

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

PRE-QUALIFICATION NOTICE

1. Sealed bids from well reputed firms/ Workshops of Rawalpindi / Islamabad, having their own offices/ stock / manpower / expertise i.e. Mechanics of all kind / Electricians / Engineering / Denting & Painting/ Wheel Balancing & Alignment Services, are invited for repair/ Maintenance of different make / models of Vehicles / motorcycle i.e. Suzuki, Honda, Toyota, Coaster, Hino Buses/truck, Tractor and others (Subject to availability / requirement) by the Prime Minister's Office (Internal) Islamabad during **financial year 2022-23**.
2. The Firms / Workshops must be NTN / GST registered and Tax Payer Active.
3. The Firms/Workshops must have valid Postal Address, Contact Numbers, Fax and person(s) of contact.
4. Interested bidders may send their Offers / Quotations in sealed envelopes duly marked.
5. Sealed envelopes should reach this office by **28th June, 2022 at 1100 hours** and will be opened on the same day **1130 hours** in the office of the undersigned, in the presence of representatives of the Firms / Workshops (who wish to be present).
6. All firms / workshops must submit Bid Security of **Rs. 50,000/-** (re-fundable) in shape of bank Draft / Pay order in favour of D.D.O. Prime Minister's Office (Internal), Islamabad.
7. Bid Security of qualified Firms only will be returned on successful completion of the contract period. Non-Compliance / early termination of contract / concealment of facts / any litigation and security breach may result in confiscation of bid security, legal action and blacklisting of firm.
8. Tender documents / required services and detail terms / conditions can be obtained any time from R & I section of this Office at the cost of Rs. 500/- (non-Refundable).
9. The undersigned may reject / disqualify all tender / quotations at any time prior to the acceptance of a tender / quotation. The undersigned shall upon request communicate to any firms / workshops who submitted a tender / quotation, the grounds for rejection of tender of quotation but is not required to justify those grounds under PPRA Rule 33-2004.
10. Further information in this regard, if any, can be sought during office hours on 051-9008327.


**Major
General Staff Officer-II
(Muhammad Siddiq Akber)
☎:051-9008327**

PMI/65-286 Ref.

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**CRITERIA FOR PRE-QUALIFICATION / EVALUATION OF WORKSHOPS
AND TERMS & 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 / fax facilities etc 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 / Insurance Companies.
- 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 /damages caused.
- viii. Confidentiality of all correspondences / matters must be ensured.
- ix. Non black listing certificate on affidavit may be attached with bidding document.
- x. Tender committee will conduct physical visit of all workshops before the pre-qualification.

Sr.	Name & Address of the firm / Workshop	Person(s) of Contact & Contact Nos. (Landline / Mobile / Fax)
a.		
b.		
c.		
d.		

Sr.	Nature of Services	Availability / Non-Availability
a.	Spare Parts	
b.	Assorted Lubricants	
c.	Assorted Accessories of all Vehicles	
d.	Pick / Drop / Towing Service	

Sr.	Nature of Service	Work Force	Availability / Non-Availability
a.	Mechanics of all kind		
b.	Mechanical		
c.	Electrical		
d.	Engineering Works		
e.	Radiators / Bumpers		
f.	Denting & Painting		
g.	Wheel Balancing & Alignment Services		
h.	Air conditioning (Heating & Cooling)		

1. Sealed bids should reach the General Staff Officer-2, Prime Minister's Office (Internal), Islamabad as per schedule published in tender notice.

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2. The bids received within the stipulated time and date will be opened by the purchase committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.
3. Bids will be evaluated on aforementioned prescribed criteria as well as the Pre-qualification Notice.

TERMS & CONDITIONS

- i. The workshop(s) on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even at odd hours.
 - ii. The workshop(s) 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(s) will be responsible to replace it free of cost.
4. I/We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm/Supplier : _____

Signature : _____

Date : _____