



"SAY NO TO CORRUPTION"

INVITATION TO BID

No.3/Tpt/PTA

Repair/Maintenance of PTA Official Vehicles

- Pakistan Telecommunication Authority (PTA) a Government organization invites sealed bids from the local automobile workshops registered with Income Tax and Sales Tax Departments for repair/ maintenance of following PTA official vehicles:
 - a. Toyota Hiace Model 1996**
 - i. Complete Engine Overhauling
 - ii. Replacement of front suspension
 - iii. Replacement of front wind screen
 - b. Toyota Hiace Model 2000**
 - i. Complete Engine Overhauling
 - c. Hino Mini Bus FB Model 2004**
 - i. Complete Engine Overhauling
 - ii. Replacement of front suspension
- Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at Office of Deputy Director Admin, Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad upto **1000 hours** by **18th July 2016**. Price of the bidding documents is Rs.200/-. Bidding documents can also be downloaded from <http://www.pta.gov.pk> free of cost.
- The bids, prepared in accordance with the instructions in the bidding documents, must reach at Office of Deputy Director Admin, Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad on or before **18th July 2016** at **1100 Hours**. Bids will be opened the same day at 11.30 hours at PTA HQs, Islamabad. This advertisement is also available on PPRA website at <http://www.ppra.org.pk>

Deputy Director (Admin)

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BIDDING DOCUMENTS

1. **Sealed bids are invited from well reputed and sales tax registered Automobile Workshops for following repair/maintenance work of PTA official vehicles:**

a. Toyota Hiace Model 1996 No.IDH-2182

- (i) Complete Engine Overhauling
- (ii) Replacement of front suspension
- (iii) Replacement of front wind screen

b. Toyota Hiace Model 2000 No.GA-4568

- (i) Complete Engine Overhauling

c. Hino Mini Bus FB Model 2004 No. GB-845

- (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. Each bid shall comprise one single envelope containing, separately, financial proposal and mandatory requirements to qualify for bidding. All bids received shall be opened and evaluated in the manner prescribed in the bidding document by PC-1 of PTA.

4. Automobile Workshops must fulfill following Mandatory requirements:-

- a. 10 years experience is must to qualify for bidding. Evidence of same may be attached.
- b. An undertaking that genuine Toyota/Hino parts will be used and work will be completed within 4 weeks. If genuine parts are not used, amount will be deducted from the final payment.
- c. A call deposit of Rs. 10000/- in favor of Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad is required to be submitted along with the tender failing which tender shall be rejected. In case of approval of tender, the same would be retained as security for 1 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 that the firm has not been blacklisted by PPRA or any other government department in the past.
- f. Proprietorship of a well established Automobile Workshop in Islamabad/Rawalpindi 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.

5. Payment will be made after completion of work through cheque after production of receipts. Tax will be deducted at source as per Government rules.

6. The repair work shall be strictly in accordance with the specifications/requirements.
7. The use/supply of any inferior quality product is liable to rejection. In such an eventuality, neither the security will be refunded nor would the PTA be obliged for any monetary compensation to the firm concerned.
8. The firms who have no Automobile Workshop of their own shall not be eligible to participate in the bid.
9. Primary criteria for evaluation is given at Para 4 above.
10. The list of repair work (BOQ) 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.
11. Interested Automobile workshops may forward their proposals as per above instructions to the undersigned latest by 18 July 2016 at 1100 hours.
12. Invoice of Toyota/Hino genuine parts clearly indicating part numbers, purchased from authorized source shall be attached with the final bill.
13. PTA reserves the right to accept or reject the tender as per PPRA rules.

(Zahid Mumtaz Malik)
Deputy Director (Admin)
051-2878151

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:-

S #	Description	Quoted Price	GST	Total
	<u>TOYOTA HIACE MODEL-1996 No. IDH-2182</u>			
	<u>Complete Engine Overhauling</u>			
	(Mention all parts separately with price which are required to be replaced)			
	<u>Replacement of Front Suspension</u>			
	(Mention all parts separately with price which are required to be replaced)			
	<u>Replacement of Front Wind Screen</u>			
	(Mention all parts separately with price which are required to be replaced)			
	<u>Total Parts Amount</u>			
	<u>Labor (Job wise)</u>			
	(Mention labor of all repair/maintenance work separately with price which is required)			
	Any other Miscellaneous work/Spare part/Labor, not covered above			
	Total for Toyota Hiace IDH-2182			
	<u>TOYOTA HIACE MODEL-2000 No. GA-4568</u>			
	<u>Complete Engine Overhauling</u>			
	(Mention all parts separately with price which are required to be replaced)			
	<u>Total Parts Amount</u>			
	<u>Labor (Job wise)</u>			
	(Mention labor of all repair/maintenance work separately with price which is required)			
	Any other Miscellaneous work/Spare part/Labor, not covered above			
	Total for Toyota Hiace GA-4568			
	<u>HINO MINI BUS FB MODEL-2004 No. GB-845</u>			
	<u>Complete Engine Overhauling</u>			
	(Mention all parts separately with price which are required to be replaced)			
	<u>Replacement of Front Suspension</u>			
	(Mention all parts separately with price which are required to be replaced)			
	<u>Total Parts Amount</u>			
	<u>Labor (Job wise)</u>			

