

# Ministry of Communications



## TENDER DOCUMENT FOR REPAIR OF 02 VEHICLES FOR THE YEAR 2016-17

Note: The bidder is expected to examine the Bidding Documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Section Officer (Admn/General)  
Ministry of Communications  
Room No. 445, 4<sup>th</sup> Floor, D-Block  
Pak Secretariat, Islamabad  
051-9209973

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TENDER NOTICE

Ministry of Communications invites SEALED TENDERS from well established workshops/firms, registered with Income Tax and Sales Tax Departments and who are on active Taxpayers list of the FBR, located at Islamabad/Rawalpindi having at least five years relevant experience, for the repair of following vehicles:-

S #	Type of Vehicle	Model	Repair work required	Qty.
1.	Toyota Corolla	1994	<ul style="list-style-type: none"><li>• Complete engine (12 valve) overhauling.</li><li>• Clutch plat/pressure plate set.</li><li>• All Suspension work.</li><li>• Complete Body denting &amp; painting.</li><li>• Complete Mechanical Work.</li><li>• Complete electrical work with AC/heater system.</li><li>• Upholstery (poshish) etc.</li><li>• Headlights, rear lights, indicators &amp; parking light.</li><li>• Both bumpers</li><li>• Battery</li><li>• Doors locking system and central locking.</li><li>• Shower Motor along with Battery</li><li>• Both side mirrors.</li><li>• Complete Brake system.</li><li>• 04 Tyres size 185-65-R14</li></ul>	01 Vehicle
2.	Toyota Corolla	2000	<ul style="list-style-type: none"><li>• Clutch plat/pressure plate set complete.</li><li>• Engine Work</li><li>• Suspension (front &amp; rear).</li><li>• Body (Touching).</li><li>• Complete Mechanical Work.</li><li>• Electrical work with AC/heater system.</li><li>• Upholstery (poshish).</li><li>• Headlights, rear lights, indicators &amp; Parking lights.</li><li>• Battery</li><li>• Doors locking system with machines</li><li>• Complete Brake system.</li><li>• 04 tryres size 185-65-R14</li><li>• Front &amp; Rear Bumper.</li></ul>	01 Vehicle

TERMS & CONDITIONS FOR BIDDERS

1. The vehicles can be inspected during office hours on any working day.
2. Tender Notice is also available on Ministry of Communications website ([www.communication.gov.pk](http://www.communication.gov.pk)).
3. The tender should be accompanied by pay order/Demand Draft @ 3% (including 17% GST) of the total value as earnest money in the name of (Section Officer, Ministry of Communications). Cheques will not be acceptable.
4. The successful bidder shall furnish performance security equivalent to 5% of the total value of the contract. At the time of signing of agreement 3% earnest money will be refunded, however, performance security @ 5% will be received from the successful bidder.
5. Ministry of Communications reserves the right to accept or reject any or all the tenders and to alter the quantity under Public Procurement Rules-2004.
6. In case, opening date is declared as a Public Holiday by the Government, the next working day shall be deemed to be the date for submission and opening of tender at the same time and place.
7. Bids should be received in the office of the undersigned on ~~13-02-2017~~ till ~~1130~~ hours. On the same day the bids will be opened by the Purchase of Committee at the same venue at 1230 hours in presence of Committee & the bidders or their authorized representatives.

