

## **PREQUALIFICATION NOTICE**

Sealed bids are invited under PPRA Rule-15 & 16 from firms / contractors / dealers registered with Sales Tax / Income Tax / Professional Tax Departments and having their own automobile workshops in Islamabad / Rawalpindi. The Workshops are being Pre-qualified against this Notice for undertaking Repair and Maintenance of Official Vehicles of Establishment Division, Government of Pakistan during the FY-2022-23. The Details are as under:-

<b>Name of Procuring Agency</b>	<b>Establishment Division, Government of Pakistan, Islamabad</b>
Detail of Work	Prequalification of workshop(s) for Repair / Maintenance of official Vehicles/Motorcycles of Establishment Division, Government of Pakistan in Light of Staff Car Rules, 1980 as amended from time to time.
Contact Officer	Section Officer (General) Ph: 051-9051249 / 9207945
Closing Time, Date & Place of receiving of bids	Upto 1100 hrs, 03 <sup>rd</sup> June, 2022 Room No.1094, Establishment Division, Islamabad
Time & Place of opening of bids.	1130 hrs, 03 <sup>rd</sup> June, 2022, Room No.1094, Establishment Division, Cabinet Block, Islamabad.

2. Sealed Envelop complying the Checklist and Terms and Conditions ([www.establishment.gov.pk](http://www.establishment.gov.pk)) and PPRA ([www.ppra.gov.pk](http://www.ppra.gov.pk)) alongwith a Bid Security amounting to **Rs. 50,000/- (Rupees Fifty Thousand only)** in shape of Bank Draft /Pay Order in favour of Section Officer (Gen) Establishment Division, Islamabad in a separate envelope must be attached with each bid.

3. Tender documents containing Terms & Conditions can be collected free of cost from the office of SO(Gen), Establishment Division during office timings. These are also available on official websites of Establishment Division ([www.establishment.gov.pk](http://www.establishment.gov.pk)) and PPRA ([www.ppra.gov.pk](http://www.ppra.gov.pk)). The procuring agency reserves the rights to accept or reject any or all bids / proposals in accordance with **Rule-33 of PPRA Rule-2004.**

**(Syed Nasir Masroor)**  
**Section Officer (General)**

**CRITERIA FOR EVALUATION OF WORKSHOPS AGAINST PRE QUALIFICATION  
NOTICE AND TERMS AND CONDITIONS**

**1. Pre-qualification Evaluation Criteria:**

In order to pre-qualify the workshops against Pre-qualification Notice for FY 2022-23, Following parameters will be considered for evaluation:-

- i. **Experience:** The interested workshops must have at least 5-years experience in relevant field.
- ii. **Quantum of Ownership:** The workshops should have their own complete setup i.e Garage, Secure Parking, Spare parts availability, technical experts (Electrical & Mechanical) in Islamabad / Rawalpindi.
- iii. **Communication:** Telephone facility as well as other communication channels like internet should also be available.
- iv. **Active Tax Payers List:** The workshop should be on the active Taxpayers List of FBR and other relevant Tax Authorities.
- v. **Volume of Business/ Financial Health:** The interested parties must have sound financial position ready to accommodate the payment cycle by Government of Pakistan.
- vi. **No Blacklisting:** The firm/workshop should not be blacklisted from any Government / Semi Government department. A certificate in this regard on affidavit should be attached with the bid.
- vii. **Physical Visit:** The Competent Authority will conduct physical visit of the premises of the workshop as part of Pre-Qualification.

**2. TERMS AND CONDITIONS**

- i. Sealed Envelope should contain the following:-
  - a. Bidding documents/Terms and Conditions duly signed and stamped by the CEO or Rep. of the Firm
  - b. Bank Statement / Statement of financial position etc. to prove the Financial health of the Firm.
  - c. Non-Blacklisting Certificate in the form of an affidavit stating that the firm is not blacklisted in any Government/Semi government department/office.
  - d. Proof of being an active taxpayer.
  - e. Proof of Experience on its own Letterhead duly verified by CEO or Rep. of the firm.
- ii. A separate envelope containing Bid Security amounting to **Rs. 50,000/- (Rupees Fifty Thousand only)** in shape of Bank Draft /Pay Order in favour of Section Officer (Gen) Establishment Division, Islamabad should be attached with the sealed envelope containing bidding documents.
- iii. Firms will be evaluated on the parameters given at para-1 of this document.
- iv. The Result of prequalification will be announced under Rule-16 (4) of PPRA.