

**TENDER NOTICE**  
**FOR PREQUALIFICATION OF FIRMS**

A Federal Government Organization intends to enlist / pre-qualification of firm Islamabad / Rawalpindi based for supply of tyres of following make / sizes for its official vehicles during financial year 2024-2025 under PPRA Rules-2004 amended from time to time. Interested firm must be registered with Sales Tax / Income Tax Departments and on Active Taxpayer List (ATL) of FBR.

<b>(Bridgestone/Dunlop Or Equivalent Brand of Tyre)</b>		
<b>S. No</b>	<b>Sizes of Tyres</b>	<b>Qty</b>
1.	(195/65 R-15)	Each
2.	(195/65 R-14)	-do-
3.	(185/70 R-14)	-do-
4.	(175/70 R-13)	-do-
5.	(185/70 R-13)	-do-
6.	(700-R 16)	-do-
7.	(750-R16)	-do-
8.	(205-R16)	-do-
9.	(195-R-15C)	-do-
10.	(195-R-14C)	-do-
11.	(4.50/12-LT)	-do-
12.	(235-65/R-16-C)	-do-
13.	(275/70 R-16)	-do-
14.	(215/80 R-15)	-do-
15.	(215-R-15)	-do-
16.	(265/70 R-15)	-do-
17.	(31x10.50 R-15)	-do-
18.	(650-14-LT)	-do-
19.	(165/70-R-12)	-do-
20.	(165/65 R-14)	-do-
21.	300-17	-do-
22.	250-18	-do-

2. Prequalification documents containing detailed terms & conditions are available on PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) or can be obtained from the office (Plot-132-137, Sector H-11/1, Near National Police Academy, Islamabad) on any working day. The procuring agency reserves right to accept or reject any or all bids/proposal in accordance with Rule-33 of PPRA Rule-2004.

3. Interested firms/vendors to ensure that bidding documents in sealed envelopes complete in all respect must reach to the office of **"DD (Admn), Plot-132-137, Sector H-11/1, Near National Police Academy, Islamabad"** on or before **19<sup>th</sup> August, 2024 till 1200** hours, which will be opened on the same day at **1400** hours & at the same venue in the presence of bidders / their authorized representative.

\*\*\*\*\*

12 public 68 - 198 - R

## TERMS AND CONDITIONS

1. The proposal must reach the office of “DD (Admn), Plot-132-137, Sector H-11/1, Near National Police Academy, Islamabad” on or before **19-08-2024** at **1200 hours** through registered posts / courier service i.e. sealed envelopes. **TO BE OPENED BY “ADDRESSEE ONLY”** must be written on the sealed envelope. Bid must be submitted on letter head of the bidders / firms / companies.
2. Technical and Financial proposals should be submitted in separate envelopes. **The word “Technical Proposal” and “Financial Proposal” being clearly written on the top left corner of the respective envelopes, according to single stage-two envelope procedure under Rule 36 (b) of PPRA Rules.**
3. Initially, only the envelope marked “**TECHNICAL PROPOSALS**” will be opened by a Committee on same date at **1400 hours** in same venue in the presence of bidders / their authorized representative.

**a. Criteria of Technical Proposal:**

- i. Technical Proposal must accompany with a bid security of Rs.100,000/- in favour of DDO of department in shape of pay order. Without pay order bid will be rejected. Bid security will be returned to unsuccessful bidders after completion of tender process, however, the pay order of successful bidder will be retained / converted into performance guarantee / security.
- ii. Following Evaluation Criteria will be used to evaluate the applications regarding **Technical Proposal:**

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>		
a. OEM/Authorized Dealer or Sub-dealer b. Previous Experience in the field as supplier/vendor c. Availability of stock at Islamabad/Rawalpindi	a. OEM/Dealership Certificate b. Proof of previous experience/ orders received. c. Stock availability certificate.  Note: Procuring agency may depute an officer or a committee of officers to visit the vendors facility. 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>		
a. Previous Experiences in the field as supplier/vendor b. (Any verifiable document which may support experience claim may be accepted).	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>	20

**b. Criteria of Financial Proposal:**

- i. Rates of items shall be inclusive of all taxes.
- ii. The firm must quote rate at least 50% of whole items and brands must be mentioned with each quoted items.

