

**GOVERNMENT OF PAKISTAN  
MINISTRY OF HOUSING & WORKS  
FEDERAL GOVERNMENT EMPLOYEE HOUSING AUTHORITY  
10-MAUVE AREA, SECTOR G-10/4, ISLAMABAD.  
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**TENDER DOCUMENTS**



**HIRING SERVICES OF AUTOMOBILE WORKSHOPS, RAWALPINDI /  
ISLAMABAD BASED FOR FEDERAL GOVERNMENT EMPLOYEES  
HOUSING AUTHORITY, G-10/4 MAUVE AREA, SECTOR, ISLAMABAD.**

Issued to.

M/s. \_\_\_\_\_

**Assistant Director (C.S)  
Federal Government Employee Housing Authority  
10-Mauve Area, Sector G-10/4, Islamabad.  
Ph. 051-9106044**

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**CRITERIA FOR PRE-QUALIFICATION / EVALUATION OF WORKSHOPS AND  
TERM & CONDITIONS**

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

- i. As per PPRA Rule 15 & 16 pre-qualification is required to place suitable / reasonable auto workshops / Firms / bidders on the panel of this office.
- ii. The interested workshops must have 5 years experience in relevant field.
- iii. The workshops should have their own complete setup i.e. garage, spare parts availability and technical experts in Islamabad / Rawalpindi.
- iv. The workshop should be registered with Sales Tax and income Tax Department. Valid documents may be attached.
- v. The Interested parties must have sound financial position, proof may be provided.
- vi. The Firms / Contractors must have three (03) working slots in workshop for vehicles.
- vii. All Workshops must be submit Bid security of Rs. 50,000/- (re-fundable) in shape of bank Draft / Pay order in favor of FGEHA, Islamabad.
- viii. Secure Parking of the official vehicles must be ensured. The firm will be responsible for any loss / damages caused.
- ix. Non black listing certificate on affidavit may be attached with bidding documents.
- x. Tender committee will conduct physical visit of all workshops before the pre-qualification.
- xi. Workshops should provide its Telephone, Fax numbers, contact person and full address.
- xii. The workshop must be equipped with the modern gadgetry and equipment for maintenance repairs (minor and major), servicing and tune up of vehicles of all models and make.
- xiii. The workshop must have provision of preventive/ routine maintenance including all preventive checks and oil change, brake pads, battery inspection, gear and hydraulic oil level, Lune up, wheel balancing, wheelalignment.etc
- xiv. Details of trainee/technical staff, mechanical/electrical, machinery / Equipment etc. available in the Workshop and safety arrangements of vehicles may be indicated in the tenders.
- xv. The validity of the tenders shall be one year from contract. However, the agreement may further be extendable on the recommendation of Committee with mutual consent of both the parties. Workshops carrying out unsatisfactory repairs and supplying substandard parts during their term of contract will be penalized and an equal amount will be deducted from the bill or security money and tender shall be treated as cancelled.
- xvi. Invoice / receipts may be as per FBR rules.
- xvii. The admissible taxes shall be deducted at source as per Government Rules.
- xviii. The workshop must have readily available spares, lubricants and consumables, filed mechanic services and **vehicle towing facility** to be made available on request whenever necessary.

<b>Sr.</b>	<b>Name &amp; Address of the Firm / Workshop</b>	<b>Person(s) of Contract &amp; Contact Nos. (Landline / Mobile / Fax)</b>
a.		
b.		
c.		
d.		

<b>Sr.</b>	<b>Nature of Services</b>	<b>Availability / Non Availability</b>
a.	Spare Parts	
b.	Assorted Lubricants	
c.	Assorted Accessories of all Vehicles	
d.	Pick / Drop / Towing Service	

<b>Sr.</b>	<b>Nature of Services</b>	<b>Work Force</b>	<b>Availability / Non Availability</b>
a.	Mechanics of all Kind		
b.	Mechanical		
c.	Electrical		
d.	Engineering Works		
e.	Battery Works		
f.	Radiators / Bumpers		
g.	Denting & Painting		
h.	Wheel Balancing & Alignment Services		
i.	Air Conditioning (Heating & Cooling)		

1. Sealed bids should reach the Office of Assistant Director (CS), Federal Government Employees Housing Authority, G-10/4 Mauve Area, Islamabad.

2. The bids received within the stipulated time and date will be opened by the purchase committee on the same day in the presence of the bidders of their authorized representative, who choose to be present.
3. Submission of any false statement / documents including concealing of any information is likely to disqualify the bidder.
4. Conditional Tenders will not be accepted.
5. The bidders will have to supply the items within 07 days of the issuance of purchase order.
6. Tender without completing the above formalities shall not be accepted.
7. The same person / Workshop may not submit tenders with the different names of Workshop.
8. Details of the Vehicles are received from Assistant Director (CS) office Room No. 22.
9. Bids will be evaluated on afore mentioned prescribed criteria as the Pre-qualification.

### **TERM & CONDITIONS**

1. The repair / maintenance work of vehicles will be awarded to the workshops amongst the selected workshops on fulfillment of prequalification criteria who quotes lowest rates on need basis.
2. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even at odd hours.
3. While submitting rates the workshop should clearly show whether GST is excluded or included in the offered 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 the workshop will be responsible to replace it free of cost.
5. I/We have read & agree with the above mentioned Terms and conditions.

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

Signature: \_\_\_\_\_

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

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**Pre-Qualification criteria:**

1. Preliminary evaluation (Initial Screening) of bids will be conducted on the basis of following parameters:

**Details:-**

<b>Sr. No</b>	<b>Description</b>	<b>Maximum Points</b>	<b>Marks Obtained</b>
<b>1)</b>	Firm /Vendor has neither been blacklisted by any agency nor is involved in any subversive activities.	20	
<b>2)</b>	Registration with Income Tax department	20	
<b>3)</b>	Previous Experience	20	
<b>4)</b>	Earnest Money	20	
<b>5)</b>	A) Availability of Spare Parts, Assorted Lubricants, Pick/Drop/Towing Service, Mechanics of all kind (Electrical, Mechanical, Engineering Works, Radiators / Bumpers, Denting Painting, Wheel Balancing, Air Conditioning)	10	
	B) Work Force	10	
	<b>Total</b>	<b>100</b>	

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**EVALUATION CRITERIA**

Sealed Bids should reach the Assistant Director (CS) office, Federal Government Employees Housing Authority, G-10/4 Mauve Area, Islamabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representative, who choose to be present. Bids will be evaluated on afore mentioned prescribed criteria. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of PPRA Rules-2004 as amended from time to time.

2. I/We have read and agree with the above mentioned terms and conditions.

**Name of Bidder/Firm/Contractor:** \_\_\_\_\_

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

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