


PRE-QUALIFICATION NOTICE NO-01/2024-25

The Federal Directorate of Education (FDE), Islamabad intends to pre-qualify workshop/firms/ vendors registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own offices / Stock / manpower expertise in Rawalpindi / Islamabad and have 05-years of experience for following procurements, works and services required during the Financial Year 2024-25 under Rule-15 read with Rule 42(a) & (b) of PPRA Rules, 2024 amended from time to time. Details are as under:

Title	S. No.	Description
Repair/ Maintenance	i	Pre-Qualification of workshop for repair/maintenance (Transport) of official vehicles e.g (1) Pejaro Jecp (2800 cc) (2) Toyota Yaris (1600 cc) (3) Mitsubishi (Double Cabin) 4x4 (2300cc) (4) Suzuki Cultus (1000cc) (5) Suzuki Jeep (8000cc) (6) Mehran (800cc) (7) Suzuki Bolan (796cc) (8) Suzuki FX (9) Motorcycle Honda CG-125 (125cc)
	ii	Pre-qualification of workshop for repair/maintenance of (Machinery & Equipment's) e.g Photocopier Machines, Air Conditioners, Water Dispenser, all kind of and heaters, water Motors, Generator.
	iii	Pre-qualification of workshop for repair / maintenance of (Furniture & Fixture) (All Kind of furniture)

2. Pre-qualification bids would be collected and opened as per following schedule:-

- i. Interested and eligible bidders can download bidding documents containing terms & condition from Federal Directorate of Education, Islamabad from www.fde.gov.pk Bidding document to be submitted through EPADS and hard copy of bidding documents must be submitted at 3rd Floor Tech Section, FDE (HQ), Rohtas Road, G-9/4, Islamabad before closing date i.e. **28.04.2025 at 10:30 AM**.
- ii. Pre-qualification bids will be opened on above mentioned date at 11:00 A.M under the supervision of chairman purchase committee and in the presence of firms' representatives.
- iii. Pre-qualification bids containing detailed terms and conditions are also available on official website of FDE and Public Procurement Regulatory Authority (PPRA) www.ppra.org.pk.
- iv. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules-2004 shall apply.
- v. The Pre-qualification Committee may reject all bids or proposal at any time prior to the acceptance of bid or proposal while conveying there as on thereof in accordance with Rules 33 of PPRA Rules 2004.


Muhammad Luqman
Chairman Purchase Committee
051-9263487



**GOVERNMENT OF PAKISTAN
M/O FEDERAL EDUCATION & PROFESSIONAL TRAINING
FEDERAL DIRECTORATE OF EDUCATION**

PRE-QUALIFICATION OF WORKSHOP/FIRMS/VENDORS

***Federal Directorate of Education (FDE)
For financial year 2024-25***

Rohtas Road, G-9, Islamabad.
Ph.: 051-9263487

Price: 1000/- (Cash/Non-refundable)
[It can also be downloaded, free of charge, from website of Federal Directorate of
Education, Islamabad <http://www.fde.gov.pk>

**GOVERNMENT OF PAKISTAN
M/O FEDERAL EDUCATION & PROFESSIONAL TRAINING
FEDERAL DIRECTORATE OF EDUCATION**

TENDER FORM

- Note: (1) Contractors/Vendors must fill in all the details as required in the form.
(2) Print in Blue/black pen, use capital letters.**

Firm's Name: _____

National Tax No. _____

Sales Tax Registration No. _____

Date of Registration (Company): _____

Owner(s) Name(s): _____

Business Address: _____

Telephone: _____ Fax: _____ Mobile(s): _____

Authorized Signatures / Stamp
(Chief Executive or the person
authorized to sign and submit bid)

Attachments:

- Copy of CNIC
Copy of NTN
Copy of Sales Tax Registration

Tender submission date _____

Earnest money (2 % of quoted amount) Rs. _____

Bank Draft/Pay Order/Call Deposit No. _____

Issuing Bank _____

Issuing Date _____

1. INTRODUCTION

The Federal Directorate of Education, Islamabad intends to pre-qualify workshop/firms/vendors registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own offices / Stock / manpower expertise in Rawalpindi / Islamabad and have 05-years of experience for following procurements, works and services required during the Financial Year 2024-25 under Rule-15 read with Rule 42(a) & (b) of PPRA Rules, 2004 amended from time to time.