- iii. Overwriting/cutting on quoted rate will not be considered and quoted rate shall remain effective till closing of financial year 2024-2025. The bidders will provide these items quarterly according to the demand of procuring agency.
- iv. Bid must be submitted on letter head of the bidder's firm / company on following format with stamp and signature:-

S.NO.	Sizes of Tyres	Specification/Brand Name/Made in	Qty	Unit Price With GST

4. The bidder will be asked to provide samples of quoted items, firms failing to provide samples will be disqualified from the tendering process.
5. The bidders failing in complying with instruction of the Procurement Committee / management, their bid security will be forfeited and deposited into the Government treasury and the firm shall be blacklisted.
6. In case of any dispute regarding the terms and condition and quality of items, decision of Competent Authority shall be considered as final.
7. Interested firms should have regular place of business, landline telephone numbers, email address and must provide proof of their office in the particular business center at Islamabad / Rawalpindi.
8. Partial, incomplete, blank conditional bids or bids received after specified date & time shall be rejected. Firms having mobile number (as reference) shall not be considered.
9. Procuring agency also reserves the right to increase or decrease the quantity of items proposed to be procured.
10. Successful bidder will be responsible to deliver the supply of items in Rawalpindi/Islamabad on their own expenses according to terms and conditions mentioned above.
11. Successful bidders will also sign a contract on a stamp paper according to the sample / format attached.
12. Applicants shall correspond to 100% of the requirements specified and warranty shall be explicitly mentioned.
13. Contractor / vendor will have to provide import documents at the time of purchase.
14. A close frame work agreement will be signed between organization and successful bidder/firm.
15. All / any payment(s) will be made through AGPR.
16. All other terms and conditions will be as per PPRA Rules-2004 amended from time to time.

**I / we have read and agree to the above mentioned terms and conditions.**

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

**Name of Bidder:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

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

**FORMAT OF CONTRACT / AGREEMENT**

**SUPPLY OF \_\_\_\_\_ ITEMS TO \_\_\_\_\_ FOR CURRENT FINANCIAL YEAR 2024-2025**

1. This agreement is made on date \_\_\_\_\_ between Federal Government Office, Plot No. 132-137, Sector H-11/1, Islamabad herein after referred as being the first party and the contractor M/s \_\_\_\_\_ referred as being the second party.

2. The first party has granted the contract to M/s \_\_\_\_\_ to supply various sizes of tyres for four wheel & two wheel vehicles to FGO, Islamabad for the financial year 2024-2025 under following terms and conditions:-

- a. The second party shall arrange the tender items strictly according to samples approved by the first party.
- b. The second party shall be responsible to change / replace the items which were not according to standard quality.
- c. The second party shall not be allowed to bargain with any staff of the first party.
- d. The second party shall not demand to change the rates of any of the items for the period of contract.
- e. The second party will provide these items quarterly/time to time according to the demand of the first party and the first party reserves the right to increase, decrease or cancel the demand order.
- f. The second party shall not demand lump-sum amount or any kind of advance payments, the payments shall be made according to the policy of Government as per rules in due time after the first party completes the supply or purchase / demand order.
- g. The second party shall not sublet or transfer the contract to any other firm or contractor or else the first party reserves the right to forfeit the bid security and initiate the process to blacklist the second party.
- h. The second party is bound to supply the tender items according to prescribed quality and quantity.
- i. The first party reserves the right to cancel the contract if the second party fails to provide the items in due time or the items provided are found below standard of samples already provided.

**Signature of first party representative**

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

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

Address: \_\_\_\_\_

**Signature of second party representative**

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

Position: \_\_\_\_\_

Address: \_\_\_\_\_