

PAKISTAN BAIT-UL-MAL

Ministry of Poverty Alleviation & Social Safety

2023-2024

TENDER DOCUMENTS

PRE-QUALIFICATION OF WORKSHOPS/ FIRMS **FOR REPAIR/MAINTENANCE OF OFFICIAL VEHICLES**



Tender opening date : 01-01-2024

Name of workshop/ firm : _____
to whom issued

Document issuance dated : _____

PBM, Head Office, Islamabad

Street#7, Khayaban-e-Johar, Sector H-8/4, Islamabad

PAKISTAN BAIT-UL-MAL
Ministry of Poverty Alleviation & Social Safety



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PBM, Head Office, Islamabad
Street#7, Khayaban-e-Johar, Sector H-8/4, Islamabad

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Pre-qualification Documents (Terms & Conditions)

1. General:

Sealed Bids are invited through PPRA's/ PBM's websites as well as print media from GST/NTN registered workshops/ firms having minimum 03 years' experience in the relevant field especially handling the fleet of vehicles of an organization within Pakistan, for services of **"Repair/Maintenance"** of official Vehicles of PBM, Head Office, Islamabad for the financial year 2023- 2024, documentary evidence should be attached. Workshop/ Firm profile including staff employed (technical & non-technical) should be attached. The workshop/ firm should have their own set-up in Rawalpindi / Islamabad. The firm / workshop should have sound financial position supported by bank statement (last one year).

2. Procedure for Submission of Bids:

- i. The interested bidders are required to submit their e-bids at www.eprocure.gov.pk, duly filled/ completed by the bidders' on **01-01-2024** at **11:00hrs**. The Bids shall be opened by Procurement Evaluation Committee (for technical evaluation) on the same day at **11:30hrs** in the presence of bidders or their representatives who may care to be present.
- ii. The bids should contain on single stage one envelop duly sealed/signed.

3. Technical Evaluation Criteria:

Technical Evaluation Committee will evaluate the workshops/ firms as per following criteria.

- i. Registered / sole proprietor / company / workshop / firm evidence with detailed address.
- ii. Workshop/ Firm profile including staff employed (technical & non-technical) minimum considering of 10 members.
- iii. The workshop/ firm should have sound financial position/ business. Bank statement (last one financial year) should be attached.

- iv. The interested workshops/ firms must have minimum 03 years' experience in relevant field, especially handling the fleet of vehicles of an organization within Pakistan. Documentary evidence should be attached.
- v. The \workshops/ firms should have their own complete setup i.e garage, spare parts, denting / painting (body making, refurbishment) having their own mechanical work availability and technical experts etc. base in Islamabad / Rawalpindi.
- vi. The workshops/ firms should have valid GST/ NTN and Income Tax Active Registrations status in the name of firm / workshop, documentary evidence should be attached.
- vii. Non- black listing certificate in shape of affidavit on stamp paper of Rs.100/- should be attached.
- viii. The set up/workshop, office and technical / professional competency will be assessed by visiting / surveying by PBM designated committee / members of the committee.

4. **Security Deposit/ Earnest Money:**

The firms are required to submit pay order amounting to Rs.50,000/- in favour of Pakistan Bait-ul-Mal as "Security Deposit/ Earnest Money"(refundable/ interest free). The same shall be released within 15 days to the bidders who fail to win any bid. The security deposit/ of successful bidders shall be retained with the Authority till completion of the contract period. Bids without security deposit shall be declared "Non Responsive".

5. **Acceptance / Rejection of Bids:**

Workshops/ Firms qualify with all aspects will be short listed and contacted for a detailed examination and analysis.

6. **Delivery Time & Validity of Prices:**

7.

The successful bidder shall be bound to repair the official vehicles within a **15 Days** after issuance of supply/ work order. During financial year 2023-2024 the successful bidder shall be bound to supply the repair/maintenance services/ specification of work (**Annexure-A**) on repeat order if the authority desires so. If any successful bidder fails to supply the services within due date & time, his bid shall be rejected and earnest money shall be forfeited.

