301 Central Base Spares Depot EME
Golra Road Rawalpindi
Tel: 051 - 5562070
2329 / 02 / LP / EME
10 July 2026

To: PPRA
Federal Bank for Co-operative
Building 1st Floor, Near SBP
Sector G-5/2, Islamabad

Subj: **Uploading of Tender Notice Inquiry Number – 02/ 2026-27 on PPRA Website**

Read Para 3(c, j), 9(a, b, g) carefully

1. 301 Central Base Spares Depot EME Rawalpindi intends to purchase the items as mentioned in Annexure 'A' to this letter. Detailed itemized list be obtained from LP office 301 Central Base Spares Depot EME. Firms eager to participate should bring blank **CD** for collection of detailed tender.

TERMS AND CONDITIONS OF THE TENDER

2. **Rates**

a. CST will remain valid till 31 December 2028 (Bid Validity). Depot will reserve right to extend validity of CST with info to all concerned as per existing rules of PPRA.

b. Quoted rates must be inclusive of all the Government taxes i.e.
GST, INCOME TAX, CUSTOM DUTY AND OTHERS

c. Rates will be quoted for brand new stores in required Country of Origin.

d. Rates will be quoted in Pak Rupees only.

e. In case of machinery, equipment and capacity building items etc, the rates should include installation, training, commissioning, software update and all literature including part catalogues, owner / user manual and repair manuals.

3. **Quotations**

a. As per PPRA Rule 36 (b), Single stage two envelope bidding procedure will be followed.

b. Technical and commercial offers will be submitted in separate envelopes. The envelope containing **2x copies of Technical offer** (Both hard and soft copy in CD) will be marked as "**TECHNICAL OFFER IT-02/ 2026-27"** and the envelope containing **1x copy of Commercial offer** (Both hard and soft copy in CD) will be marked as "**COMMERCIAL/ FINANCIAL OFFER IT-02/ 2026-**

27". Both the envelopes i.e commercial offer and technical offer would be enclosed in yet another properly sealed envelope that will be marked with Tender Number and address of this office only.

c. No column should be left blank while filling the Technical and Commercial Offers, however **NQ** should be written in the rate column for items not being quoted.

d. Quoted / Not quoted list must be attached with technical offers. Detail of Quoted/ Not Quoted items also be submitted in CD with Technical Offers. Without Quoted/ Not Quoted list firm's offer will be considered as rejected on technical grounds.

e. Firms to clearly mentioned "TOTAL NUMBER OF ITEMS QUOTED".

f. Rates to be quoted on the format provided (Soft in excel format and hard copy) otherwise quotation will not be considered, especially serial number of IT be strictly followed. No rate be quoted in technical offers.

g. Only ITD Directorate, GHQ and HIT approved brands should be quoted in indigenous category.

h. No rate will be accepted through fax or any other electronic device / medium.

i. No quotation will be accepted after prescribe time under any circumstance.

j. Firm has to clearly mention the **Make & Type / Equipment** on letter head for which firm is participating in the tender unless offers will not be entertained.

k. No quotation will be accepted **without firm stamp on each pag**e.

4. **Technical and Commercial Offers Must Contain Following**:-

a. Brand to be mentioned for Spares of all countries of origin including Genuine/ OEM and supporting documents / agency agreement to be provided.

b. In case of brands other than OEM/ OPM, local/ foreign sources of supplies must be mentioned with proof/ tradelink.

c. Proof of source of procurement for Genuine/ OEM/ OPM/ other brand items will be provided with the Technical Offer and with delivery of stores including original invoice/ shipping documents/ bill of lading/ contents of consignments etc.

d. Inspection of advance samples and supplies shall be carried out by Technical Oversight Board/ HIT and bulk delivery must be done after approval of samples.

e. Original proforma invoice be attached with the commercial offer.

f. Flash drive for complete technical offer comprising of following files in PDF format / hard copies:-

i. Principle Proforma invoice.

ii. 100% applicability certificate.

iii. Trade link between manufacturer as well as principal and local supplier.

iv. Firm registration with 301 Central Base Spares Depot EME.

v. Confirmation regarding submission of tender sample.

vi. Special instruction compliance.

vii. Complete Technical offer.

viii. Contact details i.e. e-mail address, phone/ fax no and address of focal person, OEM/OPM/Manufacturer principal.

ix. Certificate of acceptance of package deal / package rates wherever applicable.

