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Invitation to Bid
Repair / Maintenance of PTA Official Vehicle

Pakistan Telecommunication Authority a **Government organization** invites sealed bids from the **Automobile Workshops** registered with Income Tax and Sales Tax Departments and who are on Active Tax Payer List of Federal Board of Revenue for Repair/maintenance of PTA official vehicle (Toyota Hiace 2KD GB-190 Model 2005) including replacement of (Nozzel Set, Pump Injection, Common Rail and allied works).

Bidding documents, containing detailed terms and conditions etc are available at **Office of Deputy Director Admin, Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad**. Price of the bidding documents is Rs.200/- (non-refundable Pay order/ DD in favour of PTA). Bidding documents can also be downloaded from 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 **10th May, 2018** by **11:00 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 www.ppra.org.pk

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BIDDING DOCUMENTS

Sealed bids are invited from well reputed and sales tax registered Automobile Workshops for Repair/Maintenance work of PTA official vehicle (Toyota Hiace GB-190 2KD Model 2005).

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-I of PTA.
4. Automobile Workshops must fulfill following Mandatory requirements, failing which the bid shall be rejected:-
 - a. 5 years' experience is must to qualify for bidding. Evidence of same may be attached.
 - b. Copy of NTN and GST certificate to be attached.
 - c. Firms should be in Active Tax Payer List of FBR.
 - d. An undertaking that genuine Toyota parts will be used and work will be completed within 2 weeks of issuance of work order. If genuine parts are not used, amount will be deducted from the final payment.
 - e. A call deposit equivalent to 2% of total bid price, in favor of Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad.
 - f. An undertaking on stamp paper that the firm has not been blacklisted by PPRA or any other government department in the past.
 - g. Proprietorship of a well-established Automobile Workshop in Islamabad/Rawalpindi along with qualified and skilled manpower. Evidence of same may be attached.
 - h. Warranty of repair/maintenance up to 20,000 KMs or 1 year, whichever is earlier. Undertaking on stamp paper for warranty to be attached.
5. 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.
6. Bids shall be valid for 90 days after bid opening.
7. The repair work shall be strictly in accordance with the specifications/requirements. 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. Bid will be evaluated in fair, transparent and non-discriminatory manner for the purpose of determining the lowest evaluated bid. The work shall be awarded to the lowest bidder subject to meeting mandatory requirements as mentioned at Sr. 4 above.
9. Bid security for unsuccessful bidders shall be returned on issuance of work order.

10. Retention money shall be equivalent to 6% of total bid price. Bid security of successful bidder shall be converted into retention money and balancing 4% shall be deducted at the time of final payment. Retention money shall be released after completion of warranty period subject to no fault.

11. If work is not completed within 2 weeks of issuance of work order, penalty @ 1% of total bid price shall be charges for each day of delay. Penalty shall be deducted at time of payment.

12. Payment will be made through cheque after completion of work on production of invoice. Taxes will be deducted at source as per Government rules.

13. Interested Automobile workshops may forward their proposals as per above instructions to the undersigned latest by 10th May, 2018 at 1100 hours.

14. PTA reserves the right to accept or reject the tender as per PPRA rules.

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

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 2 weeks)	Repairing+ Execution & commissioning (provide comprehensive plan for all tasks to be accomplished within 2 weeks of issuance of work order).
6.	Bid validity	90 Days from the date of opening tenders.
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 HQ Islamabad shall be attached by the bidder.

GENERAL 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 fore of PTA, would stand valid, be enforced and implemented to whole procurement process and performance of contract by the selected supplier.
8. 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: _____