



**MINISTRY OF COMMUNICATIONS
GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL
PAKISTAN POST OFFICE**

Directorate General, Pakistan Post, G-8/4, Islamabad invites sealed bids / proposals from vendors/firms/workshops registered with Sales Tax/income Tax Departments located at Rawalpindi / Islamabad for Pre-Qualification of following Works and Services during Financial Year 2023-24. The detail is as under:-

Name of Procuring Agency	Directorate General Pakistan Post, G-8/4 Islamabad
Title of Procurement	i. Pre-qualification of workshops for Repair / Maintenance of different make and models of vehicles i.e. Toyota (REVO, Hiace, Highroof, Coaster, Corolla), Suzuki (APV, Cultus, Bolan, Pickup), Hyundai (Santro, Grace van), Hino Hamrahi, Daewoo Bus and Honda Motorcycles (CD-70 and CG-125). ii. Purchase of all kind of spare parts and tyres for above official vehicles / Motorcycles.
Contact Officer	Superintendent (T&T) (Ph:051-9260598)
Closing Time and Date of bids	Upto 1100 hours dated 10-08-2023
Time and place of opening of bids	1200 hours dated 10-08-2023 in Room No. 70, Directorate General, Pakistan Post, G-8/4, Islamabad.

2. Bids security amounting to Rs.50,000/- (Rupees Fifty Thousand) in shape of Postal Draft Pay order Demand Draft (refundable) in favour of Director General, Pakistan Post, Islamabad must be attached with each bid separately.

3. Detailed terms & conditions and specifications of vehicles can be collected, free of cost from the Contact Officer during office timing and are also available on official websites of Pakistan Post (www.pakpost.gov.pk) and PPRA (www.ppra.gov.pk). The procuring agency reserves rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.

**(Zulfiqar Ahmed)
Assistant Director (Admn)
051-9260869**

CRITERIA FOR PRE-QUALIFICATION OF FIRMS / VENDORS / WORKSHOPS

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

- i. The interested Workshops / Firms / Vendors must have good experience in relevant field of automobiles etc.
- ii. The workshops should have their own complete setup with spare parts availability and technical experts in Islamabad / Rawalpindi.
- iii. The workshop should be registered with Sales Tax and Income Tax Department. (Valid documents may be attached).
- iv. The interested parties must have sound financial position.
- v. Affidavit regarding Non-black listing of workshop/firm on stamp paper at least of Rs.100/- value may be attached with bidding document.

TERMS & CONDITIONS

- i. The repair / maintenance work of vehicles will be awarded to the workshops amongst the selected workshops / vendors / firms on fulfillment of pre-qualification criteria who quotes lowest rates on need basis.
- ii. The workshop / vendor 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.
- iii. While submitting rate, the workshop should clearly show whether GST in excluded or included in the offered rates.
- iv. The Vendor shall be bound to return the replaced / old spare items.
- v. The bid validity period will be 30-06-2024.
- vi. The authority reserves the right to accept or reject any application / bid or cancel the accordance with Rule-33 of PPRA Rules-2004.
- vii. Only short listed firms will be contacted for a detailed discussion and analysis.
- viii. Proposals will not be accepted after closing date / hours.

Name of Workshop: _____

Address/contact: _____

Signature / Stamp: _____