2. GENERAL TERMS & CONDITIONS

- i. Sealed tenders are to be submitted by Reputed Income Tax and Sales Tax registered firms.
- ii. The same must be submitted through e-PADs.
- iii. The bidders must quote their NTN/GST number along with their offers and must be enrolled in the active tax payer list of Federal Board of Revenue (FBR), failing which their offer will be rejected.
- iv. Attested copies of CNIC, NTN, GST registration with the Federal Board of Revenue, presence on the Active Tax Payers List (ATL) on current date, must also be provided with the bid / quotation.
- v. Conditional, incomplete, non-compliant bids/offer and over writing in bids without initials, will not be accepted.
- vi. **Genuineness Certificate:** -All the parts/items related to repair/maintenance of vehicles/machinery and furniture must be "Class-A", original manufactured and must not be a copy / replica/ refurbished/ compatible by any means. The vendors have to provide certificates confirming the equipment as genuine and original "Class-A" manufactured by the original manufacturers.
- vii. Telephonic / telexed / faxed / telegraphic/mailed bids/offers/quotations will not be entertained.
- viii. The Bidders should quote the price(s) according to the specifications as provided in the bidding document. The specifications of item(s), found different from requirement, mentioned in this document, will straightway be rejected.
- ix. **Taxes:** -The Bidders are required to offer competitive prices. All type of taxes/General Sales Tax (GST) etc. must be shown separately. Income tax shall be deducted as per rules.
- x. **The price offered should be for the complete quantity of each demanded item; partial quantity offers shall straightaway be rejected. Conditional/Optional offers will also be rejected.**

- xi. The FDE will disqualify a bidder if it is founds, at any time, that the information given by him, concerning his bid/offer/ quotation as supplier, was false and or misstated.
- xii. **Certificate of Financial Stability:** -The bidders shall submit a certificate of financial stability from its bankers with regards to his ability to successfully meet obligations under this procurement. **Attach, at least three years bank statement.**
- xiii. The bidders must have at least FIVE (5) years' experiences of corporate business, in the relevant field. Relevant documents must be attached with bidding documents. Satisfactory reports of at least five clients, preferably departments under the Ministry of Federal Education & Professional Training or other Federal Government departments, must be attached.
- xiv. The bidding firms must have running Store/shop/godown which may be visited by the Purchase / Inspection Committee, when desired.
- xv. **Earnest Money:** -Any bid submitted without Earnest Money @02% of the total quoted value, in shape of Demand Draft/Pay order/CDR, will also be rejected. The DD/PO/CDR should be enclosed in sealed envelope with the Offer/ Proposal.
- xvi. The Earnest Money will be refunded to all unsuccessful bidders, after issuance of the Purchase Order. Whereas the Earnest Money of successful bidder(s) will be included in the amount of Performance Guarantee / Security Deposit.
- xvii. **Performance Guarantee / Security Deposit:** The successful bidder will submit Performance Guarantee /Security Deposit 30,000/- (refundable), before the contract is issued. which will be returned after successful completion of the contract subject to recommendation of by the Inspection Committee, nominated by the FDE.
- xviii. The successful bidder will have to complete repair/ maintenance of vehicles/machinery and furniture repair within stipulated period for completion of work given in the contract.
- xix. **Completion of work:** All repair/ maintenance of vehicles/machinery and furniture repair will be completed within given time frame.
- xx. Contract will be issued after submission of Performance Guarantee/Security deposit.
- xxi. **Liquidated Damages:** -In case of delayed supply or non-supply/incomplete supply of the item(s) within stipulated Delivery Period (DP), or extended DP, extended by the purchaser, Liquidated Damages @ 2 % of the value of unsupplied portion of the store, per month or part of a month, will be imposed. The period to impose LD will be counted from the date of expiry of original Delivery Period.
- xxii. **Inspection:** - After completion of work, the nominated inspection committee will inspect by a Technical Committee/ Inspection Committee, nominated by FDE, which will ensure that the work is completed as per contract/criteria quantity and quality of the contracted items, received, is same as mentioned in the Contract/Purchase Order and the supplied

items are confirming to the specifications mentioned in the contract order or are perfectly the same according to Advance Sample, provided by the supplier.

1: If the Inspection Committee is not satisfied with the work done by firm, the Committee may reject any part or the whole consignment tendered for inspection.

2: The decision of the Technical / Inspection /Purchase Committee shall be binding on the supplier.

3: If the items/equipment supplied is rejected as aforesaid, then the supplier shall replace the rejected items but re-submission will not mean extension in Delivery Period.

xxiii. Only those items will be considered as 'supplied' which are passed in inspection and accepted by the Inspection/ Technical Committee.

xxiv. **Cancellation of Contract:** - If the contractor fails to complete work within stipulated Delivery Period (DP)/extended Delivery Period, the contract will be cancelled and Performance Guarantee /Security Money will be forfeited.

xxv. The Bidders are required to submit following certificates;

- 1) **Genuineness Certificate**, confirming that the equipment supplied is genuine, manufactured by the original manufacture and not a copy or replica by any means.
- 2) Warranty Certificate valid for at least one year provided by manufacturer.
- 3) Replacement Certificate, ensuring that the equipment/parts supplied if found defective during Warranty Period will be replaced free of cost within 15 days, failing which the amount equivalent to value of defective store will be deducted from Security Deposit money. Items in replacement will be delivered to the office of In-Charge Store, FDE, under Director Admin.
- 4) **Services/Maintenance Certificate:** - The Bidders will ensure to supply back up and maintenance services free of cost during Warranty Period.

xxvi. **Payment:** -The payment will be made after successful completion of the Order/Contract and acceptance of the items in inspection / commissioning. Part payment against part supply will be made if permitted in the contract documents and approved by the Competent Authority. Payment will be made by the AGPR to the contractor after deduction of applicable taxes, subject to submission of following documents;

- 1) Bill in duplicate
- 2) Work completion Certificate issued by In-Charge Tech Section, FDE duly countersigned / approved by Director Admin FDE,
- 3) Inspection/acceptance Certificate issued by the Technical/Inspection Committee

4) Delivery Chalan.

