



## **GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME**



**TENDER DOCUMENT**  
**FOR**  
**REPAIR/MAINTENANCE OF GBRSP VEHICLES**

<b>LAST DATE OF SUBMISSION OF APPLICATIONS</b>
<b>11:00 a.m. 19<sup>th</sup> Dec, 2022</b>
<b>DATE &amp; TIME OF OPENING OF APPLICATIONS</b>
<b>11:30 a.m. 19<sup>th</sup> Dec, 2022</b>



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### Invitation to bids

1. Gilgit-Baltistan Rural Support Programme is a Government Entity registered under section 42 of the companies ordinance (Companies Act, 2017), as a not-for-profit Company established by the Government of the Gilgit-Baltistan in year 2012.
2. Sealed proposals are invited from experienced and registered workshops, (hereafter called as bidders) fulfilling the criteria provided in the bidding documents for the selection of workshops based at Gilgit and Skardu for repair and maintenance of its official vehicles for year 2022-23.
3. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at (1-GBRSP head Office, street No. 02, Noor Colony, near Oasis Hotel, Jutial, Gilgit. 2- GBRSP Core Office near CM House Chinaar Bagh, Gilgit. 3- GBRSP Skardu Office near Asghar Chowk Karasmathang Olding Skardu ..... ) at the price of Rs 500/- of the bidding documents. {as per Rule 23(5) of Public Procurement Rules, 2004} Bidding documents can also be obtained through E-mail from the Admin & Procurement Officer: Muzamil.hussain@gbrsp.org.pk
4. The bids, prepared in accordance with the instructions in the bidding documents must reach at (GBRSP head Office, street No. 02, Noor Colony, near Oasis Hotel, Jutial, Gilgit. 2- GBRSP Core Office near CM House Chinaar Bagh, Gilgit (on **19<sup>th</sup> December, 2022 till 11:00 AM**). Bids will be opened the same day at (11:30). This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

Programme Manager

GBRSP Core Office near CM House Chinaar Bagh, Gilgit.

Phone No: 05811-922478



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



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## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### **Instructions to the Applicants**

Sealed tenders are hereby invited by GBRSP, under Single Stage-two Envelope bidding procedure under Rule 36 (b) of Public Procurement Rule 2004 from well reputed companies/workshops, for provision of services (Repair & Maintenance and other Allied Services for Vehicles).

1. The bid shall comprise a single package containing two separate envelopes. Each Envelope shall contain separately the financial proposal and the technical proposal.
2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
4. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of GBRSP without being opened;
5. GBRSP shall evaluate the Technical Proposal first in the manner prescribed in these bidding documents, without reference to the price and reject any proposal which does not conform to the specified/mandatory requirements under this Bid document;
6. During the technical evaluation no amendments in the technical proposal shall be permitted;
7. The Financial Proposals of technically qualified bids will be opened in the presence of bidders or their nominated representatives at a time, date and venue announced and communicated to the bidders in advance.
8. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders;
9. The bid found to be the most advantageous bid, as defined under Rule 2 (h) of PP Rules, 2004, shall be accepted for award of Contract.
10. The applicants are bound to pay bid security of 2% through bank draft in the name of GBRSP.



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### **TERMS & CONDITIONS**

1. GBRSP (Client) intends to invite applications at GBRSP OFFICE, NEAR CM HOUSE CHINAR BAGH from well-known/established workshops based at Gilgit and Skardu (separate documents to be submitted for Gilgit & Skardu) for selection of workshops (firms/company) for repair/maintenance of GBRSP official vehicles on credit basis (monthly payment) for year 2022-23.
2. Workshops must have sufficient (not less than 5 years) experience for repairing of different kinds of vehicles i.e., Cars, Jeeps, SUV's, Pickups, and Prado (both Diesel & Petrol) etc.
3. Application on prescribed form (**Annex-A**) duly completed in all respects and signed on each page Documents by the authorized representative of the workshop, should reach the under mentioned Office on/before 19/12/2022 at **1100** hours: which will be opened on same day at **11:30** hours.
4. Bids will be opened by Opening/Evaluation Committee, in presence of the Applicants or their authorized representative(s) who may choose to attend. Late submission of Bid Documents after due date & time shall not be entertained.
5. The Documents duly signed and stamped on each page shall be delivered to GBRSP in person by the applicant or through authorized representative of the applicant or through Courier or Email at the below mentioned address. Submission of Bid Documents through mail telegraph or fax shall not be considered. If the applicant fails to submit his Bid Documents as stated above, same would be considered as non-responsive.
6. The Contract provides only for services listed (or any other work as per need) and includes labour on services and/ repair work at any time of breakdown, and spare parts will be provided by GBRSP (client).