Section Officer (Admn/General)  
Ministry of Communications  
051-9209973

<u>GENERAL INSTRUCTIONS &amp; CONDITIONS FOR THE BIDDERS</u>	
1	Only registered (NTN/GST) active taxpayers firms are allowed to participate in the tender.
2	Bidder must attach 3% of the bid/offer cost (including 17% GST) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit Receipt, Bank Draft.
3	Bid (s) found without 3% of the complete bid/offer ( cost with 17% GST) as Earnest Money in the shape of Pay Order, Bank Draft will not be considered and will stand rejected.
4	No bidder will be allowed to submit his second or third offer with the same bid.
5	Only those Bid(s) will be considered which will be submitted on the Ministry of Communications tender documents.
6	Warranty period for engine overhauling is 40,000km or six months which becomes earlier.
7	Successful bidder is bound to hand over back all replaced parts to Ministry of Communications.
8	Original packing of spare parts which will be fitted in the vehicle also handed over to Ministry of Communications.
9	The offered unit price of item(s) should be inclusive of 17% General Sales Tax. 4.5% Income Tax will be deducted at the time of payment.
10	The successful bidder shall deposit 5% of the total value of contract as performance warranty, which will be retained by the department till expiry of warranty period (06 months) which will be started from the date of delivery of item(s).
11	A separate agreement shall be executed with successful bidder.
12	Ministry of Communications reserves the rights to reject any or all the tenders, without assigning any reason to accept full or part of the tender at its discretion.
13	The assigned job shall be completed within the specified period as per agreement.
14	<u>Liquidated Damages:-</u> If the supplier fails to repair the vehicles within the specified time period, the supplier shall deposit, without prejudice to other remedies under the contract, liquidated damages i.e. sum equivalent to 0.5% per week and maximum up to 20% on the total value of contract.
15	<u>Penalty for failure of Supply:-</u> If firm fails to repair the vehicle the job as per specification and required standard, 5% security will be forfeited and the un-supplied items will be purchased on the risk and cost of the supplier concerned, apart from that, action for blacklisting of the firm will be initiated.
16	After repair work, vehicle will be inspected by <u>the Section Officer (Admn/General), Ministry of Communications, Islamabad.</u>
17	If the repair work will not be found according to required specifications/standard shall not be accepted.
18	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
19	Tenders will be opened in the <u>Committee Room of the Ministry of Communications, 3<sup>rd</sup> Floor, D-Block Pak Secretariat, Islamabad).</u>

(SIGNATURE & SEAL OF BIDDER)

SPECIAL INSTRUCTIONS

1	The vehicles will be handed over after completion of required repaired work within 20 days of placement of orders/signing of contract. However, this period may be extended in consideration of special circumstances with the consent of both.
2	Tenders should be addressed to Section Officer (Admn/General).
3	Bidders should quote their firm and final rates both in words as well as in figures.
4	Against indigenous stores bidders, who are manufacturers, must indicate name and address for the works in Pakistan from where they intend to supply the store.
5	Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
6	Any erasers/cutting/crossing etc; appearing in the offer must be properly signed by the person signing the bid.
7	A certificate shall be given by the bidder that he will be responsible for the free replacement of parts/repair, if the same are found to be substandard and or at variance with the specifications given in the tender enquiry.
8	A certificate should be given by the bidder that he will be responsible for free replacement of item/parts if not found suitable for the engine, machinery of its ancillary equipment or demand.

(SIGNATURE & SEAL OF BIDDER)

CERTIFICATE

We, [Name and Address of the Bidder], do hereby declare on solemn affirmation that:

- i. We have not been black listed from any Government Department / Agency
- ii. We have not been involved in litigation with any client during the last 3 years
- iii. We acknowledge that we have read, understood and accepted the Tender Document along with all terms and conditions specified above in the tender document
- iv. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the bidders
- v. We understand that the Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), accept / reject any or all tender(s), cancel the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the bidder of the grounds for the Purchaser's action, and without thereby incurring any liability to the bidder and the decision of the Purchaser shall be final.
- vi. We certify that the prices quoted to the Ministry of Communications against Tender Item \_\_\_\_\_, are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the prices charged in excess.

Dated \_\_\_\_\_ day of 2017

TENDERER

Signature: \_\_\_\_\_  
 CNIC #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_

WITNESS-1

Signature: \_\_\_\_\_  
 CNIC #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_

WITNESS-2

Signature: \_\_\_\_\_  
 CNIC #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_

FORM OF BID

For REPAIR OF 02 VEHICLES, Ministry of Communications

To  
The Section Officer (Admn/General),  
Ministry of Communications,  
ISLAMABAD

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned, offer to supply, deliver and test in conformity with the said bidding documents (Financial proposal is attached as annexure-A) are submitted herewith separately as per your requirement.

We undertake, if our Bid is accepted, we shall repair the vehicles within the stipulated time mentioned in the tender documents.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% percent of the Contract Price i.e., Rs. \_\_\_\_\_ For the due performance of the Contract as per bid Security Form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
Bidder (Sign + Seal)

