

**GILGIT-BALTISTAN
INFORMATION TECHNOLOGY DEPARTMENT GILGIT**

TENDER DOCUMENTS

Repair of Transport

FY 2024-2025



GILGIT-BALTISTAN IT DEPARTMENT GB

INTRODUCTION

Information Technology Department Gilgit-Baltistan invites Technical Proposals for Pre-Qualification of Workshops / Firms located in Gilgit for following Repair/Maintenance work as and when required during the Financial Year 2024-25: -

Repair/Maintenance of official vehicles of different make such as Toyota, Suzuki, Honda, etc.

2. Interested parties may submit their Technical Proposals under sealed cover to the Section Officer IT latest by **25th August, 2024 at 11:00 a.m.** which will be opened on the same date at **11:30 a.m.** in presence of bidders or their representatives in Office of the Secretary IT Department 1st Floor New Civil Secretariat Building Jutial Gilgit.

محکمہ انفارمیشن ٹیکنالوجی گلگت بلتستان نے مالی سال 2024-25 کے دوران ضرورت پڑنے پر مندرجہ ذیل مرمت / مینٹیننس کے کام کے لیے گلگت میں واقع ورکشاپس / فرمز کی پری کوالیفیکیشن کے لیے تکنیکی تجاویز طلب کیں

ٹویوٹا، سوزوکی، ہونڈا وغیرہ جیسی مختلف ساخت کی سرکاری گاڑیوں کی مرمت / دیکھ بھال وغیرہ۔

مقابلے میں شرکت کے لیے ٹینڈر دستاویزات اس اشتہار کی اشاعت کے بعد کسی بھی کام کے دن زیر دستخطی کے دفتر سے حاصل کیے جاسکتے ہیں۔

دلچسپی رکھنے والی فرمز 25 اگست 2024 کو صبح 11:00 بجے تک اپنی تکنیکی تجاویز سیل بند لفافے کے تحت زیر دستخطی کو بھیج سکتی ہیں جو اسی تاریخ کو صبح 11:30 بجے بولی دہندگان یا ان کے نمائندوں کی موجودگی میں کھولی جائیں گی۔

(حیدر رضا)

سیکشن آفیسر (آئی ٹی)

انفارمیشن ٹیکنالوجی ڈیپارٹمنٹ جی بی

فرسٹ فلور، نیو سیکرٹریٹ بلڈنگ جوٹیل گلگت

فون 927458

INSTRUCTIONS TO BIDDER (ITB)

1. The interested workshops must have at least 3 years' experience with Government Departments in relevant field.
2. The workshops/firms should have their own complete setup i.e. garage, spare parts availability and technical experts in, Gilgit.
3. The workshop/firms should have registration with Sales Tax and Income Tax Department. Valid documents must be attached with the bid. (if any)
4. The interested parties must have sound financial position; proof be provided with the bid.
5. Non-black listing certificate on affidavit must be attached with bidding document.
6. Tender Committee will conduct physical visit of all workshops / offices before prequalification.
7. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it, even at odd hours.
8. While submitting rates, the pre-qualified workshop/firm should clearly mention rates inclusive of all taxes / labor cost.
9. The workshop/firm will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the workshop/firm will be responsible to replace it free of cost.
10. The IT Department GB reserves the right to reject or accept any / all bids as per GB Public Procurement Rules, 2022.
11. Tender document fee as per category wise mentioned in the GB Finance Act 2024 (i.e. Rs. 4000 for tenders costing upto 5.00 million) may be deposited into **GB Consolidated Fund** head of account **C-03518-Sale of Tender Form Charges** through TR-6 and original challan be attached with the technical proposal.

COMMITTEES CONSTITUTED

1. Procurement Committee

i.	Section Officer/DDO IT	Chairman
ii.	AD Admin/Procurement IT Department	Member
iii.	Rep of other Department	Member

2. Grievance Redressal Committee

i.	Deputy Director Technical IT Department	Member
ii.	Accounts Officer IT Secretariat	Member
iii.	Rep of other Department	Member

EVALUATION CRITERIA

1. Terms & Conditions:

- i. Firms/Contractors are required to provide mandatory documents as at serial No.2 below to become eligible for technical evaluation process. No Firm/Contractor shall be eligible if any document is missing.
- ii. Technical evaluation shall be made as per criteria mentioned at serial No.3 below.
- iii. Only those Workshops/Firms/Contractors shall be considered pre-qualified who have obtained minimum 60% marks in technical proposal/bid.
- iv. Workshops/Firms/Contractors will be qualified in technical bid. Financial rates will be acquired from the said 04 firms as and when needed by the department. Firms offering in-appropriate rates shall not be considered.
- v. Experience of one year means a period of 12 months starting from 1st July to 30th June of every financial year. Firms have to produce proper experience certificate which can be verified from the department concerned.
- vi. Supply order for a single item shall not be considered as experience.

2. Mandatory Documents:

1.	Registration/Form-C of Firm
2.	Financial Soundness (Bank statement of 2 years from 1 st July, 2022 to 30 th June, 2024)
3.	Non-Blacklisted Affidavit on Stamp Paper of Rs.100/-
4.	Oil Authorization Certificate

3. Evaluation Criteria: (Total Marks=100)

- i. Technical Bid =100
- Total =100

<u>TECHNICAL BID</u>	
Relevant Experience	Marks Upto
Minimum 3 Years (10 marks) Every additional year will get 2 marks beyond 3 years upto maximum of 20 marks	20
Transaction of Rs. 1,200,000/- (10 marks) Every additional credit transaction of Rs.5 lac will get 2 marks upto maximum of 20 marks	20
Own Shop/Garage/condition of Garage/facilities (10+10+20)	40
Staff (technical experts)	10
Sufficient Stock	10
TOTAL	100

SO/DDO IT DEPARTMENT