5) If a firm is exempted from deduction of taxes at source, a certificate in this regard will be submitted as evidence.

xxvii. Firm must not be blacklisted by any Govt. or public sector organization and should not be involved in proceedings in any legal or arbitration court.

xxviii. The bids / offers will be submitted at the office of Chairman Purchase Committee, FDE at Federal Directorate of Education (FDE) Islamabad and the same must be submitted through e-PADS within 15 days from the date of publication of tender notice. The time for opening of Bids will be uploaded on FDE Website www.fde.gov.pk before expiry of given time.

xxix. **Arbitration:** -In case of any dispute, the matter shall be referred to the Director General (FDE) acting as arbitrator. Decision of the arbitrator shall be final and binding on all concerned parties.

3. **BIDDING PROCEDURE**

i. **SINGLE STAGE, ONE ENVELOP PROCEDURE.** —Single stage - one envelop procedure shall be used and bid shall comprise a single package containing the Proposal and the same must be submitted through e-PADS.;

ii. Bidders may visit this office in connection with technical clarifications, if required any, before participating in the bidding.

4. **BILL OF QUANTITY (BOQ)**

S.No.	Description	Qty	Mandatory requirement	Warranty
1	Pejaro Jeep (2800 cc)	01	Complete Repair & Maintenance	As per rules
	Toyota Yaris (1600 cc)	01		
	Mitsubishi (Double Cabin) 4x4 (2300cc)	01		
	Suzuki Cultus (1000cc)	04		
	Suzuki Potohar Jeep (800cc)	03		
	Suzuki Mehran (800cc)	01		
	Suzuki Bolan (796cc)	02		
	Suzuki FX	01		
	Motorcycle Honda CG-125 (125cc)	08		

S.No.	Description	Qty	Mandatory requirement	Warranty
2	Generator	01	Complete Repair & Maintenance	As per rules
	Photocopier Machines	06		
	Air Conditioners	25		
	Water Dispenser	30		
	Gas / Electric Heaters	30		
	Water Motors	03		
	Geysers	05		
	Grass Cuter Machine	01		

S.No.	Description	Qty	Mandatory requirement	Warranty
3	Furniture & Fixture Office Chairs, Revolving Chairs, Visitor Chairs, Sofa Sets,		Complete Repair & Maintenance	As per rules

5. FINANCIAL PROPOSAL

Bidders must quote a reasonable amount of each item, which should be justifiable with the market pricing trends and practices. No hidden costs/charges should be included in the quoted price. Comparison of bids/offers will be carried out on basis of the written prices. If a bidder does not quote price against an item/component, he / she should not leave the space blank and should mention there 'not quoted (NQ)'. If not done so, the Offer/quotation may be rejected. Financial Proposals must be substantially in the form of a table given below. Only those bids will be entertained which fulfill the above short listing / eligibility criteria. The contract will be awarded to the lowest bidder as per PPRA Rules.

Note. Taxes must be mentioned separately.

6. **PACKING OF PROPOSAL(S)**

1. The Envelop to clearly contain the following label(s).

PRE-QUALIFY WORKSHOP/FIRMS/VENDORS

Repair/maintenance of Vehicles, Machinery equipment and Furniture/ Fixture of Federal Directorate of Education (FDE)

PRE-QUALIFICATION NOTICE NO-01/2024-25

Due on _____ at 11:00 A.M

Submitted to:

Chairman, Purchase Committee,
Federal Directorate of Education (FDE)
Rohtas Road, G-9/4, Islamabad

Submit the Bids at the Office of Chairman Purchase Committee, FDE as per given date and time in the pre-qualification notice **and the same must be submitted through e-PADs**. Late bids will not be accepted under any circumstances. The time for opening of Bids will be uploaded on FDE Website www.fde.gov.pk before expiry of given time.

DATE: 2025

REFERENCE NO. No. F.1-252/2025(G)FDE

PLEASE PROVIDE THE FOLLOWING INFORMATION ON COMPANY'S LETTER HEAD FOR THE PERSON WHO WILL BE THE COMPANY'S PRINCIPAL CONTACT FOR MATTERS REGARDING THE ABOVE BID. ENCLOSE THIS LETTER IN THE MAIN ENVELOP OF THE PROPOSAL.
Company Name and Address
Signature of Company Representative
Printed Name of Company Representative
Title
Date
Tel. No.
Fax No.