

**Tender Notice No.02/2024**

**PRE-QUALIFICATION OF FIRMS/VENDORS**

Pakistan Council for Science and Technology, Islamabad invites proposals for Pre-Qualification of Firms/Vendors registered with the **e-Pak Acquisition & Disposal System (EPADS)** and located in Islamabad/Rawalpindi for the following Repair/Maintenance work during the Financial Year 2024-25.

**Repair/maintenance work and spare parts of official vehicles/motorcycles of different make such as Suzuki, Toyota, Honda, Yamaha, etc.**

2. Interested firms/vendors are also directed to provide valid proof and documents showing registration of the firms/vendors with FBR for GST, and NTN. The firms/vendors must be active for sales tax and income tax.
3. Tenders/bids must be submitted online through **e-Pak Acquisition & Disposal System (EPADS)** of the **PPRA** by 18<sup>th</sup> September, 2024 at 01:15 p.m. Hard copies of any bid will not be accepted and they will be opened on the same day at 01:45 p.m. The bidders or their authorized representatives may attend the meeting of the Departmental Tender Opening/Purchase Committee if they so desire.
4. An affidavit on stamp paper of cost @ Rs.100/- must be attached with the bids indicating that the firms/vendors has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/Department/Organization of the Government(s).
5. Tender is available on websites of PPRA [www.ppra.org.pk](http://www.ppra.org.pk) and PCST [www.pcst.org.pk](http://www.pcst.org.pk). PCST may reject all bids or proposals at any time before the acceptance of a bid or proposal as per Public Procurement Rules, 2004. PCST shall upon request communicate to any agency/party or contractor who submitted a bid or proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds. In case the bid submitting/opening day is declared a holiday, the same will be submitted/opened on the next working day.

**(Khalid Pervez Bhatti)**  
Deputy Director (Admn)  
Ph. 051-9201988  
051-9222954

## **TENDER DOCUMENT**

### **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: 18<sup>th</sup> September, 2024, 01:15 p.m.  
Bid Opening Date and time: 18<sup>th</sup> September, 2024, 01:45 p.m.**

#### **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.
- iii. An affidavit on stamp paper of cost @ Rs.100/- 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 05 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 five years for client(s) from Ministries/ Divisions/ Departments.
- viii. The firm/vendor shall be bound to install genuine parts of each item of the above 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 successful bidder(s) must take the item for repair on his own if repair is required at the bidder's workshop. The item shall be returned to PCST at his own risk and cost.

- xi. 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.
- xii. If pre-qualified firms/vendors fall short of three firms/vendors, new firms/vendors can be added through additional pre-qualification as per PP Rules 2004.
- xiii. 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.
- xiv. 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).
- xv. The tender evaluation proforma at **Annexure-I** needs to be filled, signed, and stamped by each participating firm/vendor for submission.
- xvi. 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.
- xvii. 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 xvii).

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**

<b>S.No.</b>	<b>Description</b>	
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 five 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: \_\_\_\_\_