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7. Following mandatory documents should be enclosed with Bid Documents. Failing to provide the below mentioned mandatory documents shall result in disqualification of the bidder/applicant.

No.	Description
a.	Proof of Ownership and/ or Partnership.
b.	Copy of CNICs of owner and/ or partners.
C.	Date of establishment of workshop with documentary proof
d.	Whether the workshop/Dealer/Supplier place in possession of the owner : -
	i. On rent Attested copy of rent deed to be attached.
	ii. On Lease Attested copy of lease agreement.
	iii. Own Property Attested copy of ownership. i.e. Registry of Allotment Letter, etc.
e.	Attested copies Registration Certificates
f.	Last six month's Bank Statement and account maintenance certificate at any bank including KCBL.
g.	An affidavit on judicial Stamp Paper of Rs. 100/- (Duly attested by Notary Public) that workshop is not blacklisted from any organization and also not involved in court cases. etc., as per the Specimen attached at <b>(Annex-B)</b>
h.	Detail of all essentials repairing facilities i.e., Mechanical, Electrical, Denting, Painting, Air Conditioning Services (optional), Wheel Alignment/ Balancing Services (optional), for petrol and diesel <b>(Annex-C)</b>
i.	Detail of technical staff with relevant work experience <b>(Annex-D)</b>
j.	Detail of Equipment's/Tools/Diagnostic Equipment's, etc. <b>(Annex-E).</b>
k.	Detail of service area and parking place available at the workshop as how many vehicles could be parked safely under lock and key. <b>(ANNEX-F)</b>
l.	If workshop is on approved panels of other Government Departments/organizations, then attach documentary proof and Performance Certificate from concerned Department/Organization <b>(Annex-G).</b>
o	A Bank Draft/Pay Order of 5,000/- as Registration Fee from New Workshops (Non-Refundable) in the name of <b>General Manager (Gilgit-Baltistan), GBRSP Gilgit</b> be enclosed with the Application.



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### 1. Scope of job:

- a) The contractor with lowest offered bid will be awarded work order for the said repair and maintenance of vehicle.
- b) The qualified service provider will share the quotations of required vehicle services as and when required by GBRSP if the work is beyond the scope of general repair and maintenance.
- c) The contractor will provide financial proposal for repair and maintenance of GBRSP's official vehicles as per the list provided.

### 2. Description of Services and Location:

The Service Provider shall be responsible for providing repair and maintenance (preventive/corrective) and other allied servicing (if any) to the Vehicles belonging to GBRSP Gilgit and/or Skardu on need basis for the attached list of vehicles(can be increased or decreased). (Please see attached list of vehicles to be serviced).

### 3. SPECIFIC DUTIES

- a) General Maintenance services referred to in paragraph above are to include: Changing of engine oil, transmission oil, oil filter, air filter, brake pads, bushing, greasing, denting, painting, electrical, mechanical and any other maintenance/ services as may be required.
- b) The Contract provides only for services listed and includes labour on services and/ repair work at any time of breakdown, and spare parts will be provided by client. The Contract does not cover repair cost in case of damage to or breakdown of vehicles caused by fire, accident or abuse.
- c) The Service Provider will furnish the list of parts to the client and accordingly GBRSP will provide the parts to the service provider for replacement, if required.



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### 4. Terms of Reference

To provide uninterrupted service of vehicle's repair and maintenance, service provider will agree on the following terms of references.

- a) The Service provider will be bound to provide required services within agreed timelines starting from issuance of purchase order.
- b) A penalty of 2% of value of purchase order will be charged on each day delay after agreed deadline.
- c) In case of any dispute regarding quantity, quality of service and specification, the decision of the GBRSP shall be final & binding.
- d) The payment for the services will be made through cross cheque on the successful completion of service and receipt of invoice as per GBRSP rules.

