

**Tender No. I/Repair(24-25)**  
**TENDER NOTICE**  
**FOR PRE-QUALIFICATION OF FIRMS**

A Federal Government Organization invites sealed bids/proposals from firms/workshops registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR, having their own workshops/stock/manpower/expertise in Islamabad / Rawalpindi for Pre-Qualification for following Procurements, Works and Services required on as and when basis during the Financial Year 2024-2025 under PPRA Rules-2004 amended from time to time. Detail is as under:-

**Title of Procurement**

- i. **Spare Parts**: For vehicles of different makes and models i.e. Toyota, Honda, BMW, Mercedes, Suzuki, Hino Bus/Coaster, Shahzor, Tractor & Honda Motorcycles.
  - ii. **Repair / Maintenance**: Repair / Maintenance & Denting / Painting of official vehicles of above stated make / brands. (Subject to availability / requirement).
  - iii. **Batteries**: Purchase of Batteries for above mentioned vehicles.
  - iv. **Wheel Alignment**: Services of Wheel Balancing & Alignment.
  - v. **AC Service**: All services pertaining to Air Conditioning / Heating.
2. Interested firms may apply for provision / supply of above mentioned services / items separately & mention the same on sealed envelope. Prequalification Documents containing detailed terms and conditions are available on PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) or can be obtained from the office (K-Block, Pak. Sectt. Islamabad) on any working day. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule-33 of PPRA Rule-2004.
3. Interested firms/vendors may submit their bids in sealed envelopes complete in all respect must reach to the office of **Director (Admn), K-Block, Pak Secretariat, Islamabad** on or before **24<sup>th</sup> July, 2024 till 1200** hours. Received bids will be opened on the same day at **1400** hours & at the same venue in the presence of bidders / their authorized representative.

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## **BIDDING DOCUMENTS**

Prequalification of firms of Auto Workshops and General order  
suppliers of MT Items

Last Date of Submission **24<sup>th</sup> July, 2024**

**Director (Admn)**

K – Block, Pak. Sectt.

Islamabad

## **Prequalification Document**

### **Part-I**

Terms & Conditions

### **Part-II**

Proposal For Requalification

### **Part-III**

List of Vehicle / Motorcycle Spare Parts

**FEDERAL GOVERNMENT OFFICE K-BLOCK, PAK SECRETARIAT ISLAMABAD.**

**PART-I TERMS & CONDITION**

1. For pre-qualification, interested firms must be registered with Income Tax / Sales Tax Departments and on Active Taxpayer List (ATL) of FBR.
2. Following Evaluation Criteria will be used to evaluate the applications:

Requirement	Submission Requirement	Quantification
<b>1. Eligibility (All suppliers must qualify this criteria)</b>		
a. NTN & STRN/GST Registered. b. Must be in active tax payers list c. Not having been declared blacklisted/debarred by any of the Public/Private sector entity in Pakistan. d. Not having been involved in any litigation during last three years. e. Financial Soundness	a. NTN, STRN/ GST Registration Cert. b. Proof of being on ATL c. Affidavit on Stamp Paper (of not being black listed). d. Affidavit on Stamp Paper (of not being involved in litigation. In case yes, provide details). e. Last year Bank Statements duly verified.	40
<b>2. Capabilities</b>		
<b>For Suppliers</b> a. OEM/Authorized Dealer or Sub-dealer b. Previous Experiences in the field as supplier/ vendor c. Availability of stock at Islamabad/ Rawalpindi <b>If offering maintenance/ repair services</b> d. Workshop / Technical Competence (for all or any of vehicle types/make etc.) e. Number and Capability of Technical manpower f. Existing Clientele/ market reputation	a. OEM/ Dealership Certificate b. Proof of previous experience/ orders received c. Stock availability certificate.  <b>Note:</b> Procuring agency may depute an officer or a committee of officers to visit the vendors facility/workshop to assess the capability requirements at pt. c, d, e & f. Reputation may be assessed by reviewing/taking opinion of existing clientele	10 20 10 <hr/> 40
<b>3. Experience and Quality of Supplies/Services</b>		
<b>For Suppliers</b> a. Previous Experiences in the field as supplier/ vendor (Any verifiable document which may support experience claim may be accepted)  <b>If offering maintenance/ repair services</b> Marks will be given subsequent to physical verification.	Experience related to the similar assignments (years) <ul style="list-style-type: none"> <li>• 10 years =20</li> <li>• 05 to 10 years =15</li> <li>• 03 to 05 years =10</li> <li>• Less than 03 Years = 05</li> </ul> <b>Machinery/Tools/Equipment</b> <ul style="list-style-type: none"> <li>• Well equipped =20</li> <li>• Medium level equipped =10</li> <li>• Poorly equipped =05</li> </ul>	20

