



## **SENATE SECRETARIAT**

### **PRE-QUALIFICATION**

Senate Secretariat invites proposals for pre-qualification of companies/firms/vendors/workshops for supply of spare parts and repair of official vehicles. The following terms & conditions shall apply:-

- i) Must be technically qualified and having skilled & efficient staff.
- ii) Must be based in Islamabad/Rawalpindi and registered with Income Tax & Sales Tax and are on Active Taxpayers list of FBR.
- iii) Senate Secretariat reserves the right to accept/reject wholly or partially any proposal or cancel the pre-qualification process altogether at any stage under PPRA rules.

2. The pre-qualification documents can be downloaded from the official website of Senate Secretariat i.e. [www.senate.gov.pk](http://www.senate.gov.pk). All the sealed proposals must reach at office of Chairman Purchase Committee, Senate Secretariat on 18<sup>th</sup> July, 2024 at 11:00 am. The proposals will be opened on the same day at 11:30 am in presence of authorized representatives of the parties.

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**SENATE SECRETARIAT  
(Transport Cell)**

**TENDER DOCUMENTS FOR PRE-QUALIFICATION**

Senate Secretariat maintains a fleet of different types of 119 vehicles which includes Motorcycles, Cars (800cc to 1800cc), Land Cruiser, Hiace and Buses. For the repair & maintenance of the vehicles, Senate Secretariat invites proposals for pre-qualification of the companies/firms/vendors/workshops for the purpose of repair/maintenance and supply of spare parts, tyres, batteries and all kinds of accessories for the official vehicles as per following categories:-

Category I	Repair and Maintenance work includes electrical/mechanical works, denting/painting and washing of vehicles.
Category II	Supply of batteries
Category III	Supply of tyres
Category IV	All kinds of accessories i.e. seats covers, carpet mats, window curtains, security systems, interior wash, seat repairs, etc.

**TERMS AND CONDITIONS:**

- i. Should be registered with Income Tax and Sales Tax and are on Active Taxpayers List of the Federal Board of Revenue. Documents evidence should be attached.
  - ii. Must have 3 years' experience in relevant field supported with relevant work orders from the Government as well as private offices. They shall provide the list of their existing government/private clients.
  - iii. Must be technically qualified and experienced mechanics/technicians. Pre-qualification Committee shall conduct physical visit of workshops & offices.
  - iv. Must be equipped with the modern equipment for maintenance, repairs, servicing and tune-up of vehicles of all models and make.
  - v. An affidavit on Rs. 100/- Stamp Paper that currently they are not black-listed or debarred by any Government/Semi-Government/Department to participate in the bidding.
  - vi. Interested parties can submit technical proposals for one or more than one categories as given above. Each party shall be pre-qualified category wise.
  - vii. The term period for Prequalification would be for three (3) years further extendable upto two (2) years only.
  - viii. This advertisement is also available on the website of PPRA [www.ppra.org.pk](http://www.ppra.org.pk) and Senate Secretariat [www.senate.gov.pk](http://www.senate.gov.pk).
  - ix. Interested parties participating for supply of batteries and tyres must have authorized dealership certificates from the manufactures of the quoted products.
  - x. Interested parties must have sound financial position and will offer the credit limit up to **Rs. 1,000,000/-** for a period from 02 months. In this regard, an affidavit of **Rs. 100** must be attached with the documents.
3. Proposals are liable to be rejected if; they are not conforming to the terms, conditions stipulated in the notice and pre-qualification documents.

**(MUJEEB QADIR)**

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