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**TENDER NOTICE**

PHA Foundation intends to invite automobile workshops registered with Income and Sales Tax Department for the maintenance and repair of its fleet of 15 vehicles (Suzuki and Toyota in majority) which includes 2 motorbikes.

**Terms and Conditions for the Tender of Auto Mobile 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. Tender Documents can be obtained from the office of undersigned during office hours and can be downloaded from authority website i.e. ***phaf.gov.pk***
3. The firm should have proper workshop/setup at Rawalpindi/Islamabad.
4. The workshop must be managed with experienced Toyota, Suzuki, Honda, & other company’s vehicles mechanics, technicians and workers with at least one relatively qualified & experienced person preferably heading the team of mechanics / technicians at the workshop.
5. 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.
6. 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.
7. 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.
8. The pre-qualified firms would be required Security Deposit in the shape of Pay Order / Bank Draft / Call deposit of **Rs.32,500/-** (Rupees Thirty Two Thousand & Five Hundred only) in favor of PHA Foundation, Islamabad and in case of failure, the firm will be treated as non­prequalified. 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 envelopes shall also bear the word **"CONFIDENTIAL"** and following identifications

**Pre-Qualification of Auto mobile Workshops through open framework agreement**

**For Misc. Automobile Works**

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

12. The complete bid documents must be submitted by **29-10-2020** and the tender bids will be opened on same day at **01:00 P.M**, in the presence of bidders/representatives at committee room of PHAF Foundation.

13. The competent authority reserves the right to accept or reject all bids as per PPRA Rule (33)-2004.

14. The proposal / application shall be submitted in sealed envelopes marked as under:-

**Assistant Director (Transport)**

**PHA Foundation, Third Floor, Shaheed-e-Millat Secretariat, Building**

**Blue Area, Islamabad PH: 051-9201550**