3. Only those firms / suppliers which fulfill the eligibility criteria shall be prequalified.
4. Copies of Income Tax & Tax Registration certificates, vendor number / accounts No. etc must be submitted with the bid / tender.
5. Applicants shall correspond to 100% of the requirements specified and warranty shall be explicitly mentioned.
6. Interested firms should have regular place of business, landline telephone numbers and email address and must provide proof of their office in the particular business at Islamabad / Rawalpindi.
7. Unsealed application will not be entertained / received.
8. The right to accept, reject or cancel any application without assigning any reason is hereby reserved. The decision of the Competent Authority would be final and binding on all matters relating to this tender.

9. Successful applicants will be required to furnish a pay order / bank draft amounting to Rs. 50,000/- as security deposit, which will be refunded on expiry of the contract/agreement only.
10. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even in odd hours/days.
11. The interested Auto workshops / firms should have their own complete set up of repair / maintenance of vehicles in Islamabad / Rawalpindi.
12. The workshop 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 warranty the workshop will be responsible to replace it at free of cost.
13. Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss/ damage caused during providing services at their premises.
14. Order of supply of spare parts / repair maintenance of vehicle shall be placed as per need / requirement(s) which may vary from time to time.
15. The rates offered must be inclusive of GST.
16. After pre-qualification, an open frame work agreement will be signed between organization and successful pre-qualified firms.
17. Agreement signed between the organization and pre-qualified firms/supplier may be extended for another year or any time period mutually agreed by both parties as per PPRA rule 16-A.
18. Pre-qualification documents / bids in sealed envelope completed in all respect must reach **Director (Admn), K-Block, Pak. Secretariat, Islamabad by 24-07-2024 before 1200hours** through registered post/registered courier service. Tender will be opened on the same day at **1400hours** at the same venue in the presence of bidders/their authorized representative.
19. Firm must clearly mention their services within brackets for bidding. Word **“Pre-qualification of Firm (Repair Maintenance / Spare Parts (Vehicles/Motorcycle) / Services of Wheel Balancing Alignment / AC Service”** must be written on the envelope.
20. Applications received after the due date and time will not be entertained.
21. All / any payment(s) will be made through AGPR.
22. All other terms and conditions will be as per PPRA Rules-2004 amended from time to time.
23. I / we have read and agree with the above mentioned terms and conditions.

**Authorized Signature** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Part-II PROPOSAL FOR REQUALIFICATION**

### **1. INTRODUCTION**

The Procuring Agency intends to introduce the process of Pre-Qualification of firms for Repair Maintenance / supply of spare parts of vehicles / motorcycles (Like Toyota, Honda, Suzuki, Hino etc) in order to streamline its Procurement procedures

2. The Procuring Agency will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan

### **3. DOCUMENTS NEEDED**

Selection for prequalification will be based on information provided in these documents and information Proforma.

- a. Sales Tax Registration Certificate
- b. NTN Certificate
- c. Dealership Certificate (if any)
- d. Bank statement of firm/ vendor (for three years)
- e. Certificate for being not black listed / Not being involved in litigation.
- f. Details of employees of the firm (Permanent, Temporary, Technical & Non Technical) with designation and contract numbers.
- g. Annual Turnover supported by Income Tax returns.
- h. Previous detail of works with documentary proof.
- i. Must Attach Signed copy of Terms & Condition by Bidders

