



Government of Pakistan  
**PAKISTAN TELECOMMUNICATION AUTHORITY**

165, Abid Majeed Road, Lahore  
[www.pta.gov.pk](http://www.pta.gov.pk)

**"SAY NO TO CORRUPTION"**

## **INVITATION TO BID**

**(For repair & maintenance of  
PTA Official Vehicle, Toyota Hilux GB-199)**

**Tender No. PTA-LHR/5-16/Tender/01**

Pakistan Telecom Authority, a Telecom Regulator invites sealed bids from the original authorized dealer / distributors / suppliers, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for repair & maintenance of PTA official vehicle, **Toyota Hilux GB-199** of PTA Zonal Office, Lahore.

2. Bidding documents, containing detailed terms and conditions, etc. are available at PTA Zonal Office, 165 Abid Majeed Road Lahore. Price of the bidding documents is Rs.500/-. Bidding documents can also be downloaded from [www.pta.gov.pk](http://www.pta.gov.pk) free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Zonal Director Office, PTA Zonal Office, 165 Abid Majeed Road, Lahore by **16th March 2017** at **02:00 P.M.** Bids will be opened same day at **02:30 P.M.** This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Zonal Director, Lahore**

Ph: 042-36665022 - Fax: 042-36654009

Email: [farooq@pta.gov.pk](mailto:farooq@pta.gov.pk)

**14cm x 2col**

## **BIDDING DOCUMENTS**

**Sealed bids are invited from well reputed and sales tax registered local authorized Workshops for following repair/maintenance work of official vehicle of PTA Zonal Office Lahore:**

- a. **Toyota Hilux Registration Number GB-199 Model 2005**
  - (i) Complete Engine Overhauling
  - (ii) Replacement of front suspension
2. The repair/maintenance services will be hired according to PPRA Single stage – one envelope procedure.
3. Bid shall comprise one single envelope containing separately financial proposal and mandatory requirements to qualify for bidding. Bids received shall be opened and evaluated in the manner prescribed in the bidding document by Purchase Committee of PTA Zonal Office Lahore.
4. Local authorized workshops must fulfill following **mandatory requirements** failing which shall result into rejection of bid:-
  - a. Five years experience is required to qualify for bidding. Evidence of same may be attached.
  - b. An undertaking on stamp paper that genuine Toyota parts will be used and work will be completed within two (02) weeks of issuance of work order. If genuine parts are not used, amount will be deducted from the final payment.
  - c. A call deposit equivalent to 2% of total bid price in favor of Pakistan Telecommunication Authority is required to be submitted as bid security along-with bid failing which bid shall be rejected. In case of approval of bid, the same would be retained as security for one (01) year after completion of repair/maintenance work. Call Deposit for unsuccessful bidders shall be returned on issuance of work order.
  - d. Copy of NTN and GST certificate to be attached.
  - e. An undertaking on stamp paper that the firm has not been blacklisted by PPRA or any other government department in the past.
  - f. Proprietorship of a well established local authorized workshop in Lahore is must along with qualified and skilled manpower. Evidence of same may be attached.
  - g. Warranty of repair/maintenance up to 20,000 KMs or 1 year, whichever is earlier to be attached. Undertaking on stamp paper shall be submitted along with bid.
5. Bidders shall quote rate with GST. Bids shall be evaluated on lumpsum basis. The bidder quoting the lowest bid shall be awarded the work order.
6. Payment will be made through cheque on provision of invoice/receipts by vendor and after issuance of certificate for completion of work by Zonal Purchase Committee. Tax will be deducted at source as per government rules.
7. The repair work shall be strictly in accordance with the specifications/ requirements.

8. The use/supply of any inferior quality product is liable to be rejected. In such an eventuality, neither the security will be refunded nor would the PTA be obliged for any monetary compensation to the firm concerned.
9. The list of repair work (Bill of Quantities) for which rates have to be quoted is attached in the form of financial bid. Cutting/overwriting and fluid used bids shall not be accepted.
10. Interested local authorized workshops may forward their proposals as per above instructions to the undersigned latest by 1400hrs of 16<sup>th</sup> March 2017.
11. Invoice of Toyota genuine parts clearly indicating part numbers, purchased from authorized source shall be attached with the final bill.
12. PTA reserves the right to accept or reject the bids as per PPRA rules.

