

SURVEY OF PAKISTAN
RAWALPINDI

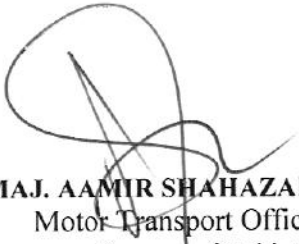
PRE-QUALIFICATION NOTICE

(Repair & Maintenance of Vehicles / Motorcycles)

Survey of Pakistan (SoP), invites bids/proposals from firm / workshops registered with sales tax/ income tax departments and having workshops / stocks of Spare parts/ manpower / expertise in Rawalpindi / Islamabad for pre qualifications of Repair/ Maintenance of different makes/models of vehicles/motorcycles of Surveyor General Office and sub-Offices at Rawalpindi/ Islamabad, as and when required. The detail is as under:-

Name of Procuring Agency	Survey of Pakistan Rawalpindi
Title of Procurement	i. Pre-qualification of workshop(s) for Repair / maintenance of different make and models of SoP vehicles i.e. Honda, Toyota, Suzuki, Mitsubishi, Hyundai, Foton, Honda motorcycles, etc. ii. Purchase of tyres, tubes for these vehicles / motorcycles. iii. Purchase of batteries for these vehicles /motorcycles.
Contact of Officers	Motor Transport Officer (MTO)
Closing Time and Date of bids	Upto 1100 hours, dated 02-01-2025
Time and place of opening of bids in the presence of bidders / representatives.	11:30 hours dated 02-01-2025, MTO office Survey of Pakistan Faizabad Rawalpindi.

The tender documents, detail of terms & conditions is available at PPRA website (www.portal.eprocure.gov.pk) on EPADS/ (www.ppra.gov.pk). The procuring agency reserve rights to accept or reject any or all bids/proposal in accordance with Rule – 33 of PPRA Rules – 2004.


((MAJ. AAMIR SHAHAZAD))
Motor Transport Officer
Survey of Pakistan
Rawalpindi

SUR/712-21

**GOVERNMENT OF PAKISTAN
SURVEY OF PAKISTAN
RAWALPINDI**

**CRITERIA FOR PRE-QUALIFICATION / EVALUATION OF WORKSHOPS AND
TERMS & CONDITIONS**

For Repair, maintenance and purchase of spare parts, tyres and batteries for all Make and model of vehicles of SoP, the sealed bids are invited from registered workshop.

- i. Tenders shall be accompanied by an earnest money in the shape of Bank Drafts/pay order of an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) in favour of DDO, SGO Survey of Pakistan Rawalpindi. Tenders without earnest money shall be not be accepted. Earnest money of unsuccessful bidders / workshops will be returned immediately after the completion of tender process. The earnest money of the successful bidders will be converted into security and will be preserved till completion of Contract agreement.
- ii. The interested workshops must have minimum 5 years' experience in relevant field.
- iii. The workshops should have their own complete setup i.e. garage, spare parts availability and technical experts in Rawalpindi/ Islamabad and sufficient parking place for Vehicles at workshop (Min 4x Vehicles at a time).
- iv. Telephone / Fax facilities etc.
- v. The workshop should be registered with sales Tax and Income Tax Department. (Valid documents may be attached) and have Active Taxpayer certificate.
- vi. Firm should be financially sound to bear expenditure on repair of Vehicles. Financial position proof i.e. 01 year's bank statement be provided.
- vii. Affidavit regarding Non-black listing of workshop / firm on stamp paper at least of Rs. 100/- value may be attached with bidding document.
- viii. Committee for selection of workshops will conduct physical visit of all workshops after opening of bids & the pre-qualification to cross check the prices/ quotation of bids.
- ix. The bids received within the stipulated time and date will be opened by the committee for selection of workshops on the same day in the presence of the bidders of their authorized representative, who choose to be present on the occasion.
- x. Bids will be evaluated on aforementioned prescribed criteria as well as the pre-qualification notice.
- xi. The firm will submit or Upload on EPADS the Annex- A to G duly filled in alongwith attached documents as given below and Bank Drafts/pay order as Earnest Money.
- xii. Each Page of document to be submitted should be properly signed/ stamped.
- xiii. Provision of repair/ maintenance services in remote areas throughout the country during field activities be considered.
- xiv. Firms located within radius of 06-07 KM from SoP Faizabad Rawalpindi will be given preference.

APPLICATION FORM

1. Name of Firm/Workshop : _____

2. Date of Establishment : _____

3. Name of Owner(s) : _____

4. Father's Name : _____

5. Address of firm/Workshop : _____

6. Telephone No : Business _____ Cell _____

7. CNIC No. : _____

GST Registration No
8. (attach GST certificate) : _____

NTN/Income Tax No
9. (attach NTN Certificate) : _____

10. Bank Name & Account No.
(attach Bank Statement) : _____

The *Terms & Conditions* as prescribed in the "Pre-Qualification Documents" are understood and fully accepted by the undersigned.

