



# TENDER DOCUMENT

## RENT A CAR SERVICES TO CGN-P UNDER TENDER ENQUIRY No.: CGNP/ RP-008/2017

Children's Global Network, Pakistan (Guarantee) Limited hereby invites tenders from suppliers / firms, on item rate basis, for the supply the items as per Annexure – 1.

### GENERAL TERM & CONDITIONS

1. All participating firms should be registered with income tax and sales tax departments (*Registration numbers should be clearly mentioned and valid documentary evidence be attached*).
2. The firms should have a minimum of 3 years of experience in supply of items being procured, and should have proper office in Islamabad or Rawalpindi.

Sealed tenders are required to reach the undersigned on or before **31<sup>st</sup> October, 2017** before 4:00 p.m.

3. All sealed quotations/bids should be submitted on proper letter head and Performa invoice.
4. The rates quoted shall be considered valid for the period of 3 months. The suppliers / firms will be bound to deliver the goods of the approved quality at office in Islamabad on agreed rates. Transportation charges should be mentioned separate than items rates.
5. All quotations should be addressed to:

#### **Administration Department**

Children's Global Network, Pakistan (Guarantee) Ltd.  
AEPAM, Taleemi Chowk, G8/1,  
Islamabad.

6. The bid should not have any overwriting or cutting. Bids with any of the aforementioned defects will not be considered.
7. Incomplete quotations, quotations not conforming to tender requirements or with vague replies will not be considered.
8. All the taxes levied must also be clearly stated.
9. The selected firm should complete the delivery of items as per CGN-P's schedule.



### CHILDREN'S GLOBAL NETWORK, PAKISTAN (GUARANTEE) LIMITED

HEAD OFFICE:  
# 10, St. 04, G-6/3, Islamabad  
Tel: (92 51) 287 7941-2  
Fax: (92 51) 227 4140  
info@cgnpk.org OR  
www.cgnpk.org

KARACHI:  
GBPS, Ibrahim Ali Bhal School  
Upper Gizri, Clifton  
Karachi  
Tel & Fax: (92 21) 35871555

VEHARI:  
House # 175/K, Street # 2  
Lalazar Colony, Tehsil & District Vehari  
Tel: (92 67) 3363941  
Fax: (92 67) 3363942

SWABI:  
Mohalla Nazar Khail  
Jahangira Road, Mall Lar  
District Swabi  
Tel: (92 938) 221618



10. Firms willing to operate only in one of the specified areas are also welcome to send quotations.
11. The sealed envelope must be subscribed with “**CGNP/ RP-008/2017**”.
12. CGN-P reserves the right to extend the opening date of the bids, cancel the tender or accept / reject any or all bids, without assigning any reason.
13. The Purchase Committee may ask the bidders to provide samples of the quoted items.



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## ANNEXURE – 1

### Description of Services

Sr.#	Item Description	Specification	Unit/Quantity	Monthly Rent Rate inclusive of All Taxes	Per Km charges with driver & fuel	Per Day with Driver & Fuel
1	Corolla XLI/GLI (Islamabad/Rawalpindi)	Model:- 2015 or above	No 1			
2	Corolla XLI/GLI (Karachi)	Model:- 2015 or above	No 1			
3	Corolla XLI/GLI (Bahawalpur)	Model:- 2015 or above	No 1			
4	Corolla XLI/GLI (KPK)	Model:- 2015 or above	No 1			
5	Corolla XLI/GLI (Multan)	Model:- 2015 or above	No 1			
6	Corolla XLI/GLI (Lahore)	Model:- 2015 or above	No 1			
<b>Terms &amp; Conditions</b>						
A	The Delivery time from the date of the issuance of Purchase Order/contract.					
B	Rates will remain valid for One year from the date of Quotation.					
C	Your Rates should be including all Govt. taxes (Govt: Service Tax applicable)					



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D	Driver will ensure cleanliness for the vehicle and ensure punctuality and manage Log Book.
E	Quote your rates on Printed pad of your company
F	All payments shall be made through cross cheque and after deduction / withholding of all applicable taxes.
G	In case of any technical fault or accident vendor will provide immediate replacement for the vehicle.
H	Routine repair and maintenance of the vehicle shall be sole responsibility of the vendor like tuning, change of engine oil and any other normal repair and maintenance.



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