|  |  |  |
| --- | --- | --- |
|  | **A company set up under section 42 of the Companies Ordinance, 1984**  **PHA FOUNDATION**  MINISTRY OF HOUSING & WORKS  SHAHEED-E- MILLAT, SECRETARIAT, BLUE AREA, ISLAMABAD  051-9201550 | **Description: PHA New Logo1** |

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**PHA FOUNDATION**

**ADMINISTRATION DEPARTMENT**

**HEAD QUARTER ISLAMABAD**

**BIDDING DOCUMENTS**

**PREQUALIFICATION OF**

**AUTOMOBILE WORKSHOPS THROUGH OPEN FRAMEWORK AGREEMENT**

|  |  |
| --- | --- |
| **Tender Documents for** | **Prequalification of automobile workshop** |
| **Tender Document Number** | **PHAF/TPT/TD/ADMN/2018-19/** |
| **Total pages** |  |

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**Secretary**

**Prequalifying Committee**

**PHA Foundation Islamabad**

**APPLICATION / PROPOSAL FOR PREQUALIFICATION**

**GENERAL INFORMATION AND PERFORMA FOR   
AUTOMOBILES PREQUALIFICATION**

1. **INTRODUCTION**

* PHA Foundation Headquarters intends to introduce the process of Pre-Qualification of Automobile Workshops for its 15 vehicles including (02) motorbikes (Suzuki, Toyota, Corolla in majority) in order to streamline its Procurement procedures for maintenance services.
* All reputable and well established Automobile workshops are invited to apply for the pre-qualification by submitting the Pre-Qualification proposal Performa.
* PHA-F HQ, Islamabad will process all the procurements in accordance with the policy define arid specified under PPRA Rules by the Government of Pakistan.

2. **DOCUMENTS NEEDED**

* Selection for prequalification will be based on information provided in these documents and information performa.

a. Sales Tax Registration Certificate.

b. NTN Certificate

c. Dealership Certificate (if any)

d. Last six months bank statement of firm I workshop.

e. Certificate for being not black listed ever.

f. Details of employees of the firm (Permanent, Temporary, Technical and non-technical) with designation and contact numbers.

g. Annual Turnover supported by Income Tax returns.

h. Previous detail of works with documentary proof.

**PREQUALIFICATION PERFORMA**

|  |  |
| --- | --- |
| **Name of Workshop/ Firm** |  |
| **Complete Address with contact numbers** |  |
| **Year of Establishment** |  |
| **Sale Tax Registration Number**  **(attached documentary evidence)** |  |
| **Banker’s Name & Contact Details** |  |
| **Whether the pay order as Security Deposit amounting to Rs. 32,500/- in favour of PHA Foundation Islamabad is attached** | If yes please mentioned Pay Order Number and Date\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Annual turnover supported by income tax return (for the F/Y 2018-19 & 2019-20)** |  |
| **Assignment in Hand** |  |
| **Clientage**  **attach as separate**  **(if necessary)** |  |

|  |  |
| --- | --- |
| **Managerial Capability**  **a) Technical**  Number of Supervisor, Auto Mechanics, AC Technicians etc.)  **b) Number of non- technical staff** |  |
| **Details of equipment, machinery and other tools** |  |
| **Affidavit**  (that the firm has not been blacklisted by private, Government or Semi government organization**)** |  |

The information given above is true to the best of my knowledge. I undertake to inform PHAF (HQ), Islamabad of any changes that may take place later in the status of workshop, business, agency or the management etc.

The terms and conditions attached below have also been read and certificate signed.

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAIL REGARDING NATURE AND TYPE OF SERVICES / WORK BEING CARRIED OUT BY THE AUTOMOBILE WORKSHOP / DEALER**

|  |  |  |
| --- | --- | --- |
| **SN** | **Nature of type of services / works** | **Remarks** |
| 01 |  |  |
| 02 |  |  |
| 03 |  |  |
| 04 |  |  |
| 05 |  |  |
| 06 |  |  |
| 07 |  |  |
| 08 |  |  |
| 09 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
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| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |

**ASSESSMENT CRITERIA**

The pre-qualification proposal / application will be evaluated as per the following criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Details of Assessment** | | | **Marks** |
| 01 | Experience related to similar assignments |  |  | 25 |
| 02 | Machinery / Tools / Equipment | Very Well Equipped | 25 | 25 |
| Medium Level Equipped | 15 |
| Below level Equipped | 10 |
| 03 | Managerial & Technical Staff Capability | Good Management with experienced mechanics | 25 | 25 |
| Only experienced mechanics | 20 |
| Good management with inexperience mechanics | 10 |
| 04 | PHAF experience about services and its cost | Good service with reasonable cost | 15 | 15 |
| Good services with higher cost | 10 |
| Major assignments in hand | 05 |
| 05 | Major assignments in hand | Greater | 10 | 10 |
| Less | 05 |