Dated: _____

(Signature of Applicant)

SPECIMEN
ON JUDICIAL STAMP PAPER OF RUPEES
100/- (DULY ATTESTED BY THE NOTARY
PUBLIC)

(AFFIDAVIT)

I, the undersigned Mr..... S/o
Mr..... owner/authorized representative of M/s... do
hereby solemnly affirm, as under:-

1. That we are not involved in any court case with SoP and/or other government Departments/Organizations /Autonomous Bodies.
2. That our Workshop/Firm/Company has not been blacklisted with any government department.
3. That we are not defaulters of any bank, financial institution, any Government Department and Taxation Departments of Pakistan.
4. 24 hrs Security/ Safety Arrangements are available for parking of Vehicles at Workshop for repair and maintenance. In case of any issue, the firm will be responsible to meet the loss/ damage of Vehicles.
5. That the above statements are correct to the best of my knowledge while no information has been kept hidden intentionally. If any information given in the application is found incorrect then Pre-

Signature _____

Stamp

(By Authorized Representative of the Workshop/Firm/Dealer)

Date _____

<u>Area of Firm/ Workshop</u>		<u>Status of Workshop (Also Attach Documents)</u>		<u>Tick (✓) for Yes Only</u>
Total area		On Rent	Attested copy of Rent Deed.	
Covered area		On Lease	Attested copy of Lease Agreement.	
Service area		Own property	Attested copy of Ownership Documents.	

How many Vehicles can be parked at workshop ?	
How many vehicles can be repaired at a time within firm/ Workshop ?	
Are Safety Measures i.e., Fire Fighting Equipment, etc. are available in workshop ?	
Aerial Distance of workshop from SoP Faizabad.	

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

Sr.	Nature of Services for all Vehicles/ Motorbikes	Work Force	Availability / Non- Availability
a.	Mechanics of all kind		
b.	Mechanical		
c.	Electrical		
d.	Engineering Works		
e.	Battery Works		
f.	Radiators / Bumpers		
g.	Denting & Painting		
h.	Wheel Balancing & Alignment Services		
i.	Air Conditioning (Heating & Cooling)		
j.	Tyres Dealers		

DETAILS OF "TECHNICAL STAFF"

1.	Name with CNIC	:	
	Designation	:	
	Experience	:	
2.	Name with CNIC	:	
	Designation	:	
	Experience	:	
3.	Name with CNIC	:	
	Designation	:	
	Experience	:	
4.	Name with CNIC	:	
	Designation	:	
	Experience	:	
5.	Name with CNIC	:	
	Designation	:	
	Experience	:	

Note. Attach additional pages if needed.

**DETAILS OF "EXPERIENCE WITH OTHER GOVERNMENT DEPARTMENTS/
ORGANIZATIONS/ AUTONOMOUS BODIES, ETC"**

<u>No.</u>	<u>Name of the Govt Deptt/Organization/ Autonomous Body, etc</u>	<u>Experience (Period)</u>	<u>Nature of Services Provided</u>
1.			
2.			
3.			
4.			
5.			

Note. Attach documentary proof and *Performance Certificate* from concerned Govt. Department/Organization/Autonomous Body.

BANK STATEMENT OF THE FIRM

(Please attach Bank statement issued by the Bank with Sign and Stamp of Concerned Bank Officer)

TERMS & CONDITIONS

- i. The workshop on the panel will be bound to carry out the requisite repair on immediate basis whenever the vehicle is referred to it even at odd hours.
- ii. While quoting the rates, the workshop should clearly mention whether GST is excluded or included in the offered rates.
- iii. The workshops 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 within a month or so, the workshop will be responsible to replace it free of cost.
- iv. Firm will undertake repair job on "Work Order" duly signed by authorized officer/ official of SoP. No repair work would be carried out without "Work Order" and/or on verbal request of driver/user, if so, done that would not be liable to be paid by SoP.
 - v. Top priority shall be given to SoP vehicles sent to workshop to avoid wastage of time.
 - vi. The charges of spare parts/ tyres etc must be according to the prevailing market rates.
 - vii. Repeated maintenance work shall have to be justified if any fault occurs within normal specified time/life of parts. The same will be removed at the risk and expense of the workshop concerned.
- viii. On Engine Overhauls, 40000 Kms or Six Months engine performance has to be guaranteed for the limit whichever falls later. In case of failure, the cost of repair shall be borne by the workshop.
- ix. Repair Bills duly signed/verified by the officer/driver of the vehicle along with supporting documents and salvage (Old replaced parts) must be submitted to SoP for payment immediately after repair of vehicle but not later than fifteen (15) days from the date of repair is carried out. The bills not forwarded well in time (ie after fifteen days without solid reasons/justifications) shall not be considered payable.
- x. All/ any payment(s) will be made through AGPR, cheques/MPG or through NBP Assan Assignment account as the case may be.
- xi. Officers/SoP's driver or by the workshop Foreman along with the SoP representative only in case of checking or sub-let repair outside the workshop, etc.
- xii. The responsibilities for accidental damage or theft/loss of the vehicle in/from the workshop or while on trial/road testing by the workshop staff will be on the workshops account.
- xiii. SoP shall have the right to send the vehicle to any other workshop for checking/ verification in case of non-satisfaction or for obtaining alternate estimate of repair.
- xiv. SoP reserves the right to terminate the contract without assigning any reason on prior Notice of one week.

5. I/We have read and agree with the above mentioned terms and conditions.

Name of Bidder / Firm / Supplier: _____

Signature: _____

Date: _____