**COMPLETE ENGINE OVERHAULING PARTS**  
**OF T/COROLLA SUZUKI HONDA CITY/CIVIC**

<b>S. #</b>	<b>PARTS</b>
1.	Piston Set (GEN)
2.	Ring Set (GEN)
3.	Main Bigend Set (GEN)
4.	Thrust
5.	Valve Set (GEN)
6.	Valve Guide Set (GEN)
7.	Engine Kit (GEN)
8.	Chain (GEN)
9.	Chain Tensioner (GEN)
10.	Chain Damper (Small) (GEN)
11.	Chain Damper (Big) (GEN)
12.	Oil Filter (GEN)
13.	Air Filter (GEN)
14.	Spark Plug (GEN)
15.	Fuel Filter (GEN)
16.	Fuel Filter Pump (GEN)
17.	Igniter Coil Set (GEN)
18.	ATF Oil (Recommended)
19.	Engine Mounting (GEN)
20.	Clutch Plate (GEN)
21.	Pressure Plate (GEN)
22.	Clutch Bearing (GEN)
23.	Oil Pump Assembly (GEN)

**FRONT SUSPENSION/REAR SUSPENSION**  
**OF TOYOTA COROLLA SUZUKI HONDA CITY/CIVIC**

<b>S.#</b>	<b>PARTS</b>
1.	Tie Rod End Set (GEN)
2.	Racket Set (GEN)
3.	Ball Joint (GEN)
4.	Z-Link (GEN)
5.	Lower Arm Bush
6.	Front Shock Mounting
7.	Stabilizer Bush
8.	Front Wheel Bearing (GEN)
9.	Steering Boot (PK)
10.	Front Shock (GEN)
11.	Steering Cross Rod (GEN)
12.	Front Disk Pad (GEN)
13.	Front Shock Dust Cover (PK)
14.	Radiator Assembly (GEN)
15.	Rear Shock Set (GEN)
16.	Rear Disk Pad Set (GEN)
17.	Rear Wheel Hub (GEN)
18.	Radiator Upper Support (PK)
19.	Radiator Water T (GEN/PK)
20.	Radiator Cup (GEN/PK)
21.	Steering Assembly (GEN)
22.	Brake Master Cylinder (GEN)
23.	Clutch Master Cylinder (GEN)
24.	Caliper Kit (GEN)



**AC WORK OF**  
**TOYOTA COROLLA SUZUKI HONDA CITY/CIVIC**

<b>S.#</b>	<b>ITEM NAME</b>
1.	AC Compressor Clutch (GEN)
2.	AC Condenser (GEN)
3.	AC Evaporator Unit (GEN)
4.	AC Discharge Solution Liquid Pipe Line Set (GEN)
5.	AC Expansion Valve (GEN)
6.	AC Belt (GEN)
7.	AC Central Kit
8.	AC Gas Charging (Genetron USA)
9.	Complete AC Unit Fitting + Labour
10.	Air Divider Cable (GEN)
11.	AC Liquid Pipe (GEN)
12.	AC Compressor Oil (ND Oil)
13.	AC Filter (GEN)

**EXTERNAL BODY PARTS**  
**OF TOYOTA COROLLA SUZUKI HONDA CITY/CIVIC**

S.#	ITEM NAME
1.	Hood
2.	Front Bumper (GEN)
3.	Bumper Stay (GEN)
4.	Grill (GEN)
5.	Grill Lining (GEN)
6.	Grill Molding Upper (GEN)
7.	Grill Monogram (GEN/PK)
8.	Front Bumper Grill Lower (GEN)
9.	Fender Left/Right Hand
10.	Head Lamp Thailand (GEN)
11.	Wind Screen (GEN)
12.	Back Lamp (GEN)
13.	Trunk Lamp (GEN)
14.	Rear Bumper (GEN)
15.	Lock Kit (GEN)
16.	Crystal Matt (PK)
17.	Jack Rod Wheel Pana (PK)
18.	Back View Mirror (GEN)
19.	Driver View Mirror (GEN)
20.	Spiral Cable (GEN)
21.	Horn
22.	Tyres (Dunlop/Bridgestone/China/General)
23.	Battery (Exide/AGS/Volta/Phoenix/Dry Jell)
24.	Seat Poshish (Leatheriest/Fabric)
25.	Floor Matting (Leatheriest)
26.	Tented Paper (Spectrum)
27.	Diggi Trim Board (PK)
28.	Door Trim (PK)
29.	Steering Cover (PK)

