



**Government of Pakistan
Ministry of Science & Technology
National Institute of Electronics
Plot No. 17, Sector H-9, Islamabad**



**PRE-QUALIFICATION OF AUTOMOBILE
WORKSHOPS FINANCIAL YEAR 2018-19**

**Submission of Bids: 26th November, 2018 at 2:00PM
Opening of Bids: 26th November, 2018 at 2:30PM**

Rs. (1000/-)

***National Institute of Electronics, Plot No. 17, Sector H-9, Islamabad.
Phone Number 092-051-9265009-13, Fax No. 051-9265018, web: www.nie.gov.pk***

BIDDING DOCUMENTS

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1. INTRODUCTION

National Institute of Electronics (NIE) an autonomous organization under the Administrative control of Ministry of Science & Technology (MoST) has been established in 1979 through the Presidential Ordinance No. III for the promotion of electronics at the national level. This Institute has highly trained/experienced pool of engineers, scientists and technicians, Qualified from the leading universities/institutions of the world. The institute is a premier design and development organization in the field of electronics in Pakistan. Since its inception in 1980 the Institute has developed considerable expertise in the area of Digital Electronics, Power Electronics, Computer Hardware/Software and Computer Training.

VISION

The vision of the institute is to undertake design and development in emerging areas of electronics and to acquire know-how in advance disciplines. Institute has the mandate for pilot production of electronic equipment, electronic components and software. It disseminates knowledge of electronic technologies to common users.

OBJECTIVES

Design and Development work in vital areas of electronics, and to develop know-how in advanced electronic techniques & exchange knowledge with sister organizations and impart advanced training in electronics. Design, Develop and Guide production of electronic test & control equipment, computing & opt-electronic devices. Establish close liaison with other organizations engaged in R&D, academic and production activities and design and development projects on contract with user organizations.

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 /workshop.
- e. Certificate for being not black listed ever.
- f. Detail 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. 15,000/- in favor of DG NIE Islamabad is attached	If yes please mentioned pay order number and date _____ _____
Annual turnover supported by income tax return for the last two years i.e. F/Y 2016-17 & F/Y 2017-18	
Assignment in hands:	
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 any government, semi government or private department/ organization)	

The information given above is true to the best of my knowledge; I undertake to inform National Institute of Electronics (NIE) 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 read and certificate signed.

Authorized Signature: _____

Name: _____

Designation: _____

Date: _____

NIE VEHICLES DETAILS:

S.#	Description	Vehicle Number	Model
1.	Honda City	GAB-157	2016
2.	Suzuki Cultus	GS-633	2007
3.	Suzuki Cultus	GE-734	2006
4.	Suzuki Cultus	GU-310	2009
5.	Suzuki Cultus	GU-311	2009
6.	Suzuki Cultus	CU-312	2009
7.	Suzuki Mehran	GE-733	2006
8.	Suzuki Pick-Up	GK-669	2006
9.	Suzuki Bolan	GE-987	2006
10	Suzuki Bolan	GE-988	2006

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

S. #	NATURE (TYPE OF SERVICES/WORKS)	REMARKS
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
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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			15
02	Machinery/Tools/ Staff Capability	<u>Very Well Equipped</u>	<u>10</u>	23
		<u>Medium Level Equipped</u>	<u>08</u>	
		<u>Below level Equipped</u>	<u>05</u>	
03	Managerial & Technical Staff Capability	<u>Good Management with experienced mechanics</u>	<u>10</u>	23
		<u>Only experienced Mechanics</u>	<u>08</u>	
		<u>Good management with Inexperience mechanics</u>	<u>05</u>	
04	NIE experience about	<u>Good service with Reasonable cost</u>	<u>10</u>	24
		<u>Good services with higher cost</u>	<u>08</u>	
		<u>Major assignments in hand</u>	<u>06</u>	
05	Major assignments in hand	<u>Greater</u>	<u>10</u>	15
		Less	<u>05</u>	