g. Firm will also provide following in original (e-mail print out not be accepted) duly signed/attested:

i. Company documents.

ii. Financial Capability.

iii. Firm detail either is Manufacturer, Stockiest or Agent.

iv. Proforma invoice with cat part no, nomenclature and drawing.

h. Following information/ document must be attached with offers:-

i. A copy of letter showing firm's financial capability.

ii. Registration / renewal letter / indexation / additional indexation letter.

iii. Income tax number be mentioned on the offer and copy of Registration Certificate issued by Sales Tax Department be attached.

iv. Photo copy of Sales Tax Registration / NTN Certificate.

v. Photo copy of CNIC of MD of the firm.

vi. Photo copy of Bank Statement of last one year.

i. Commercial Offers indicating the quoted prices in figures along with essential literature / brochure would be enclosed in an envelope. Following information will be clearly marked on the envelope.

i. Commercial Offer

ii. Tender Number

iii. Date of opening

5. **Restrictions**

a. **CUTTING, OVERWRITING, MISPRINTING OR WRONG PRINTING** in the quotation may make it liable for rejection, therefore may be avoided.

b. The purchaser retains the authority to **REJECT** any or all the quotations as per PPRA Rules.

c. Non Provision of Soft Data (CD) for Technical and Financial Offers will make firm liable for bid rejection/ cancellation.

d. **Withdrawal of Offer**

i. If the supplier / firms withdraws its offer within validity period, competent authorities may place such firm under embargo for a specific period, which may be extended up to one year.

ii. Moreover, after opening of commercial offer once rate has been accepted and communicated to firm, it will be taken as contractual binding on the firm. There is no option with the firm for rejection / withdrawal of firm's offer after acceptance of rates / offer by purchaser / Competent Purchase Authority.

6. **Disqualifications** Firms are liable to be rejected if:-

a. There is any deviation from the General / Special / Technical Instructions.

b. Offers are found conditional or incomplete in any respect.

c. Manufacture's relevant brochures and technical details on major equipment assemblies are not attached in support of specification.

d. Tender received later than appointed / fixed date and time.

e. Offers (commercial/ technical) containing non-initialed/ unauthenticated amendments / correction / overwriting.

f. Offer made through Fax / e-mail/Cable/Telex.

g. Non-provisioning of Softcopy/ CDs for technical & commercial offers.

7. **Supply (Requirements)**

a. Item(s) should be exactly in accordance with part numbers, nomenclature, specifications/ samples. Purchase orders can be issued by a third party based on this IT. Items may be required to be delivered **anywhere in Pakistan** at the quoted rates.

b. In case of machinery / equipment etc, the bid should include installation, training, commissioning, software update and all literature including part catalogues, owner / user manual and repair manuals.

c. CDR 100% of PO value will be required to be submitted by the firm within 30 days after issuing of PO / Non del of stores.

d. In the event of delay in delivery at Supplier's fault, the Supplier shall inform the purchaser before expiry of such delivery period giving reasons justification for it. 301 CBSD EME shall have the right to take following actions:-

i. Cancel the Purchase Order, and / or.

ii. The purchaser's decision under this clause shall NOT be subjected to arbitration.

e. In case of Bulk Supply material sample test will be carried out by **Material Testing and Calibration Laboratory 502 Central Workshop EME** (where else applicable).

8. **Tender Opening**

a. Sealed tender be addressed in the Name of "Local Purchase Officer" 301 Central Base Depot EME, Golra Road Rawalpindi.

b. Quotations must be dropped in the tender box before 1130 hours on **06 August 2026.**

c. **Technical Offers** will be opened at 1200 hours on **06 August 2026.**

d. Technical offer without prices will be opened on the day of tender opening and will be sent for technical scrutiny. Commercial offer of only those firms will be opened, whose technical offer would have been accepted by technical authorities. Date of opening for commercial offer would be intimated to the firms in advance. Commercial offer of the firm, whose technical offer have been rejected, will be returned unopened.