**MISC. PARTS OF**  
**TOYOTA COROLLA SUZUKI HONDA CITY/CIVIC**

S.#	ITEM NAME	S.#	ITEM NAME
1.	Back Light	2.	HT Lead Set (GEN)
3.	Head Light Tube (GEN)	4.	Distributor
5.	Fog Lamp Set (DLAA)	6.	Distributor Cap
7.	Mirror Indicator (GEN)	8.	Battery Terminal
9.	Engine Main Pulley	10.	Bulb (PK)
11.	Steering Lock	12.	Air Press (PK)
13.	Diggi Lock (GEN)	14.	Radiator Tank Upper/Lower
15.	Door Glass Set (GEN)	16.	Wiper Blade Set
17.	Body Polish & 7CF	18.	Wiper Arm
19.	Crystal Matt (PK)	20.	Radiator Fan Motor
21.	Carpet Matt (PK)	22.	Power Steering Motor
23.	Oil Seal Set	24.	Self Starter
25.	Axel Seal	26.	Generator
27.	Door Channel (GEN)	28.	Fan Belt Set (GEN)
29.	Cam Sensor	30.	Adjuster Pulley
31.	Crank Sensor	32.	Sound Bottle
33.	Knock Sensor	34.	Wiring
35.	Water Sensor	36.	Disc Plate
37.	Water Sending Unit (GEN)	38.	Hand Brake Cable & Shoes (GEN)
39.	Oil Sending Unit (GEN)	40.	Diggi Cable (GEN)
41.	Ignition Coil (GEN)	42.	Wiper Shawar Bottle (GEN)
43.	Injector (GEN)	44.	ABS Sensor
45.	Accelerator Paddle (GEN)	46.	Air Cleaner Pipe (GEN)

47.	Gear Lever Seal	48.	Mudguard Shield
49.	Lower Clutch Cylinder (GEN)	50.	Door catcher Inner/Outer
51.	Fuse Box	52.	Mudguard Shield
53.	Brake Oil (Seakon)	54.	Engine Shield
55.	ATF Oil (D-4)	56.	Mud Flapper
57.	LCD Panel	58.	Regulator Handel
59.	Reverse Camera	60.	Computer Box
61.	Speaker	62.	Map Sensor
63.	Number Plates (PK)	64.	Differential
65.	Gear Oil	66.	Propeller Shaft
67.	Shaft Cross	68.	Hooter
69.	Grill Light	70.	Safeguard
71.	Duster (PK)	72.	Towel Duster (PK)
73.	Injector Cleaner	74.	Door Master Panel
75.	Wiper Motor	76.	Horn Strip (China/Kabli)
77.	Radiator Fan	78.	AC Blower & Motor
79.	AC Heater	80.	Steering Shock
81.	Water Motor	82.	Fuel Tank (PK)
83.	Throttle	84.	Cylinder Head & Block
85.	Indicator Flasher	86.	Cylinder Block
87.	Gear Garrari	88.	Speedometer Cable (GEN)
89.	Timing Bearing	90.	Wheel Stud & Nut (GEN)
91.	Timing Belt (GEN)	92.	Wheel Drum
93.	Wheel Brake Cylinder	94.	Brake Washers

