



TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
GOVERNMENT OF PAKISTAN
(MANAGEMENT SERVICES DIVISION)



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No. TDAP/MTO-1(1)/2010

Karachi, the 21th November, 2025

CIRCULAR


Subject: POLICY FOR RENTAL UTILIZATION OF BULLETPROOF VEHICLES (TOYOTA FORTUNER & COASTER 29-SEATER)

In pursuance of 12th TDAP Board Meeting under agenda no.6, I am directed to circulate the Standard Operating Procedure (SOP) / policy guidelines regarding utilization of Bulletproof Vehicles of TDAP for information and compliance of all Division / Offices that this Authority maintains a fleet of **bulletproof vehicles**, comprising:

1. **Toyota Fortuner (Bulletproof) Quantity-02 Vehicles**

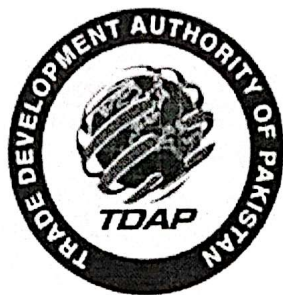
2. **Coaster 29-Seater (Bulletproof) Quantity-02 Vehicles**

2. In order to ensure transparent, efficient, and secure utilization of the above bulletproof vehicles, the Competent Authority i.e. TDAP Board has approved the standard operating procedures (SOPs) attached as **Annexure-I** and also available on TDAP website.
3. All requests for bulletproof vehicle on rental must be submitted in writing to the **Director (Admin), Management Service Division, TDAP HQs, Karachi** at least five (05) days prior to the intended date of use.


21/11/25.
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Executive Officer (MTO)
(JAWED ALI BHATTI)
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Distribution:

- 1- All Director Generals TDAP.
- 2- S.O to C.E / S.O to Secretary TDAP.
- 3- All Directors TDAP
- 4- IT Section: With request to make a digitized / online platform for submission of requests by the vendors.
- 5- Publication Section with request to upload on TDAP web portal / circulate to all offices of TDAP.



Standard Operating Procedure to Rent out Bulletproof vehicles of TDAP

TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Finance & Trade Centre Building, Sharae Faisal, Karachi

STANDARD OPERATING PROCEDURE OF BULLETPROOF VEHICLES

1. OVERVIEW:

This Standard Operating Procedure (SOP) outlines the strategic framework for the utilization of TDAP's bulletproof vehicles by offering them on rent to Federal and Provincial Government Agencies, Diplomatic Missions, Chambers of Commerce, Registered Private Security Firms, Trade Bodies, Corporate Executives, and Event Management Companies.

The primary objectives of this initiative are to:

1. Enhance the security infrastructure available to clients, particularly for foreign delegations and dignitaries,
2. Ensure efficient maintenance and personnel management, and
3. Maximize the operational utility of these specialized vehicles.

This SOP aims to balance service delivery, security, and financial viability while promoting professional management of TDAP's high-value vehicle assets.

2. OBJECTIVES:

1. To generate revenue by offering TDAP's bulletproof (BF) vehicles on rent to Federal and Provincial Government Agencies, Diplomatic Missions, Chambers of Commerce, Registered Private Security Firms, Trade Bodies, Corporate Executives, Event Management Companies, and other eligible departments.
2. To provide secure and reliable transportation solutions to the aforementioned clients, especially for foreign dignitaries, delegations, and high-profile events.
3. To establish a self-sustaining system that covers the costs of vehicle repairs, regular maintenance, and the salaries of personnel (drivers and staff) assigned to these BF vehicles.

3. ORGANIZATIONS FOR ALLOCATION:

The bulletproof vehicles shall be made available on rent to the following types of organizations:

Sectors	Nature of Duty
1. Government Agencies:	VIP convoys, security escorts, law enforcement units
2. Diplomatic Missions:	Embassies, UN agencies, foreign delegations
3. Private Security Firms:	High-risk Transportation Services
4. Corporations & Executives:	CEOs, VVIPs, Visiting Dignitaries, Chambers
5. Event Management Companies:	Security support for large-scale public events
6. Media Organizations:	Field teams in conflict-prone or volatile regions
7. Trade Bodies	International buyers, CEOs of Multinational companies

Note: Allocation shall be done based on security clearances, rental agreements, and terms of use.

4. FLEET DETAILS:

1. Total Number of Bulletproof Vehicles: 04
2. Vehicle Types: 02 Toyota Fortuner and 02 Toyota Coasters - 29 Seater
3. Protection Level: B-6 Level (Resistant to Assault Rifles and Explosive Threats)


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5. RENT STRUCTURE:

Sr	Vehicle Type	Rent for (12 hours)	Charges after 12 hours	Other T&C for the Clients
1.	Toyota Fortuner (B6)	Rs. 175,000/-	Rs. 8,000/- per hour	<ul style="list-style-type: none">● Fuel shall be borne by clients● Vehicle to be used within a City (Either in Karachi, Lahore or Islamabad)● Food for Drivers / Staff
2.	29 Seater - Toyota Coaster (B6)	Rs. 350,000/-	Rs. 20,000/- per hour	
3.	Terms & Conditions for use of vehicles out of the City: Additional charges @ equal to 12 hours subject to the prior permission of the Competent Authority TDAP			

6. MARKET RENT STRUCTURE

TDAP offers stakeholders concessional rates for hiring bulletproof vehicles, current market rates are much higher than those of TDAP. A few instances of market rent for hiring Bulletproof vehicles are as follows:

Sr	Vehicle Type	Private Vendor-I	Private Vendor-II	Other T&C for the Clients
1.	Toyota Fortuner (B6)	Rs. 195,000/-	Rs. 200,000/-	<ul style="list-style-type: none">Fuel shall be borne by clientsVehicle to be used within a City (Karachi)Food for Drivers / Staff
2.	Toyota Coaster (B6)	Rs. 380,000/-	Rs. 390,000/-	

7. Operational Guidelines:

Booking & Approval:

- Clients must submit a requisition for BF vehicles at least five (05) days prior to the required duty date and time.
- This advance notice requirement may be waived in emergency situations, subject to approval as a special case.
- The Competent Authority, TDAP, shall approve all requisitions for rented BF vehicles.
- Upon approval, the client must submit a work order on official letterhead to the Director (Admin) or Motor Transport Officer (MTO), TDAP Office, 5th Floor, Block-A, FTC Building, Shahra-e-Faisal, Karachi.
- The Online / Requisition Form is available on TDAP Website / Portal for convenient access.

Contract Duration:

- Clients may avail the secure transportation facility for a maximum of seven (07) consecutive days, to ensure vehicle availability and maintenance viability.

Usage Restrictions:

- The use of BF vehicles is restricted to within city limits.
- Usage in unauthorized or high-conflict zones is strictly prohibited, unless prior written approval is obtained from the Competent Authority, TDAP.

Monitoring:

- Each vehicle is equipped with GPS and remote tracking systems for real-time monitoring and security oversight.

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Logbook Maintenance:

1. A dedicated logbook for each BF vehicle shall be maintained separately by both the assigned Driver and the Motor Transport (MT) Section, ensuring accurate and cross-verified records of vehicle usage.

8. Drivers Employment, Salaries and training:

1. Number of Drivers	Four (04)
2. Monthly Salary per Driver	Rs. 80,000/-
3. Training Provided	Defensive driving, first aid, VIP protocol

Note: Drivers will be hired on a contract basis with background verification, trained, and assigned as per the type of client or mission. (Person with Criminal Record is ineligible for hiring)


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