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

1. For this Pre-Qualification PPRA's Rule 15 and 16 will be adopted.
2. The Pre-qualification tenure will be three (3) years. Subsequently at the end of tenure the pre-qualification period can be extended to another term with the approval of competent authority or the case deemed fit.
3. Financial bids will be called from those firms only whom are pre-qualified by the Competent Authority.
4. The Request for Proposal (RFP) exceeding Rs. 0.1 million will be circulated among all the pre-qualified firms. Whereas the quotations (RFQs) shall be called on e-mail to all prequalified firms for repairing of NIE vehicles and any services having limit more than Rs. 25,000.00 up to Rs. 0.1 Million.
5. The firm should be registered with income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached.)
6. The firm should have proper workshop/ setup at Rawalpindi/Islamabad.
7. 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.
8. 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.
9. 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.
10. 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.
11. All parts should be brand new and in original manufacturers packing.

12. The pre-qualified firms would be required to submit Security Deposit in the Shape of Pay Order/Bank Draft/Call deposit for Rs. 15,000/- (Rupees fifteen thousand only) in favor of DG NIE Islamabad and in case of failure, the firm will be treated as non-prequalified. The security will be released to firms within 30 days after expiry of the period of pre-qualification. Cash/Cheque and less amount of security deposit will not be accepted.
13. 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.
14. The proposal/application shall be submitted in sealed envelope with company stamp marked as under:-

Confidential

**Bidding Documents for Pre-qualification of automobile workshop
National Institute of Electronics, Plot No. 17, Sector H-9, Islamabad**

15. The envelopes not marked, as instructed above will assume no responsibility for the misplacement of premature opening of the documents.
16. Incomplete and conditional responses will not be entertained.
17. The proposals should not have any over-writing or cutting. The application(s) with any of the aforementioned defects may not be considered.
18. The responses will be evaluated as per **Assessment Criteria** enclosed and all necessary requirements against each category and its subcategory will only be shortlisted for further evaluation.
19. For qualifying, bidders shall have to fulfill all the requirements as laid out in Assessment Criteria Performa. If any of the mandatory requirements is not met by the bidder, the bid will be cancelled straightaway and no further consideration will be given. Moreover, bidders will have to secure 70% (overall) score in the Evaluation Criteria for prequalification purpose.
20. NIE may seek clarification from any of the participating bidders, at any stage during the pre-qualification process, as deem necessary.
21. The Director General NIE reserves the right to accept/reject wholly or partially any response or cancel the pre-qualification process altogether at any stage of the pre-qualification process without assigning any reason.

Authorized Signature/Stamp _____

Dated _____

AGREEMENT FOR REPAIR MAINTENANCE OF VEHICLES

BETWEEN

NATIONAL INSTITUTE OF ELECTRONICS (NIE) ISLAMABAD

AND

M/S _____

This agreement is made on this _____ of
_____ 2018 at _____

between **National Institute of Electronics, Plot No. 17, Sector H-9, Islamabad**
(hereinafter called the **NIE** which expression shall include the successors and assign
unless the context otherwise admits) of the one part and

M/s _____ address _____

(hereinafter 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 up to 30-06-2021.
2. The bidder has agreed to provide services for repair/maintenance of vehicles
as per agreed terms and conditions.

NOW THE AGREEMENT WITNESSES AS FOLLOWS

3. Bidder covenants.

- a. The bidder will perform the repair/ maintenance works 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 NIE within the stipulated period, NIE has right to 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 a agreement the security will be forfeited.

4. Foundation's Covenants.

NIE will liable to clear the payment without any valid reason on receipt of the invoice along with the delivery challan.

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 fails 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 Director General NIE 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, hereto, have set their hands the year first above written. Both the signatories of this agreement are legally competent, possess lawful authority and are safe and sound mental health/condition to sign this bidding agreement, on behalf of their respective principles.

Singed BY

Signed By

**Company Stamp
For and behalf of the M/S**

**Company Stamp
For and behalf of NIE**

In presence of

Witness

1. _____

1. _____

CNIC NO. _____

CNIC NO. _____

2, _____

2. _____

CNIC NO. _____

CNIC No. _____