**COMPLETE OUTER BODY PARTS**  
**OF MOTORCYCLE HONDA-125**

S. #	PARTS
1.	Tanky & Tappay Set & Rubber and Lock
2.	Front Tyre & Tube
3.	Rear Tyre & Tube
4.	Front Shock Complete (GEN)
5.	Rear Shock Complete (GEN)
6.	Indicator (04 Nos.)
7.	Meter Complete & Bolt and Rubber (GEN)
8.	Meter Cable (GEN)
9.	RPM Cable (GEN)
10.	Clutch Cable (GEN)
11.	Front Brake Cable (GEN)
12.	Accelerator Cable (GEN)
13.	Grip Set (GEN)
14.	Rubber Grip Set (GEN)
15.	Handel Goli and Cone Set
16.	Front Rim and Spokes (GEN)
17.	Front Wheel Drum and Plate Complete (GEN)
18.	Meter Garrari
19.	Seat Complete and Bolt (GEN)
20.	Wiring Complete (GEN)
21.	Flasher
22.	CDI Unit (GEN)
23.	Battery (Osaka/Volta/Dry Jell)
24.	Mirror Set (GEN)
25.	Rectifier (GEN)
26.	Coil Kara and Plate (GEN)
27.	Head Light Complete (GEN)
28.	Back Light Complete (GEN)
29.	Brake Switch
30.	Horn
31.	Foot Bar & Rubber and Bolt
32.	Side Stand & Bolt and Spring
33.	Brake Paddle and Spring (GEN)
34.	Front Mudguard (GEN)

35.	Rear Mudguard & Bolt and Rubber (GEN)
36.	Front & Rear Mud Flapper Set & Bolt
37.	Ignition Switch Kit (GEN)
38.	Font Brake Shoes (GEN)
39.	Rear Brake Shoes (GEN)
40.	Rear Brake Rod
41.	Carburetor
42.	Hose Pipe
43.	Below Pipe
44.	Silencer (GEN)
45.	Foot Rest
46.	Handel Lock (GEN)
47.	Cylinder Head (GEN)
48.	Insulator (GEN)
49.	Filter Foam & Jali
50.	Petrol Kock & Pipe
51.	Front Wheel Axel
52.	Rear Wheel Axel
53.	Chain Cover & Bolt (GEN)
54.	Main Stand & Spring & Pin (GEN)
55.	Chand Pattari Main Stand
56.	Chain Garrari Set (GEN)
57.	Drum Bush Set
58.	Chain Adjuster
59.	Plug Adopter
60.	Rear Wheel Rim & Spokes (GEN)
61.	Spark Plug
62.	Rotary Filter (GEN)
63.	Kick (GEN)
64.	Kick Shaft Spring (GEN)
65.	Gear Lever & Shaft (GEN)
66.	Head Light Wiser(GEN)
67.	Shock Lock
68.	Wire Lock

**COMPLETE ENGINE OVERHAULING PARTS**  
**OF MOTORCYCLE HONDA-125**

<b>S. #</b>	<b>PARTS</b>
1.	Piston Kit (GEN)
2.	Valve Set (GEN)
3.	Valve Guide Set (GEN)
4.	Valve Seal Set (GEN)
5.	Push Rod Set (GEN)
6.	Rocker Arm (GEN)
7.	Rocker Pin Set (GEN)
8.	Connecting Rod (GEN)
9.	Weight Bearing Set (GEN)
10.	Kick Shaft Spring (GEN)
11.	Tappet Cover Jain (GEN)
12.	Cam Garrari Set (GEN)
13.	Clutch Box Complete
14.	Clutch Verm
15.	Clutch Spring
16.	Magnet O Ring
17.	Engine Seal Set
18.	Tappet Screw
19.	Full Jain Kit (GEN)
20.	Gear Box Bearing Set
21.	Clutch Plate
22.	Clutch Couple (GEN)
23.	Gear Garrari Set
24.	Clutch Roller Bearing
25.	RPM Garrari
26.	Neutral Switch (GEN)

