

F. No. 1-2/2023-24-General
GOVERNMENT OF PAKISTAN
Ministry of Inter Provincial Coordination
ISLAMABAD
Tel: 051-9103512



TENDER FORM /BIDDING DOCUMENTS

Sr. #	Tender Description	Bid Security / Earnest Money (Token) (not exceeding 5%) in favor of DDO, M/o IPC
1.	Pre-Qualification of Workshops for repair / maintenance of official vehicles in terms of rule 42 of Public Procurement Rules, 2004 amended from time to time.	Rs. 10,000/-
2.	Pre-Qualification of Firms / Venders for petty purchase in terms of Rule 42 of PPR, 2004 amended from time to time and repair / maintenance of:- (i) Machinery & Equipment (ii) Furniture & Fixture (iii) Computer Hardware / Software (iv) IT Equipments (v) Others	Rs. 10,000/-

Sr. No.

**GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION**

**CRITERIA FOR PRE-QUALIFICATION OF WORKSHOPS /
INSTRUCTIONS TO WORKSHOP OWNERS**

Terms & Conditions

For carrying out repair & maintenance work in the 10-authorized vehicles of this Ministry, sealed bids are invited from workshops registered with Income and Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR (copies of valid documents may be attached), having their own complete setup i.e. garage, spare parts availability and technical experts in Islamabad / Rawalpindi.

2. Bid security of amounting of Rs. 10,000/- in shape of bank draft/call deposit in favour of DDO, M/o IPC must be attached otherwise proposal will be rejected straightaway.
3. The workshops must have at least two years of experience.
4. Secure parking for the official vehicles may be ensured. The workshop will be responsible for any loss / damages caused in this regard.
5. Non-black listing certificates on affidavit may be attached with bidding documents.
6. Purchase /Pre-qualification Committee may conduct physical visit of all workshops before pre – qualification.
7. 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.
8. While submitting rates the workshop should clearly show whether GST is excluded or included in the offered rates.
9. 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 in arisen again the workshop will be responsible to replace it free of cost.

Forfeiture of Earnest Money and Blacklisting of Workshop

10. In case of submission of any false information / documents and any deficiency found in deliverables, the Earnest Money will be forfeited and the workshop would also be disqualified/ blacklisted.

Corrupt or Fraudulent Practices

11. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

- i. Defines, for the purposes of this provision, the terms set forth below as follows:
 - a. “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty
- ii. will reject a proposal for award if it determines that the Bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the contract in question;
- iii. will declare a firm ineligible and blacklist for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.
- iv. reserves the right to accept or reject any or all bids / proposals in accordance with Rule-33 of PP Rules-2004 amended from time to time.

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

Name of workshop/owner: _____

Signature: _____

Date: _____

**GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION**

CRITERIA FOR PRE-QUALIFICATION OF VENDOR / FIRMS FOR THE REPAIR AND MAINTENANCE OF MACHINERY & EQUIPMENT, FURNITURE AND FIXTURE, HARDWARE AND IT EQUIPMENTS AND FOR PURCHASE OF OTHER / MISCELLANEOUS (NON TENDER ITEMS) UPTO RS. 500,000/- IN TERMS OF RULE 42(A)&(B) OF PP RULES, 2004 AMENDED FROM TIME TO TIME FOR THE MINISTRY OF IPC DURING FINANCIAL YEAR 2023-24.

1. Bid security of amounting of Rs. 10,000/- in shape of bank draft in favour of DDO, M/o IPC must be attached with Pre-Qualification proposal otherwise proposal will be rejected straightaway.
2. The interested vendors / firms must have their own shops/offices in Islamabad/Rawalpindi.
3. The firm/vendor must have 02-year experience in the relevant field.
4. The vendors / firms should be registered with Sales Tax and Income Tax Department and are on Active Taxpayers List of FBR. Valid documents shall be attached.
5. The firm must have telephone / fax facilities etc in Islamabad / Rawalpindi.
6. All / any payment(s) will be made through AGPR, Islamabad.
7. The interested vendors / firms have to provide proof regarding financial soundness/copy of bank statement for the last six months.
8. Non-black listing certificates on affidavit may be attached with bidding documents.
9. Bid security of Qualified Firms only will be returned on successful completion of the Financial Year.
10. The result of the bid evaluation, in the form of a report will be announced within ten days. In case of any complaint of bidder, Redressal Committee of this Ministry will address grievances.
11. Further information in this regard, if any, can be sought during office hours on Phone No. 051-9103512.
12. The bids received within the stipulated time and date will be opened by the pre-qualification committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.
13. Bids will be evaluated on aforementioned prescribed criteria as well as the pre-qualification notice.

Forfeiture of Earnest Money and Blacklisting of firm/vendor

In case of submission of any false information / documents and any deficiency found in deliverables, the Earnest Money will be forfeited and the firm/vendor would also be disqualified/ blacklisted.

Corrupt or Fraudulent Practices

The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

- i defines, for the purposes of this provision, the terms set forth below as follows:
 - a. “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official

or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty

- ii will reject a proposal for award if it determines that the Bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the contract in question;
- iii will declare a firm ineligible and blacklist for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.
- iv reserves the right to accept or reject any or all bids / proposals in accordance with Rule-33 of PP Rules-2004 amended from time to time.

UNDERTAKING

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

Name of Bidder/Firm _____

Signature. _____

Date: _____ Seal

NOTE: -

BEFORE SUBMISSION OF THE BID SIGNATURE AND STAMP OF THE BIDDER ON EACH AND EVERY PAGE OF THE ORIGINAL TENDER FORM IS MANDATORY.

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1.	Earnest money	
2.	NTN No. with copy of certificate	
3.	GST No. with copy of certificate	
4.	Copy of Active Taxpayer List	
5.	Bank Account No.	
6.	Stamp paper /declaration about Non-black listing	
7.	Signature and Stamp on Tender Documents	
8.	Proof of financial soundness / copy of bank statement for the last six months.	
9.	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details	
10.	Experience Certificate	

Name of Bidder/Firm

Signature. _____

Date: _____

Seal