

TENDER DOCUMENT

No. 01/2025

FOR PRE-QUALIFICATION OF FIRMS/VENDORS FOR THE REPAIR AND MAINTENANCE WORK AND SPARE PARTS FOR THE F.Y. 2024-25

OF

OFFICIAL VEHICLES/MOTORCYCLES OF DIFFERENT MAKE SUCH AS SUZUKI, TOYOTA, HONDA, YAMAHA, ETC.

Last Date & Time of Bid Submission: 17 th March 2025 at 1100 hours Bid Opening Date and time: 17 th March 2025 at 1130 hours

Terms and Conditions

- i. Firms/vendors must be General Sales Tax (GST) and Income Tax (NTN) registered with FBR and must be active for sales tax and income tax.
- ii. **Bids must be submitted online through the e-Pak Acquisition & Disposal System (EPADS) of the PPRA.** Hard copies of the bid(s) are not required to be submitted except for the bid security in original.
- iii. An affidavit on stamp paper of cost @ Rs.50/- must be attached with the bid indicating that the firm/vendor has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/Department/Organization of the Government(s).
- iv. The pre-qualified firms shall be bound to provide services to the Pakistan Council for Science and Technology (PCST), Islamabad, during the Financial Year 2024-25.
- v. Interested firms/vendors should have their physical workshop in Islamabad/Rawalpindi for repair & maintenance including spare parts and all types of work regarding vehicles.
- vi. Interested firms/vendors will provide proof of at least 03 years of experience in a similar field with Government organizations/departments.
- vii. The intending firms/vendors must provide a list of their clientage and work order including at least 01 copy for the last 03 years for client(s) from Ministries/ Divisions/ Departments.
- viii. The firm/vendor shall be bound to install genuine parts of each item of the works. In case the parts replaced were found sub-standard or second-hand, the firm(s) shall be struck off the list of the pre-qualified firms/vendors of PCST, and will be liable for further proceedings under PP Rules and Regulations.

- ix. The pre-qualified firms/vendors shall be bound to return the replaced/old spare items and shall be bound to give a warranty for each item replaced or repaired. If the same defect arises again during the warranty period, the firm/vendor shall be responsible for replacing it free of cost.
- x. The pre-qualified firms/vendors that do not respond to the PCST call for quotation for three consecutive times, shall be excluded from the list of pre-qualified firms.
- xi. While submitting rates the firm/vendor should include/indicate all applicable taxes. In case taxes e.g. GST are not mentioned in the rates, it will be assumed that the rates are inclusive of all taxes.
- xii. The procuring agency (PCST) reserves the right to accept or reject any or all bids/proposals in accordance with PP Rule No.33 of 2004 (as amended from time to time).
- xiii. The tender evaluation proforma at **Annex-I** needs to be filled, signed, and stamped by each participating firm/vendor for submission.
- xiv. In case of submission of any false information/documents and any deficiency found in deliverables even after pre-qualification, the bid security will be forfeited and the firm/vendor would also be disqualified/blacklisted.
- xv. The procuring agency observes the highest standard of ethics during procurement and execution of such contracts. The bid will be rejected even after pre-qualification if the firm is found engaged in fraudulent practices in competing for the contract in question shall be dealt with as per PP Rules, 2004.

UNDERTAKING

I/we have read and agree with the above-mentioned terms and conditions (i to xv).

Authorized Signature: _____

Name of the Firm/Vendor _____

Contact No. _____

Official Stamp

Tender Evaluation Proforma

Pre-qualification for Repair/maintenance and spare parts of official vehicles/motorcycles

S.No	Description	
1.	Name of Firm	
2.	Business Address:	
3.	Landline No.	
4.	Mobile No. (Whatsapp)	
5.	NTN No. (Attach a copy of Certificate)	
6.	GST Registration No. (Attach a copy of Certificate)	
7.	Bank Account No.	
8.	Bank name and Branch:	
9.	Bank Statement (Last one Year)	
10.	Experience in the relevant Field(s): (No. of years)	
11.	List of clients:	
12.	Work Order copies (at least 01 copy for the last 03 years for client(s) from Ministries/Divisions/Departments)	
13.	Whether the firm is presently blacklisted or has remained blacklisted in the past. (Please Tick one)	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	Whether the workshop is Authorized Service Center? If Yes, please specify.	Yes <input type="checkbox"/> No <input type="checkbox"/> _____

Authorized Signature: _____

Name: _____

Contact No. _____

Official Stamp: _____