Zonal Director  
PTA Lahore  
042-36665022

## Instructions for the Bidders

Bidding method to be followed is "Single Stage-Single Envelope" as prescribed by PPRA Rules. The potential bidders are requested to strictly comply with following instructions for participating in the tender competition:-

### Preparation of Bid;

Prescribed format, pattern, documentation and order of bid would be as follows.

|    |   |  |
|----|---|--|
| 1. | Brief profile of Bidder Firm/Company                                | Brief company introduction +Type of Business+ Office &Service in Pakistan+ NTN & GST Registration Number with copy of NTN & GST Certificates +professional staff (Administrative & Technical) +Verifiable Office addresses, Telephone & Cell No, E-mail address for Contact.                     |
| 2. | Detail of Similar Experience  | Provide list of similar contracts in hand performed by the bidder so far, clearly mentioning for Contract the name of organization, complete address, year of contract, contract value, date of contract award and date of contract completion.  |
| 3. | Detail of Bid   | Each offered item to be entered separately (with unit & total cost) inclusive of cost of material, labor and taxes/duties etc, (as and where applicable) as per Bill of Quantity (BOQ), on company letter head (dully signed and stamped below by the bidder firm/company or authorized person). |
| 4. | Maintenance Cover period  | The bidder shall provide free of cost maintenance of executed work for first 06 months from the date of contract completion. Thereafter, warranty of another 6 months or 20,000 KMs is required with free workmanship.   |
| 5. | Contract completion time (Maximum 2 weeks of issuance of work order | Repairing + Execution & commissioning (provide comprehensive plan for all tasks to be accomplished within 2 weeks)   |
| 6. | Bid validity  | 90 Days from the date of opening of bids.  |
| 7. | Amount of Earnest money   | Equivalent to 2% of total bid price  |
| 8. | Form of Earnest Money   | Either a Pay Order or Bank Draft from the scheduled bank in favor of the PTA Nida 11 shall be attached by the bidder.  |

## TERMS & CONDITIONS

1. No offer of a supplier/firm will be considered for tender competition if:-
  - a. The bid is not prepared and submitted by following the instructions given in tender documents.
  - b. The bid is incomplete.
  - c. Received without earnest money and /or found with less amount of earnest money than required financial extent.
  - d. Received later than the date and time fixed for bid submission.
  - e. Submitted to other than the venue specified in the terms and conditions of this tender notice/tender documents.
  - f. The bid is unsigned/ unstamped
  - g. The offer is ambiguous.
  - h. The bid is submitted with wrong pattern/method of bidding.
  - i. The bid is not properly covered and sealed.
  - j. The offer is conditional.
  - k. The offer is from a firm which is black listed by any Govt. Office.
  - l. The offer is received by telephone/telex/fax/telegram.
  - m. Any unsigned/ambiguous erasing, cutting/overwriting etc. is made
2. The potential bidders needing any clarification regarding bidding procedure and/ or terms & conditions of tender may raise their query (in written) and seek guidance prior to tender's closing date.
3. Withdrawal of bid during validity period or tender evaluation process is strictly prohibited.
4. The successful bidder/contractor will be placed with PTA procurement contract in form of supply order or written agreement as the case may be, containing the terms and conditions under prevalent public procurement rules/ PTA policy.
5. The contractor will be legally bound and obligated toward terms & conditions of contract be those specified and established in supply order/work order/contract agreement and determined later by the PTA in lieu of performance and execution of contract and/or liquidate damages subject to exception of circumstances invoked and enforced by the situation of "**Force Majeure**".
6. PTA is authorized to vary quantities and time of supply order placement or as decided latterly according to its requirement.
7. The bidding procedure is subject to compliance with PPRA Rules / PTA Policy and decisions of the Purchase Committee the competent forum of PTA, would stand valid, be enforced and implemented to whole procurement process and performance of contract by the selected supplier.
8. The payment will be made after contract completion on contractual terms & conditions, inspection and stock taking of goods (where applicable) by the PTA through crossed cheque on credit terms. No advance/interim payment (subject to PTA policy) will be allowed. Taxes/duties as levied by prevalent Govt. rules and regulation will be deducted at source.
9. PTA reserves the right to accept or reject any or all tenders as a whole or in part as specified by PPRA Rule 33(1). The decision in this regard will be firm, final and binding on all bidders.

## **Undertaking**

We have carefully read the terms and conditions mentioned in tender documents for the reference tender. We accept all these terms & conditions unconditionally.

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

Name & Designation of Authorized Official: \_\_\_\_\_

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

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

Company Stamp: \_\_\_\_\_

|

## FINANCIAL PROPOSAL

1. Automobile Workshops will provide genuine Toyota/Hino spare parts for repair/maintenance of PTA Official Vehicles and labor on the following rate:-

| <u>S.#</u> | <u>Description</u>  | <u>Quoted Price</u> | <u>GST</u> | <u>Total</u> |
|------------|---|---------------------|------------|--------------|
|            | Toyota Hilux Registration Number GB-199 Model 2005                        |                     |            |              |
|            | <b>Complete Engine Overhauling</b>  |                     |            |              |
|            | (Mention all parts separately with price which are required to be placed) |                     |            |              |
|            |   |                     |            |              |
|            | <b>Replacement of Front Suspension</b>                                    |                     |            |              |
|            | (Mention all parts separately with price which are required to be placed) |                     |            |              |
|            |   |                     |            |              |
|            | <b>Total Parts Amount</b>   |                     |            |              |
|            | <b>Labor (Job wise)</b>   |                     |            |              |
|            | (Mention all parts separately with price which are required to be placed) |                     |            |              |
|            |   |                     |            |              |
|            | <b>Total</b>  |                     |            |              |

Date: \_\_\_\_\_ Signatures and Stamp: \_\_\_\_\_

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