

Government of Pakistan
Cabinet Secretariat
Establishment Division

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:-

Name of Procuring Agency	Establishment Division, Government of Pakistan, Islamabad
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 rd June, 2022 Room No.1094, Establishment Division, Islamabad
Time & Place of opening of bids.	1130 hrs, 03 rd June, 2022, Room No.1094, Establishment Division, Cabinet Block, Islamabad.

2. Sealed Envelop complying the Checklist and Terms and Conditions (www.establishment.gov.pk) and PPRA (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) 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.**

(Syed Nasir Masroor)
Section Officer (General)

ED/65-36-88

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.