

Government of Pakistan
Cabinet Secretariat
Establishment Division

PREQUALIFICATION NOTICE

Sealed bids are invited from firms / contractors / dealers registered with Sales Tax / Income Tax / Professional Tax Departments and having their own offices in Islamabad / Rawalpindi for following services required by the Establishment Division, Government of Pakistan Islamabad, during the FY-2021-22. Detail is as under:-

Name of Procuring Agency	Establishment Division, Government of Pakistan, Islamabad
Number of Prequalification Notice	01
	Prequalification of workshop(s) for Repair / Maintenance of different make/models of vehicles/motorcycles i.e Suzuki, Honda, Toyota.
Contact Officer	Section Officer (General) Ph: 051-9051249 / 9207945
Closing Time and Date & Place of receiving of bids	Upto 1100 hrs, 16 th August-2021 Room No.1094, Establishment Division, Islamabad
Time & Place of publicly opening of bids.	1130 hrs, 16 th August-2021, Room No.1094, Establishment Division, Cabinet Block, Islamabad.

2. Bids Security amounting to **Rs.50,000/- (Rupees Fifty Thousand only)** in shape of Bank Draft /Pay Order (refundable) in favour of Section Officer (Gen) Establishment Division, Islamabad must be attached with each bid separately.
3. Tender documents, list of detail Terms & Conditions can be collected free of cost from the office of SO(Gen) during office timings, which are also available on official websites of Establishment Division (www.establishment.gov.pk) and PPRA (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**.



(Sajjad Hussain)
Section Officer (General)

SAJJAD HUSSAIN
Section Officer
Establishment Division
Government of Pakistan
Islamabad

**CRITERIA FOR PRE-QUALIFICATION / EVALUATION OF WORKSHOPS
AND TERMS AND CONDITIONS**

For repair, maintenance and purchase of spare parts for main make and model of vehicles the sealed bids are invited from registered workshops.

- i. The interested workshops must have 5-years experience in relevant field.
- ii. The workshops should have their own complete setup i.e garage, spare parts availability and technical experts in Islamabad / Rawalpindi.
- iii. Telephone facility in Islamabad / Rawalpindi.
- iv. The workshop should be registered with Sales Tax and Income Tax Department, Valid documents may be attached.
- v. All / any payment (s) will be made through AGPR, cheques.
- vi. The interested parties must have sound financial position, proof may be provided.
- vii. Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss / damage caused.
- viii. Confidentiality of all correspondences / matters must be ensure.
- ix. Non black listing certificate on affidavit may be attached with bidding documents.
- x. Tender Committee will conduct physical visit of all workshops before the pre-qualification.
- xi. Bids security amounting to Rs.50,000/- in favour of Section Officer (General), Establishment Division, Islamabad must be attached with bid.

TERMS AND CONDITIONS

- i. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even in odd hours.
- ii. While submitting rates the workshop should clearly show whether GST is excluded or included in the offer rates.
- iii. The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect is arisen again the workshop will be responsible to replace it free of cost.
- iv. I/We have read and agree with the above mentioned terms and conditions.

Name of Bidder / Firm / Supplier : _____

Signature : _____

Date : _____


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INSTRUCTIONS TO BIDDERS

This Prequalification document shall be used for submission of Competitive Bidding for the Repair & Maintenance of Vehicles/Motorcycles of Establishment Division, Islamabad. Interested bidders may download the Prequalification documents from the PPRA and Establishment Division's Websites. The bidders will be shortlisted/selected on the fulfillment of criteria of evaluation.

2. This document contains following.
 - i. Terms and conditions.
 - ii. Evaluation Criteria.
 - iii. Instructions to bidders.


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EVALUATION CRITERIA

Sealed bids should reach to the Section Officer (General), Establishment Division, Islamabad as per schedule published in Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on afore mentioned prescribed criteria. Result of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PPRA Rules-2004.

2. I/We have read and agree with the above mentioned terms and conditions.

Name of Bidder / Firm / Supplier : _____

Signature : _____

Date : _____


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