



PRE-QUALIFICATION
OF
RENT A CAR SERVICE PROVIDERS
A (01)/PSEB/2024-15
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1. PAKISTAN SOFTWARE EXPORT BOARD (G) LTD, AN INTRODUCTION

Pakistan Software Export Board (PSEB) is an apex Government body mandated to promote Pakistan's IT Industry in local and international markets. PSEB facilitates the IT industry through a series of projects and programs in infrastructure development, human capital development, company capability development, global marketing, strategy and research, and the promotion of innovation and technologies.

2. INSTRUCTION FOR BIDDERS

The objective of “instructions to applicants” is to provide applicants the information to submit their proposal in response to this Pre-Qualification according to the requirements defined in this Pre-Qualification documents and in the same order/sequence as set forth in this document. Applicant must follow the following requirements for their proposals.

3. SCOPE OF WORK

A. REQUIREMENT OF VEHICLE

The vehicles provided to PSEB. must be in excellent condition and not older than five (05) years from date of manufacturing.

- Car rental agency will be responsible to provide its services national and international.
- Vehicles will be provided according to the client’s specifications on need basis.
- In case of a car breakdown or problem with the chauffeur, an immediate replacement will be given by the agency without any additional cost.
- The car rentals duty sheet must be signed by user/ employee and PSEB will not be responsible for any expense related to the driver (e.g. stay, lunch etc.)
- Payment will be made by the PSEB upon submission of invoice. Further the payment criteria will be finalized with mutual consent by both the parties at the time of contract/ agreement.
- All operational costs e.g. fuel, toll, overtime and parking will be catered by the service provider during the visit/ travel and claim to PSEB through invoice on as per actual basis.
- The vehicle provided shall preferably be registered in the same province/area for which it is being hired. Vehicle registration/identification card/book shall be provided at the time of provision of services.

B. Area of Services

The areas of service include

Entire Pakistan and all international stations.

C. Fuel:

The car rental company will ensure that whenever, PSEB requires a vehicle it should be handed over with fuel.

D. Drivers:

When vehicle is rented, the following terms and condition should be observed about the driver:

- Must have a valid license
- Minimum 05 years of relevant experience.
- Familiar with the local routes and traditions/customs/language of area of travel.
- Maximum age limit 55 years, Company/Firm must ensure the physically fitness of the driver



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- The Company/Firm will be responsible for the behavior/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.
- Any drug/smoking is strictly prohibited during driving.

Travel Allowances & Accommodation:

PSEB will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the car rental company. The self-arranged accommodation of drivers should not be more than 15 kilometers of the stay of the PSEB employees.

E. Logbook:

Company/Firm must maintain a logbook for each travel containing the complete travel details with mileage and locations. The daily travel must be signed by PSEB employee in the logbook. These details must be provided to PSEB along with invoice.

F. Liquidated Damages

In case of non-provision of the services by the service provider after a confirmed order, the order should be placed to next lowest bidder and difference of amount shall be charged to the initial company upon each occurrence of such default.

In case of vehicle older than 05 years, if PSEB shall accept the same upon written justification of car Rental Company, the same may lead to imposition of liquidated damages @15% of the invoice value per day.

G. Security

The Company/Firm providing services shall be responsible for the security of the driver, vehicle or any items coming along with the rented vehicle. PSEB will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise.

H. List of POCs:

List of POCs with escalation level must be attached with proposal.

4. MANDATORY CRITERIA FOR QUALIFICATION

Description	Remarks
Complete company profile including name, registered office address, telephone, fax and e-mail address and web address, complete contact detail of the contact person, details of branch offices and staff details (branch-wise)	
NTN, GST certificates	
List of Clients” must have at least 10 clients to its credit. Provide performance certificates from clients.	
Date of establishment of business and relevant business experience of at least for 5 years	
Established offices setup in Pakistan , physical office address	
Undertaking that the Applicant/firm and its employee(s) have never been blacklisted by any government, semi- government, autonomous or state owned organization and their cases regarding black listing are not under trial by any Court of Law on the Stamp paper worth of Rs.500/-	
The bidder is to provide an undertaking stating that he/she is not a current employee of PSEB and none of his/her immediate family members or company Directors have relation /association with the procuring agency (PSEB) on the Stamp paper worth of Rs.100/-	



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Kindly Note that any document missing in mandatory clause will straight way out.

5. SELECTION PROCEDURE

- a) The applicants shall provide duly completed / filled in mandatory requirements for applicants to qualify along with supporting documents as provided therein. PSEB shall evaluate the proposal according to the mandatory requirements for applicants to qualify reject any proposal which does not conform to the specified requirements and finally concluded as “non-responsive”.
- b) Proposals qualifying mandatory requirements shall be evaluated as per evaluation Criteria
- c) PSEB will sign a formal Open Framework Agreement regarding the Pre-Qualification of Rent a Car Service Providers with the top five (05) qualified vendors valid for 3 years. This agreement will comprise of all details necessary to execute the services successfully and upto the satisfaction of the procuring agency.

