

**GOVERNMENT OF PAKISTAN
PRIMEMINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

**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 compete 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.	<u>Name & Address of the firm / Workshop</u>	<u>Person(s) of Contact & Contact Nos. (Landline / Mobile / Fax)</u>
a.		
b.		
c.		
d.		

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

Sr.	<u>Nature of Service</u>	<u>Work Force</u>	<u>Availability / Non-Availability</u>
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 of 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 : _____

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Evaluation Criteria

Sealed bids should reach the General Staff Officer-2, Prime Minister's Office (Internal), Islamabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the 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. Results 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 _____