9. **Important Notes**

a. ***Bid Security.** Bid Money amounting to **Rs 1 Mn** must be submitted as **CDR** in the Name of "**Commandant 301 Central Base Spares Depot EME"**.

b. **Pending Deliveries**. Any firm having pending delivery of any **Financial Years** will not be allowed to participate unless deposited the equivalent CDR.

c. False / wrong rates quoted in IT will be penalized by omitting complete rates in CST of said firm and seizure of bid security (grace leniency of only 2-3 items rates may be given subject to approval of competent authority).

d. Firm will adhere special instructions issued/ attached with IT

e. Firm is liable to provide proof of payment (receipt) received / duly counter signed by regional dealer / OEM / OPM (from whom stores have been imported).

f. **Import Documents**. During bulk delivery of imported items, submission of import documents to CRA Section is mandatory and stores will not be accepted without these documents.

g. **Only ITD approved firms may participate for filters. ITD approval letter be submitted with technical offers. In case of firms other than manufacturer will provide trade link/ source of filters along with sample duly tested and accepted by ITD Directorate for acceptance of Technical Offers.**

h. Firms not approved by ITD Directorate will only be considered on acceptance of sample by ITD before commercial opening. Moreover, fitment test and acceptance of TOB will also be pre-requisite before commercial opening.

i. GHQ security wise cleared firms which are registered with this Installation or any other Defense organization can participate in this tender inquiry. However if the bidder is not registered with 301 Central Base Spares depot EME as per procedure in vogue, necessary registration modalities will have to be completed on priority within ten days of the invitation tender opening date.

j. The acceptance of the said spares will be subject to form, fitness and functional test from competent inspection authorities.

k. Provision of copy of AGENCY AGREEMENT is necessary in order to prove that the firm is capable of providing requisite spares from its principal. Any cost required for confirmation of capability of 'Principal' will be borne by the firm. Any quotation against imported items without providing a copy of AGENCY AGREEMENT can be REJECTED.

l. Part number, mentioned in the Tender document are standard part numbers of Pakistan Army however any change in part number / correction may be mentioned in bracket at the end of required part number alongwith documentary proof e.g. copy of part catalogue / part no revision documents etc.

m. Qualifying firms will be issued repeat orders, throughout the validity period of this IT. Firms will be required to supply the ordered stores within the delivery period mentioned on the purchase order.

n. That procuring agency retains the right to reject a “Bid”. Any “Redressal of Grievance by Contractor” shall be submitted with 15 x days as per PPRA Rule 48.

o. Firm supplying spares of **Pak origin (Indigenous) verified by foreign OEM** will be preferred.

10. **Special TOR instructed by GHQ EME Directorate**

a. Firms to provide Trade link upto the manufacturer (Gen/OEM/OPM category).

b. Performa invoice from manufacturer to foreign principle and principle to local firm will be provided (Gen/OEM/OPM category).

c. OEM / OPM Brand and COO will clearly be indicated against each quoted spare by firm as part of Tech Offers.

d. Credibility / Capacity of firm along with previous experience in relevant field be verified along with the tech offer (Account Details, Stocking facility, earnest money etc.)

e. Advance samples will be provided by qualifying firms.

f. Delivery time must clearly be specified by firm along with technical offers. Package deal will be carried for procurement of Engine kits, other systems of vehicles.

11. **Warning**

a. Tender documents and its conditions may please be read point by point and understood properly before quoting. All tender conditions should be responded clearly. In case of any deviation due to non-acceptance of tender condition(s), the same should be highlighted along with your changed offer / conditions. Tender may however be liable to rejection due to non-acceptance of any one or more conditions outlined is this IT.

b. Quotations to be deposited duly signed / stamped on each page along with covering letter on letter pad of the firm before time of submission mentioned.

c. Quotation will not be accepted without soft copy (in excel format) on CD/USB.

d. Respective procurement agency reserve full rights to accept or reject any or all offers including the lowest, after assigning grounds for its rejection and upon request, the grounds of rejection shall be communicated to supplier/contractor who submit the offer.

e. All the matters connected with this enquiry and subsequent actions arising there from come within the scope of the official documents and stores

concerned with the enquiry and to limit the number of your employees having access to this information.

f. Only authorized representative of the firm will be allowed to attend tender opening proceedings.

g. For any clarification, contact Local Purchase Officer of 301 Central Base Spares Depot EME during working hours at 051 - 5562070 / 0330-5366757 **(From 08 AM to 03 PM**).

Major
Local Purchase Officer

Anx 'A'

IT No. 02/LP/EME FY 2026-27

Ser	Make & Type
1.	TOYOTA KUN 25
2.	TOYOTA LAN 15
3.	TOYOTA LN 106
4.	TOYOTA LN 145
5.	TOYOTA LN 166
6.	TOYOTA RKJMR
7.	TOYOTA RPMR
8.	TOYOTA RVKR
9.	MISCELLANEOUS SPARES OF TOYOTA