6. MEET OR EXCEED REQUIREMENTS

The requirements provided in this document are the minimum requirements of PSEB. The applicants must meet the minimum requirements. The applicant may exceed these requirements for the successful practical implementation. But in such a case additionally proposed or altered specifications/requirements should clearly be highlighted to enable PSEB to clearly identify modified specifications/requirements.

7. CLARIFICATIONS

Queries of the applicants, if any, for seeking clarification regarding the pre- qualification must be received in writing through following email address and EPADS before one week prior to the proposal submission date of proposal. Any query received after above mentioned timeline shall not be entertained.

8. EVALUATION CRITERIA

The Applicant must satisfy PSEB that they have sufficient skilled team to carry out the Services for PSEB which will be determined through submitted information along with Application.

Bidders obtained 70% score shall be considered for pre-qualification. Top five (05) bidders with maximum score will be pre-qualified and selected for open framework agreement



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Sr No.	Description	Max. Score	Marks Allocation	
1.	Firm/Bidder Profile (copy of company registration)	10	Registered age- 10+ years	10
			Registered age - 7 to 10 years	07
			Registered age - less than 5 years	05
2.	Financial Strength for company (copy of latest financial statements)	10	Annual turnover 30+ million	10
			Annual turnover 21-30 millions	07
			Annual turnover 10-20 millions	05
3.	Number of clients Across Pakistan (list of clients with contact details)	10	Number of client 30+	10
			Number of clients between 21-30	07
			Number of clients between 10-20	05
4.	Credit period: After the submission of invoice	15	Up to and above 60 days	15
			Up to 45 days	10
			Up to 30 days	05
5	Credit Limit	15	Up to 10 Million	15
			Up to 05 million	10
			Above 01 million	05
6	Worth of projects similar in nature that includes Rental Vehicles, in last three (03) years. (Verifiable through relevant purchase orders , contracts, invoice)	15	30+ million	15
			21-30 millions	10
			10-20 millions	05
7	Number of HR Resources/ Staff Detail (CEO, Directors, Managers, Supervisors, Drivers etc.) the detail list of staff members (Name, Designation, Contact #, Email)	15	No. of Staff members 30+	15
			No. of Staff members 21-30	10
			No. of Staff member 11-20	05
8	Duty Hours	10	12 Hours	10
			10 Hours	07
			08 Hours	05
G. Total		100		



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9. TERMS AND CONDITIONS

- i. Proposals received after the due date and time will not be entertained.
- ii. Applicants are required to state, in their proposals, the name, title, fax number and email address of the applicant's authorized representative through whom all communication shall be directed until the process has been completed or terminated.
- iii. The applicants shall bear all costs/expenses associated with the preparation and submission of the proposal and PSEB in no case be responsible/liable for those costs/expenses.
- iv. Each applicant shall submit only one proposal; multiple proposal submissions shall render the applicant disqualified.
- v. PSEB may, at any time prior to the deadline for submission of the proposal, on its own initiative or in response to a clarification requested by the applicant(s), amend the pre-qualification documents, on any account, for any reason.
- vi. PSEB may, at its exclusive discretion, amend the Pre-Qualification documents to extend the deadline for the submission of the proposal, in which case all rights and obligations of the PSEB and the s previously subject to the deadline shall thereafter be subject to the deadline as extended.
- vii. The proposal validity period will be ninety days (90) days, starting from the date of opening of the proposals.
- viii. The language of the proposal shall be English language. Any printed literature furnished by the Applicant(s) in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the proposal.
- ix. The applicant(s) may, by written notice served on the PSEB, modify or withdraw the proposal after submission, but prior to the deadline for submission of the proposal.
- x. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR and provincial authorities are eligible to supply goods/services to the Commission.
- xi. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR/ provincial authorities.
- xii. The decisions of PSEB will be binding on all applicants.
- xiii. During the examination, evaluation and comparison of the proposals, PSEB at its sole discretion may ask any applicant for clarifications of its proposal.
- xiv. Bidding documents/proposals, containing detail terms and conditions, etc. are available electronically and can be downloaded from EPADS-PPRA website <https://eprocure.gov.pk> free of cost.
- xv. Bids should be submitted electronically ONLY through EPADS. Manual submission of bids is NOT allowed.
- xvi. For registration and training on EAPDS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.
- xvii. The bids, prepared in accordance with the instructions in the bidding documents of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through



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EPADS latest by **June 04th, 2024** on or before 03:00PM. Bids will be opened on the same date at 03:30 PM at the below mentioned address.

- xviii. Note: The sealed hard copies of original bids for only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk>

Manager Administration

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