**FRONT SUSPENSION/REAR SUSPENSION**  
**OF HINO BUS T/COASTER T/L/C/JEEP T/HIACE HINO MINI BUS**

S.#	PARTS
1.	Front shock/Shock Bush (GEN)
2.	Helper Rod/Helper Rod Bush (GEN/PK)
3.	Tie Rod End (GEN)
4.	Leaf Spring Kamani Patta/Bush/Iron Bush/ Jhola/Clip/Nipple/Rear Shock/Dumper Shock/King Pin Bearing (PK)
5.	Steering Box/Rod/Steering Wheel /Steering Hydraulic Pipe/Hydraulic Filter, Steering Cross
6.	Radiator/House Pipe/Radiator Bottle/Radiator Cap/Radiator Fan (PK) Water Pump /Radiator Sensor/ Thermostat Body Thermostat Valve/
7.	Oil Filter/Oil Seal Set (GEN)
8.	Front Wheel Bearing/Seal/Brake Washer/Brake Shoes Brake Cylinder/Brake Valve/Brake Servo/ Brake Servo Kit/Wheel Cylinder Plate (PK) Wheel Drum/Rim (PK) Wheel Stud
9.	Clutch Plate/Pressure Plate/Fly Wheel Bearing /Clutch Bearing/Clutch Bearing Pipe (GEN) Clutch Booster/Clutch Kit Lower & Upper/Clutch Paddle/Clutch Cylinder Upper & Lower (PK) Gear Box/Gear Lever/Gear Lever End/Hand Brake Lever/Propeller Shaft/Drum/Propeller / Propeller Shaft Cross Hand Brake Cable /Hand Brake Shoes Roof Rubber
10.	Rear Differential Axel/ Accelerator Paddle / Stopper Motor Rear Wheel Bearing/Accelerator Cable/Chowk Cable
11.	Fuel Tank Fuel Pipe (PK) Fuel Filter Upper & Lower (GEN) Fuel Pump/Nozzle Nozzle Pipe (GEN)
12.	Dipper Assembly/Pressure Horn/Relay/Pipe/Head Light/Indicator/Fog Light/Parking Light/Rear Brake Parking Reverse Stop Light /Main Switch Ignition Switch/Fuse Box/Chowk Motor/Wiper Motor/Wiper Blade/Wiper Rod Flasher/Fawara/Fawara Motor/Lower Fuse Box/Fuse/Relay/Self Starter/Generator/ Dash Board Meter Oil Pressure Gauge/Fan Belt/Roof Light/ /Fuel Gauge/Temperature Gauge/Air Press Gauge (PK)



13.	Exhaust Stopper/ Exhaust Manifold/ Exhaust Pipe/Muffler Exhaust Pipe Bush/Blow Pipe
14.	Air Intake Manifold/ Air Filter/Air Filter Box/Air Filter Pipe/Air Storage Tank/Air Pressure Head/Pressure Pipe/ Pressure Control Valve/Pressure Release Valve/Gear Oil/Brake Oil/Power Steering Oil/ Coolant (PK)
15.	Front & Rear Bumper & Stay, Front Show/ Wind Screen with Bidding/Front Screen Upper Show/Doors/Door Lock/Catcher/Side Window Glass/Slide/Biding/Glass Spot/Dash Board/Seat/Engine Tappa/Roof Sheet with Bidding/Rear Screen With Bidding/Side Sheets/Side Mudguard with Extension/Safeguard/Rear Mudguard/Mud Flapper/Lock Set/Side View Mirror/Horn/Door trim/Steering Cover
16.	Piston/Connecting Rod/Sleeve/Connecting Rod Bush/Main Bigend/Crank Shaft/ Shaft/Cylinder/Head Valve/Seal/Kamani Bush/ Timing Garrari Set/Crank Case/Ring Set/Jain Kit Complete/Kam Shaft/Head Gas Kit/Thrust/Heater/Cylinder Bearing/Valve Guide/Bush/Oil Pump Assembly (GEN)
17.	Heater Glow Plug
18.	Driver View Mirror & Back View Mirror (PK)
19.	Tyres (Dunlop/China/Bridgestone)
20.	Battery (Exide/AGS)

**AC WORK OF T/COASTER T/L/C/JEEP T/HIACE**

<b>S.#</b>	<b>ITEM NAME</b>
1.	AC Compressor Clutch (Denso/GEN/Kabli)
2.	AC Condenser Genuine (GEN/JAP)
3.	AC Evaporator Unit (GEN/JAP)
4.	AC Discharge Solution Liquid Pipe Line Set
5.	AC Expansion Valve (GEN/JAP)
6.	AC Belt (Bendo/GEN)
7.	AC Central Kit
8.	AC Gas Charging (Genitron USA)
9.	Complete AC Unit Fitting + Labour
10.	Air Divider Cable (GEN/Kabli)
11.	AC Liquid Pipe (GEN/JAP)
12.	AC Compressor Oil (ND Oil)
13.	AC Filter (GEN/Lepon)