8. **Mode of Payment:**

After completion of supply and satisfactory inspection by the authorized officer/ committee, payment will be released within 15 days subject to provision of bills. Income Tax / GST will be deducted as per rules.

9. **Disqualification:**

Incomplete documentation shall lead to disqualification of workshop/ firm. Moreover, wrong information shall make the workshop/ firm liable for debarring from this as well as future contracts in PBM even after issuance of supply/ work order.

10. **Documents to be attached:**

The firms are required to submit following documents with their bids:

- i. Prescribe Bid Application Form duly filled/ completed and signed.
 - ii. Pay Order amounting to Rs.50,000/- in favour of Pakistan Bait-ul-Mal as “Security Deposit/ Earnest Money”.
 - iii. Attested copies of valid GST / NTN registration certificates **with active status**.
 - iv. Attested copy of CNIC of the bidder.
 - v. Affidavit on Judicial Stamp Paper of Rs.100/- to the effect that firm has neither been blacklisted nor any contract rescinded due to non-fulfillment of contractual obligations in the past by any Govt. / Semi Govt. / Autonomous Body.
11. Pakistan Bait-ul-Mal reserves the right to reject any or all bids as per PPRA rules.

Naeem Akhtar Shahzad
Assistant Director (Administration)
PBM, Head Office, Islamabad

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SPECIFICATION OF WORK

Tyres, Batteries and Repair/ Maintenance of Official Vehicles and Motorcycles

Sr. No	Type of Vehicle	Tyre Size / Brand	Battery Size / Brand	Type of Work
1.	<u>Toyota</u> (Revo / Vigo / Hilux / Hiace / XLI / GLI/Altis)	Tyre Size As per specification provided by the company in operational manual. Brand i.e Bridgestone, Dunlop, Yokohama, Michelin or Equivalent	Battery capacity As per specification provided by the company in operational manual. Brand i.eExide, Phoenix, Volta, Daewoo & AGS	Repair/ maintenance denting / painting (body making, refurbishment etc.)
2.	<u>Kia</u> Picanto / Sportage			
3.	<u>Suzuki</u> (Liana / Cultus / Baleno / Mehran / Van Bolan)			
4.	<u>Hyundai</u> (Shahzor)			
5.	<u>Isuzu</u> (Bus / Trucks)			
6.	<u>Mazda</u> T-3500			
7.	<u>Honda</u> CD-70/125 Motorcycle			

Note:- Number and type of vehicles can be increased decreased with the passage of time.

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Bid Application Form

A. Bidder's Particulars:

1. Name of the Workshop/Firm/Bidder : _____
2. Name of the Owner : _____
3. Address of the Bidder : _____
4. Telephone No. (Business) : Land line _____
Mobile: _____
5. CNIC No of the Bidder : _____

B. Bid Particulars:

6. GST Registration No. : _____
7. NTN Registration No. : _____
8. Security Deposit : Rs.50,000/- (Fifty thousand only)
9. Pay Order No. : _____
10. Name of Bank : _____

C. Bidding Information:

11. Last Date for Submission of Bid : 01-01-2024 1100hrs.
12. Date of Opening of Bids : 01-01-2024 1130hrs.
13. Place of Opening of Bids : PBM, Head Office H-8/4, Islamabad

D. Check List:

14. Following documents must be attached with Application forms:

<i>i</i> Attested Copy of CNIC	:	Yes	No
<i>ii</i> Attested Copy of GST Certificate	:	Yes	No
<i>iii</i> Attested Copy of NTN Certificate	:	Yes	No
<i>iv</i> Affidavit of Judicial Stamp Paper	:	Yes	No
<i>v</i> Security Deposit/ Earnest Money (in shape of pay order)	:	Yes	No

E. Undertaking:

15. Terms & Conditions prescribed in the Tender Documents are fully understood and accepted. I / we hereby agree to abide by and fulfill all the terms & conditions of contract.

**Name & Signature of
Bidder/ Authorized
Representative**

Issued By:

Naeem Akhtar Shahzad

Assistant Director (Admn)
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