

Government of Pakistan  
Revenue Division  
Directorate General Internal Audit  
(Inland Revenue)  
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**PREQUALIFICATION NOTICE**

Sealed bids are invited from firms/ contractors / dealers registered with General Sales Tax/ Income Tax/ Professional Tax Departments and having their own workshop in Islamabad/ Rawalpindi for following service required by the Directorate General of Internal Audit (IR), Islamabad during the Financial Year 2024-2025.

Name of Procuring Agency	Directorate General of Internal Audit (Inland Revenue) HQ, Islamabad.
Number of Prequalification Notice	01 Prequalification of auto workshop(s) for Repair/ Maintenance of different makes/models of vehicles/motorcycles.
Contact Officer	Assistant Director (Admn) Ph: 051-9210794
Closing Time and Date & Place of receiving of bids	Upto 11:00 am. 23.09.2024 Room No. 8, Directorate General of Internal Audit (Inland Revenue), CDA Block-II 1 <sup>st</sup> Floor, G-6 Islamabad.
Time & Place of publically opening of bids	12:30 p.m. 23.09.2024. Room No. 8, Directorate General of Internal Audit (Inland Revenue), CDA Block-II 1 <sup>st</sup> Floor, G-6 Islamabad.

2. Bids Security amounting to Rs.50,000/- (Rupees Fifty Thousand Only) in shape of Bank Draft / pay Order (refundable) in favour of DDO, Directorate General of Internal Audit (IR), Islamabad must be attached with the bid.

3. Tender documents, detail of Terms & Conditions can be collected free of cost from the office of Assistant Director (Admn) during office timings. The procuring agency reserves the rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rule-2004.



**(Naila Nazir)**

Assistant Director (Admn)

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**CRITERIA FOR PRE-QUALIFICATION / EVALUATION OF AUTO  
WORKSHOPS AND TERMS AND CONDITONS**

For repair, maintenance and purchase of spare parts for main makes and models of vehicles in the sealed bids are invited from registered workshops.

- i. The interested auto workshops must have 5-years' experience in relevant field.
- ii. The auto workshops should have their own complete setup i.e. garage, spare parts availability and technical expertise in Islamabad/Rawalpindi.
- iii. Telephone facility in Islamabad/Rawalpindi.
- iv. The auto workshop should be registered with Sales Tax and Income Tax Department valid documents/proof may be attached.
- v. All/ any payment(s) will be made through AGPR, cheques.
- vi. The interested parties must have sound financial position; proof may be provided.
- vii. Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss/damage caused during providing services.
- viii. Confidentiality of all correspondence's matters must be ensured.
- ix. Non-black listing certificate on affidavit may be attached with bidding documents.
- x. Tender Purchase Committee will conduct physical visit of all workshops before the pre-qualification.
- xi. Bids security amounting Rs. 50,000/- in favour of DDO, Directorate General of Internal Audit (IR), Islamabad must be attached with bid.

**TERMS AND CONDITIONS**

1. 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.
2. Workshop shall be bound to install genuine parts. In case the spare parts replaced are found sub-standard or second hand, the firms shall be struck off from panel.
3. While submitting rates the workshop should clearly show whether GST is excluded or included in the offer rates.
4. 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.
5. I /we have read and agree with the above mentioned terms and conditions.

Name of Bidder/ Firm/ Supplier: \_\_\_\_\_

Signature/Stamp: \_\_\_\_\_

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

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**INSTRUCTIONS TO BIDDERS**

This Prequalification document shall be used for submission of competitive Bidding for the Repair & Maintenance of Vehicles/ Motorcycles of Directorate General Internal Audit (IR), Islamabad. Interested bidders may download the requalification documents from the PPRA. The bidders will be shortlisted/selected on the fulfilment of criteria of evaluation.

2. This document contains following.
  - i. Terms and conditions.
  - ii. Evaluation Criteria.
  - iii. Instructions to bidders.