	(Mention labor of all repair/maintenance work separately with price which is required)			
	Any other Miscellaneous work/Spare part/Labor, not covered above			
	Total for Hino Mini Bus GB-845			
	<u>GRAND TOTAL</u>			

2. This financial proposal is valid till _____ 2016. (Minimum 3 months)

Date: _____

Signature and Stamp: _____

Place: _____

Name: _____

Instructions for the bidders

Bidding method to follow 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 each 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 20000 KM is required with free workmanship.
5.	Contract completion time (Maximum 4 weeks)	Repairing + Execution & commissioning (provide comprehensive plan for all tasks to be accomplished within 4 weeks)
6.	Bed validity	90 Days from the date of opening tenders.
7.	Amount of Earnest money	Rs. 10,000/-
8.	Form of Earnest Money	Either a pay order or bank draft from the scheduled bank in favor of the PTA HQ Islamabad shall be attached by the bidder.

Sealing, Submission & Opening of Bid:

1.	Sealing of Bid	The bid to be properly sealed and covered in safe envelope.
2.	Title of Bid Envelopes	Tender Title: Repairing of PTA Vehicles. Tender No: 3/Tpt/PTA Due Date: 18 July 2016 Bid Mode: Single Stage Single envelope
3.	Bid Submission	Bid Submission/ Closing Date: 18 July 2016. Submission/ Closing Time: 1100 hrs
4.	Bid Submission Venue	PTA Headquarters, Islamabad.
5.	Bid Opening	Bid Opening Date: 18 July 2016 Bid Opening Time: 1130 hrs
6.	Bid Opening Venue	PTA Headquarters, Islamabad
7.	Bid Announcement	Public announcement of bids shall be made after being opened by PC-1 of PTA in presence of participating bidders or their deputed representatives, who wishes to be present at the designated date, time & venue,

Criteria for Tenders Evaluation and Award of Contract:

Bid will be evaluated in fair, transparent and non-discriminatory manner for the purpose of determining the lowest evaluated bid, following mandatory scales of evaluation shall be taken into consideration of bids,

Scrutiny of Bid for Completion of Required Documents/Information:

The bids will be scrutinized for completion of following necessary information/Documents;

S #	Parameter	Mandatory Requirement
1.	Company Profile	Complete introduction +Type of Business +Offices & services in Pakistan NTN & GST Representation Number with copy of NTN & GST Certificates + professional staff (Administrative & Technical Manpower) + verifiable office address, Telephone & Cell No, Email addresses for contact.
2.	Similar /experience of Bidder	Provide list of similar contracts in hand / performed by the bidder so far clearly mentioning each contract, the name of organization complete address, year of contract, contract value, date of contract award and date of contract completion.
3.	Bid Prices & Entries	Each offered item to be entered separately (with unit & total cost) inclusive cost of material, labor and taxes /duties etc (as and where applicable) as per Bill of Quantity (BoQ) on company letter head (duly signed and stamped below by the bidder firm/company or authorized person.
4.	Repair and Maintenance period	The bidder shall provide free of cost maintenance of executed work for 06 months from the date of contract completion. Thereafter, warranty of another 6 months or 20000 KM(whichever is less) is required with free workmanship.
5.	Project Implementation Plan	Repairing + Excitation & Commissioning (Provide comprehensive plan for all tasks to be accomplished within 4 weeks)
6.	Bid Validity	90 Days from the date of opening tender
7.	Amount of Earnest Money	Rs. 10,000/-
8.	Form of Earnest Money	A pay order or bank draft from the scheduled bank in favor of PTA HQ Islamabad shall be attached by the bidder

Award of Contract:

After above scrutiny of bids, comprehensive statement of prices will be prepared. The lowest price bid will be considered for award of the contract.

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 tender submission.
 - e. Submitted to other than the venue specified in the terms and conditions of this tender notice/tender documents.
 - f. The tender is unsigned/ unstamped
 - g. The offer is ambiguous.
 - h. The tender is submitted with wrong pattern/method of bidding.
 - i. The tender 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 tenders 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-1, the competent fora 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: _____