**TERMS AND CONDITIONS FOR THE   
PRE-QUALIFICATIONS OF AUTO WORKSHOPS**

1. The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached.)
2. The firm should have proper workshop/setup at Rawalpindi/Islamabad.
3. The workshop must be manned with experienced Toyota, Suzuki, Corolla, Honda, & other company's vehicles mechanics, technicians and workers with at least one relatively higher qualified & experienced person preferably heading the team of mechanics/technicians at the workshop.
4. The workshop must be equipped with the modern gadgetry and equipment for maintenance, repairs (minor and major), servicing and tune-up of vehicles of all models and make.
5. The workshop must have provision of preventive/routine maintenance including all preventive checks and oil change, brake pads, battery inspection, gear and hydraulic oil level, tune-up, wheel balancing, wheel alignment, etc.
6. The workshop must have readily available spares, lubricants and consumables, field mechanic services and vehicle-towing facility to be made available on request whenever necessary.
7. All parts should be brand new and in original manufacturers packing.
8. The pre-qualified firms would be required to submit Security Deposit in the shape of Pay Order/Bank Draft/Call deposit for Rs.**32,500/-**(Rupees thirty two thousand and five hundred only) in favor of PHA Foundation, Islamabad and in case of failure, the firm will be treated as non-prequalified. The security will be released to the firms within 30 days after expiry of the period of Pre-qualification. Cash/Cheque and less amount of security deposit will not be accepted.
9. Each prequalified workshop performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.
10. The proposal / application shall be submitted in sealed envelope with company stamp marked as under:-

**Confidential**

**Bidding Documents for Pre-qualification of automobile workshop**

*PHA Foundation (HQ), Transport Section, Administration Department*

*Shaheed-e-Millat Secretariat Building, 3rd Floor, Islamabad*

11. The envelopes not marked, as instructed above, PHA-F(HQ), Islamabad will assume no responsibility for the misplacement or premature opening of the documents.

12. The applications should reach this office within 15 days of publication of this advertisement

13. The proposals should not have any over-writing or cutting. The application(s) with any of the aforementioned defects may not be considered.

**Authorized Signature / Stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OPEN FRAMEWORK AGREEMENT FOR REPAIR MAINTENANCE OF VEHICLES**

**BETWEEN**

**PHA FOUNDATION ISLAMABAD**

**AND**

**M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This agreement is made on this \_\_\_\_\_\_\_\_\_\_\_\_\_\_of\_\_\_\_\_\_\_2020 at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between the PHA Foundation, Shaheed-e-Millat Secretariat, Jinnah Avenue, Islamabad (here in after called the Foundation which expression shall include the successors and assign unless   
the context otherwise admits) of the one part and   
M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Herein after called the bidder which expression shall include legal heir, representative and assigners) of the other part.

**Whereas**

1. The bidder is engaged in the business of repair/maintenance of vehicles with its workshop at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and has agreed for repair/maintenance of vehicles through open framework agreement.

2. The bidder has agreed to provide services for repair/maintenance of vehicles through open framework agreement as per agreed terms and conditions.

**NOW THE AGREEMENT WITNESSES AS FOLLOWS**

3. **Bidder Covenants.**

(a) The bidder will perform the repair/maintenance work within three (3) days of receipt of written request.

(b) The bidder will perform the task as per work order and agreed terms and conditions as mentioned in bidding document.

(c) In case the bidder does not fulfill the written demands of the Foundation within the stipulated period. The Foundation can meet its requirements with next lowest bidder and 1st bidder is bound to pay difference of the 2nd bidder rates and actual quoted rate.

(d) In case the bidder does not honor its commitments under the provision of the contract agreement the security money will be forfeited.

4**. Foundation's Covenants.**

* 1. The Foundation will able to clear the bidder's bill within the 30 days of receipt of the invoice along with the delivery challan.
  2. In case the Foundation delay the payment without any valid reason is liable to plenty 8% of unpaid amount.

5. **Intimation of change in address.**

The Bidder shall forthwith intimate the purchaser of any change of his postal address and Work Station.

6. **Default.**

If the bidder shall fail to perform desired work within the stipulated period without any valid reasons, this agreement shall stand cancelled and full security money will be forfeited immediately.

7. **Arbitration.**

In the event of any dispute arising out of this agreement, the matter shall be referred to Secretary Ministry of Housing and Works as a sole Arbitrator.

8. **Litigation.**

In case of any litigation, the court of Islamabad shall have jurisdiction to hear the case related to litigation matters. Arising as a result of this agreement which ever is invoked earlier.

In witness parties, here to, have set their hands the day and the year first above written. Both the signatories of this agreement are legally competent, possess lawful authority and are safe and sound mental healthcondition to sign this bidding agreement, on behalf of the irrespective principles.

|  |  |  |
| --- | --- | --- |
| **Signed By** |  | **Signed By** |
|  |  |  |
|  |  |  |
| **Company Stamp** |  | **Company Stamp** |
| For and behalf of the M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | For and behalf of the PHA Foundation |

In presence of

**Witness**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CNIC No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CNIC No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CNIC No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CNIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LIST OF VEHICLES**

|  |  |  |
| --- | --- | --- |
| **S#** | **Vehicle Make/Model** | **VehicleNumber** |
| 01 | Hilux Revo (2020) | GAH-129 |
| 02 | Honda City (2019) | GAG-770 |
| 03 | Honda City (2019) | GAG-771 |
| 04 | Toyota Corolla GLI (2008) | GT-463 |
| 05 | Toyota Corolla GLI (2008) | GS-040 |
| 06 | Toyota Corolla GLI (2010) | GW-312 |
| 07 | Suzuki Cultus (2020) | GAG-924 |
| 08 | Suzuki Cultus (2020) | GAG-929 |
| 09 | Suzuki Cultus (2020) | GAG-930 |
| 10 | Suzuki Cultus (2010) | GW-180 |
| 11 | Suzuki Cultus (2010) | GW-181 |
| 12 | Suzuki Cultus (2010) | GV-046 |
| 13 | Suzuki Cultus (2010) | GV-035 |
| 14 | Honda Motorbike 125 (2019) | GAN-080 |
| 15 | Honda Motorbike 125 (2019) | GAN-084 |