Procurement

[To be printed on service provider’s letterhead]

To:

Ms. Asma Iftikhar,
Deputy Manager Procurement,
National Disaster Risk Management Fund (NDRMF),
Floor No. 5, EOBI Building, Block 33-34,
Mauve Area near NADRA Office,
G 10/4, Islamabad.

Having examined your Request for Quotations (RFQ) No. **001/02/A&S** dated 5th July, 2022 including its Annexures, provided thereof, the receipt of which is hereby duly acknowledged, we, M/s _____, hereby offer to provide “Vehicles on Monthly Rental Basis” in conformity with the scope of services, as referred in the RFQ Document, and on the unit rate(s) quoted in our “Price Schedule”, attached hereto, if stand lowest.

2. We also agree to abide by this Quotation for a period of ninety (90) days which may be further extended, if desired so, by mutual consent and made part of this quotation, from the date fixed for Receipt of Quotations under Clause 7 of the RFQ, and it shall remain binding upon and may be accepted at any time before the expiration of that period and quoted rates shall remain valid till the expiry of the contract, if we stand as lowest evaluated responsive service provider.

3. Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

4. We understand that the Company is not bound to accept the lowest or any Quotation, the Fund may receive.

5. We hereby confirm that we have not been associated with the firm that prepared the terms and conditions of the contract which is subject of this Lol.

Authorized Signature: _____
Name and Title of Signatory _____
Name of Service Provider: _____
Address : _____
Phone Number : _____
Fax Number, if any: _____
Email address (optional) _____

[To be printed on service provider's letterhead]

Price Schedule

The following are the prices for both local and out-station travel/ Field Visits on Per Day Basis:

Sr. #	Vehicles	Unit Rate POL per KM (with taxes & all allied charges) Pak. Rs. (Outstation without Night stay)		Unit Rate POL per KM (with taxes & all allied charges) Pak. Rs. (Outstation included Night stay)	
		With Driver	Without Driver	With Driver	Without Driver
1.	Double Cabin Van (2700 cc) A/C, Diesel, well maintained condition. Registered having all documents				
2.	Toyota or Honda Sedan Car (1800 cc) A/C, Petrol, well maintained condition. Registered having all documents				
3.	Toyota or Honda Sedan Car (1600 cc) A/C, Petrol, well maintained condition. Registered having all documents				
4.	Toyota or Honda Sedan Car (1300 cc) A/C, Petrol, well maintained condition. Registered having all documents				
5.	HIACE's (High Roof) (2700 cc) A/C, Petrol/Diesel, well maintained condition. Registered having all documents				
6.	FORTUNER /PRADO/LANDCRUISER A/C, Petrol/Diesel, well maintained condition. Registered having all documents				
7.	TUCSON /SPORTAGE/GLORY A/C, Petrol/Diesel, well maintained condition. Registered having all documents				
8.	COASTER				

***Note:** For Outstation all charges included Driver Accommodation, Meal or any additional charges are the responsibility of Supplier. Please note that it must be commensurate with the average mileage of the vehicle as well as the POLs" market rates. **Economy of scale must be ensured.**

Authorized Signature: _____

Name and Title of Signatory _____

Name of Service Provider: _____

Address : _____

Phone Number : _____

Fax Number, if any: _____

Email address (optional) _____

“FORM OF CONTRACT”

THIS CONTRACT (hereinafter termed as “Contract”), bearing number **001/02/A&S** is entered into, signed and executed, at Islamabad on this day of **July**, 2022

BETWEEN

National Disaster Risk Management Fund (NDRMF), having its temporary office located at Floor No. 5, EOBI Building, Block 33-34, Mauve Area near NADRA Office, G 10/4, Islamabad. Hereinafter shall be termed as “**CLIENT and/or FUND**” which expression shall include the successors in office, permitted assigns and legal representatives).

AND

M/s _____, **Islamabad**, (Hereinafter shall be termed as “**SERVICE PROVIDER**” which expression shall include the successors in office, permitted assigns and legal representatives), having its Office situated at _____, Islamabad.

WHEREAS the Client invited quotations for “Rental of Vehicles” and has accepted the following unit rate(s) that shall remain valid till **30th June 2023** by the Service Provider, as per the Terms & conditions, attached hereto:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read & construed as part of this contract, viz:
 - a) Letter of Invitation;
 - b) Terms and Conditions of Contract,
 - c) Appendice(s);
 - d) Addendum (if applicable);
2. Taking into account, payments to be made by the Client to the Service Provider as hereinafter mentioned, the Services Provider hereby concludes an Agreement with the Client to execute and complete the services under the Contract and remedy any defects/ complete the whole process therein in conformity with the provisions of the Contract.
3. The Service Provider hereby covenants to pay, in consideration of the acceptance of Contract, complete all the services and remedying of shortcomings therein, if occurred any, the Contract Price in accordance with Payment Conditions prescribed in the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above.

PARTIESFor and on behalf of ‘**Client/NDRMF**’For and on behalf of ‘**Service Provider**’

Name: _____
Designation: _____
CNIC: _____

Name: _____
Designation: _____
CNIC: _____

WITNESSES

Name: _____
Designation: _____
CNIC: _____

Name: _____
Designation: _____
CNIC: _____

TERMS AND CONDITIONS OF SERVICES

Project Name: **Rental of Vehicles**

Client: **National Disaster Risk Management Fund (NDRMF)**

1. Required Services:

1.1 Requirement of Vehicles:

- Rate for rental of vehicles for a period starting from the date of award of contract (**i.e. July) till 30th June 2023;**
- The rented vehicles must be in excellent condition and not older than 2020 model, however subject to remote locations i.e. northern areas etc. the model may vary.
- The vehicles provided ought to be registered with local registration authority;
- The complete toolkit, including but not limited to spare wheel, wheel change kit, battery jumper cable, vehicle tow cable etc., should be available with the respective vehicle. In case of visit to remote area must carry the jerry can for extra fuel;
- Before outstation movements during official time, vehicles shall be placed in the premises of the company or the designated venue across the country and after the close of business or execution of allocated duty/responsibility, the same shall be at disposal of the service provider.

