



Tender Notice
Selection of Workshops

National Disaster Management Authority (NDMA), Prime Minister Office, intends shortlisting **3-5** well reputed / FBR registered workshops to carryout repair and maintenance of its official vehicles for the Financial Year 2023/2024. The nature of work will include following:-

Serial	Nature of Work
a.	Mechanical Work
b.	Electrical Work / High Scan Facilities
c.	Wheel Alignment & Balancing
d.	Denting / Painting (Including Facility of Corel Liner)
e.	Availability of Spare Parts including Batteries
f.	Provision of Tyres

2. All the technically qualified workshops interested to provide the above services may contact Mechanical Transport Officer, NDMA on Office # 051-9030940 to submission of bids/documents and any further information that is needed. Pay order of Rs 2000/- (Non-refundable) in favour of Director (Administration), NDMA should be deposited at the time of submission of bids/documents as tender fee. Closing date for submission of sealed bids is **08th February 2024** before 1200 hours. All interested parties / firm / suppliers are advised to read the bidding documents before submission of their bids. A complete set of documents may be downloaded from NDMA website. Sealed bids will be opened on same date at 1230 hours in the presence of bidders/authorized representatives in ERRA Complex, Opposite Margala Town, Main Murree Road Islamabad.

(Munir Ahmad)
Director (Administration)

**GOVERNMENT OF PAKISTAN
NATIONAL DISASTER MANAGEMENT AUTHORITY, (NDMA)
PRIMEMINISTER'S OFFICE, ISLAMABAD**

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

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

1. The interested workshops must have **5 years experience** in relevant field.
2. The workshops should have their own complete setup i.e garage, spare parts availability and technical experts, having its Telephone / fax facilities etc in Islamabad / Rawalpindi.
3. The workshops should be registered with sales Tax and income tax department. Valid documents may be attached.
4. The interested parties must have sound **financial position**, proof may be provided.
5. **Secure parking** of the official vehicles must be ensured. The firm will be responsible for any loss / damages caused.
6. Confidentiality of all correspondences / matters must be ensured.
7. Non black listing certificate on affidavit may be attached with bidding document.
8. The workshop shall preferably, be near to NDMA office premises.
9. The workshop shall clearly mention capacity to handle vehicles at a time and also mention it wherewithal.
10. Bids will be evaluated as per **Evaluation sheet at Annex-A**.
11. The Firms/ Workshops must have valid Postal Address, Contact Numbers, Fax and person (s) of contact.
12. All firms / workshops must submit bid Security of **Rs. 50,000/- (re-fundable)** in shape of bank draft / pay order in favor of D.D.O Prime Minister's Office (Internal), Islamabad.
13. Bid Security of qualified firms only will be returned on successful completion of the contract period. Non-Compliance / early termination of contract / concealment of facts/ any litigation and security breach may result in confiscation of bid security, legal action and blacklisting of firm.
14. The workshop(s) 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.
15. The workshop(s) 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(s) will be responsible to replace it free of cost.
16. Tender committee will conduct physical visit of all workshops before the pre-qualification.
17. The undersigned may reject / disqualify all tender / quotations at any time prior to the acceptance of a tender / quotation. The undersigned shall upon request communicate to any firms / workshops who submitted a tender / quotation, the grounds for rejection of tender of quotation but is not required to justify those grounds under PPRA Rule 33-2004.
18. The workshop shall also include details of its current clients.