WITNESS-1

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
CNIC \_\_\_\_\_

WITNESS-2

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
CNIC \_\_\_\_\_

GENERAL INSTRUCTIONS & CONDITIONS

1	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its rates with itself changing in the above mentioned specifications will not be accepted and will be deemed for the same specifications, standard and quality mentioned in the tender document.
2	No bidder will be allowed to submit his second or third offer with the bid.
3	Only that/those Bid(s) would be considered which would be submitted on the Ministry of Communications tender document.
4	Bidder (s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
5	The delivery shall be completed within the financial year 2016-2017 from the date of signing of the agreement.
6	<u>Liquidated Damages:-</u> If the supplier fails to deliver any or all the items of the specified standard within the specified time period, the supplier shall deposit, without prejudice to other remedies under the contract, liquidated damages i.e. sum equivalent to 0.5% per week and maximum up to 20% on the total value of contract.
7	<u>Penalty for failure of Supply:-</u> If firm fails to supply any or all the items as per specification and required standard, 5% security will be forfeited and the un-supplied items will be purchased on the risk and cost of the supplier concerned, apart from that, action for blacklisting of the firm will be initiated.
8	Bank Account No. _____ Name of Bank. _____ Address. _____
9	Pay order/Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated of Bank _____ is attached in original as 3% earnest money.
10	The Bid(s) is/are valid for _____ days.
11	Payment will be claimed on completion of 100% supplies as per tender specifications and approved samples.
12	Successful Bidder(s) shall deposit 5% of the total value of contract money as performance warranty in shape of Pay Order, Call Deposit Receipt, Bank Draft, which will be retained by the department till expiry of warranty period from date of delivery of Item (s).
13	A separate agreement shall be executed with successful bidder.
14	Bidder(s) must attach GST registration certificate and National Tax Number (NTN), and mention its Bank Account No. _____ Name of Bank _____ Address _____
15	The Quantity of item(s) can vary subject to availability funds. More so, NH&MP reserves all the rights to reject any or all the tenders, without assigning any reason or to accept full or part of the tender at its discretion.
16	The delivery shall be completed within stipulated period from the date of signing of the agreement.
17	All item(s) shall be inspected at <u>office of the Section Office (Admn/General) Ministry of Communications, Room No. 445, 4<sup>th</sup> floor, D-Block, Pak Secretariat, Islamabad.</u>
18	Item(s) which will not be found according to required specifications/standard shall not be accepted.
19	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.

(SIGNATURE & SEAL OF BIDDER)



FINANCIAL PROPOSAL FOR REPAIR OF 02 VEHICLES OF MOC

Name of Firm				
Complete address with telephone & fax No.				
S #	Item description /Specification being offered	Qty.	Unit Price (Incl. 17%GST)	Total Bid Cost
1	<p>Toyota Corolla Model 1994</p> <ul style="list-style-type: none"> <li>• Complete engine (12 valve) overhauling.</li> <li>• Clutch plat/pressure plate set.</li> <li>• All Suspension work.</li> <li>• Complete Body denting &amp; painting.</li> <li>• Complete Mechanical Work.</li> <li>• Complete electrical work with AC/heater system.</li> <li>• Upholstery (poshish) etc.</li> <li>• Headlights, rear lights, indicators &amp; parking light.</li> <li>• Both bumpers</li> <li>• Battery</li> <li>• Doors locking system and central locking.</li> <li>• Shower Motor along with Battery</li> <li>• Both side mirrors.</li> <li>• Complete Brake system.</li> <li>• 04 Tyres size 185-65-R14</li> </ul>			
2	<p>Toyota Corolla Model 2000</p> <ul style="list-style-type: none"> <li>• Clutch plat/pressure plate set complete.</li> <li>• Engine Work</li> <li>• Suspension (front &amp; rear).</li> <li>• Body (Touching).</li> <li>• Complete Mechanical Work.</li> <li>• Electrical work with AC/heater system.</li> <li>• Upholstery (poshish).</li> <li>• Headlights, rear lights, indicators &amp; Parking lights.</li> <li>• Battery</li> <li>• Doors locking system with machines</li> <li>• Complete Brake system.</li> <li>• 04 tryres size 185-65-R14</li> <li>• Front &amp; Rear Bumper.</li> </ul>			

PERFORMANCE SECURITY FORM  
(Applicable in case of bank guarantee)

To

The Deputy Secretary (Admn),  
Ministry of Communications,  
Islamabad

WHEREAS \_\_\_\_\_ (Name of Contractor) hereinafter called "the Contractor" has undertaken, in pursuance of the bid for the purchase of hardware including "\_\_\_\_\_", dated \_\_\_\_\_ 2017, (hereinafter called "the Contract").

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE we hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total Sum of Rs. \_\_\_\_\_ 5% of the total contract value (Amount of the guarantee), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums, within the limits of 5% of the total contract value (Amount of Guarantee) as aforesaid without your needing to prove or to show ground or reasons for your demand or the sum specified therein.

This guarantee is valid until \_\_\_\_\_ of \_\_\_\_\_ 2017, or the warranty period.

Name of Guarantor

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal \_\_\_\_\_