1.2 Areas of Service:

- The vehicles shall be used for local traveling within the vicinity of twin cities i.e. Islamabad/Rawalpindi. However, out-station traveling shall also be required for which the Company shall be informed at least two (02) days in advance,(however, in emergent cases, prompt response is desired) to the services provider duly confirming therein the requisite details such as destination city/location, time & days of travel, type of vehicle required, number of passengers, etc.

Replacement of Vehicle in Case of Breakdown:

- The service provider will be responsible to ensure that the vehicles provided to the company are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down, the service provider will arrange for its immediate replacement without delays, failure to which may lead to imposition of liquidated damages;
- In case of out-station travel and/or remote site/area, reasonable travel time (not more than 12 hours) will be allowed to the service provider to send the replacement failure.

Fuel

- The POL shall have to be maintained and timely checked, in respect of each provided vehicle. It will be an exclusive responsibility of the services provider to ensure that whenever, the Company requires a vehicle it should be handed over with a full tank of fuel;
- In case of visit to remote area, must carry the jerry can for extra fuel.

Token/Toll Tax:

- Tokens and related taxes of vehicles must be paid and up to date;

- Tokens (Road/Toll Tax) whilst out-station travel shall be paid by the service provider which shall be subject to reimbursement on actual basis on provision of requisite slips.

Drivers (Optional):

- If a driver is provided along with vehicle, he should have a valid license and must not be in minor age group and also must not be more than 50 years of age;
- Working hours would be 12hrs for drivers;
- The service provider must ensure the physical fitness of the driver; The service provider shall be responsible for the eye sight test of their respective driver(s) if provided.
- The driver must be familiar with the local routes and traditions/customs/language of area of travel;
- The service provider will ensure that the driver is fully conversant with the intended location/ area before embarking on the journey;
- The driver must possess a mobile phone with sufficient credit at all times to ensure communication;
- The service provider will be responsible for the discipline (behavior/actions) of the driver(s) and will be responsible to provide the immediate replacement in case of complaints/misconduct or any inevitable reasons.

Travel Allowances & Accommodation:

- The Company shall not provide any overtime to the drivers;
- The Company shall not provide any food/meal.
- The Company shall also not provide any travel-related allowance, accommodation or boarding and lodging arrangements to any driver, in case of out-station travel. This will be the sole responsibility of the service provider.
- Moreover, the service provider shall also ensure that the self-arranged accommodation of driver(s) should be within 15 kilometers of the stay of the Company's employees.

Vehicle Running Log Book:

- The service provider must maintain a logbook for each travel containing the complete travel details with mileage and locations. The complete travel must be signed by the Company's relevant employee(s) who traveled or by the authorized officer, in the log book, as soon as the travel/visit has happened;
- A monthly or visit-based log of each provided vehicle, duly signed and verified by the authorized officer of the Company, will be submitted with the monthly invoice.

Security & Insurance:

- The service provider shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. The Company shall not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise;
- All vehicles shall be comprehensively insured covering all the risks including accidental risks to the passengers travelling in vehicles and it shall be exclusive responsibility of the services provider.

- The Company shall not be responsible for any kind of risk or accidental/theft issue, if happens, related to the rental of vehicles.
 - The service provider shall provide vehicles and driver, at their own risk and the Company shall take no responsibility whatsoever happens, against accidental/theft risks.
2. **Fixed Price:** The prices indicated in the Form of Quotation are firm, shall remain fixed and shall not be subject to any adjustment during contract performance. Service Provider shall be entirely responsible for all taxes, duties, license/registration fees, etc., incurred until delivery of the contracted services.
 3. **Insurance:** The vehicles, provided on rental to the Client under the Contract, shall be having insurance coverage covering accidental and/or theft risk(s), and hence insurance coverage is service provider's responsibility.
 4. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.
 5. **Resolution of Disputes:** The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940 of Pakistan.
 6. **Delivery of Services:** The vehicles shall be used for out of station travel.
 7. **Payment: On Acceptance: Hundred (100)** percent of the **monthly invoiced** amount against services delivered on per day basis, shall be paid within Thirty (30) days of submission of claim supported by the GST Invoice and signed log record of vehicles movement.

Income/withholding tax shall be deducted at source as per applicable taxation laws, while making the payments.

8. **Shortcomings/Defects:**
 - 8.1 All shortcomings/defects, reported by the Client with respect to deliverance of services, shall be corrected by the Service Provider without any cost to the Client immediately from the date of notice by the Client.
 - 8.2. **Shortcomings/Defects:** In case of failure to rectify the shortcoming in his services, the Service Provider shall pay liquidated damages to the Client. The rate of these liquidated damages shall be 0.5 % per week up to maximum 10% of the total monthly invoice.
9. **Force Majeure:** The Supplier shall not be liable for penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

10. **Failure to Perform:** The Client may cancel the Agreement if the Service Provide fails to deliver the required services in accordance with the above terms and conditions, in spite of a 14-days' notice given by the Company, without incurring any liability to the Service Provider.

NAME OF SERVICE PROVIDER: _____

Authorized Signature: _____

Authorized Person: _____

Date: _____