### 5. Guidelines

- a) Only technically responsive applicants will be considered for opening of financial proposals/quotations.
- b) GBRSP employees (Officials/ Officers) as well as their blood relatives are not eligible to participate for the tender.
- c) All documents and information received by GBRSP from applicants will be treated in strictest confidence.
- d) Documents submitted to GBRSP will not be returned.
- e) All expenses related to participation in this bid shall be borne by the applicant/s.
- f) Documents shall be submitted in hard copies in a sealed envelope marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" separately in one large envelope. The envelope containing hard copies proposal shall be received on the postal address given below.
- g) GBRSP reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- h) GBRSP reserves the right to verify any information provided by the applicants.
- i) Questions about tender documents can be made only in writing: a letter or an e-mail and must be asked by or before ..... For any other related information please contact the undersigned.





## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### Postal Address

1. Programme Manager Admin, Procurement & HR.  
Gilgit Baltistan Rural Support Programme  
Core office, Near CM House, Chinaar Baagh Gilgit  
E-mail: [usman.zeb@gbrsp.org.pk](mailto:usman.zeb@gbrsp.org.pk)  
T: +92-5811-920680

2. Admin & Procurement Officer  
Gilgit Baltistan Rural Support Programme  
Head Office, Street No. 02, Noor Colony, Jutial, Gilgit  
E-mail: [muzamil.hussain@gbrsp.org.pk](mailto:muzamil.hussain@gbrsp.org.pk)  
T: +92-5811-922478



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### LIST OF VEHICLES

1. TOYOTA
  - I. Toyota Hilux 4x4(model year 1988 to 2003)
  - II. Toyota Hilux 4x2 (Model year 1998 to 2003)
  - III. Toyota Corolla GLI (model year 2017)
  - IV. Toyota Land Cruiser RKR Jeep (model year 1991)
  - V. Toyota VIGO (model year 2007)
  - VI. Toyota Prado TX (model year 2004)
  - VII. Prado 5 door 1KZ engine ( model year 1994)
2. HONDA
  - I. Honda BR-V M/T 1.5 ( model year 2018)
  - II. Honda BR-V-I VTEC-S 1.5-(model year 2018)
3. SUZUKI
  - I. Suzuki Potohar Jeep (model year 1992-2003)
4. MITSUBISHI
  - I. Mitsubishi Pajero (model year 1984-88)
5. KIA
  - I. KIA Sorento 4wd (model year 2022)



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### EVALUATION CRITERIA

Sr. No.	Description	Category Points	Total Points	Documents Required
<b>1</b>	<b>Relevant Experience</b>		20	Copies of work orders OR Start of workshop on company letter head OR NTN certificate
1.1	1 - 5years' experience	5	-	
1.2	5 - 8 year	10	-	
1.3	8 - 12 years' experience	15		
1.4	More than 12 years' experience	20		
<b>2</b>	<b>Financial Capability</b>	-	<b>10</b>	Copies of last year's tax returns or Bank statement is required
2.1	Bank Statement worth if up to 05 lac rupee	03	-	
2.2	if more than 05 lac & up to 10 lac rupees	05	-	
2.3	If more than 10 lac & above	07		
2.4	If more than 30 lac rupees	10		



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<b>3</b>	<b>Total Clients with Workshop</b>	-	<b>20</b>	List of clients on signed company letter head required.
3.1	If 1 – 3 clients	5	-	
3.2	If 4 – 7 clients	10		
3.3	If 8 – 10 clients	15	-	
3.4	If more than 10 clients	20	-	
<b>4</b>	<b>Workshop Machinery/ Tools/ Equipment Points will be given as per available facilities. (Full marks for 20 and above.)</b>		<b>20</b>	Details of workshop facilities on signed company letter head is required. ( Annex D)
<b>5</b>	<b>Working Staff</b>  <b>1.</b> Supervisor 01 (1supervisor=03 marks, 2& above supervisors=05 marks) <b>2.</b> Auto Mechanic's 02 (1Mech=03 marks, 2Mech=05 marks, <b>4.</b> Auto Electricians 01 (1Auto Elect=03 marks, 2& above Elect=05 marks) <b>5.</b> Auto Denter Painter 01 denter (03marks) 01 painter(02 marks)		<b>20</b>	List of working staff on signed company letter head is required. ( Annex D )



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<b>6</b>	<b>Major Assignments in hand</b>		10	Copies of Work Orders
	If 1 to 5	03		
	If 5 to 10	07		
	If 10 and above	10		



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### Financial Proposal

LABOUR CHARGES														
S/N	Nature of Job	1 Honda BR-V M/T 1.5 2018	2 Honda BR-V-I VTEC-S 1.5- 2018	3 Toyota Hilux 4*2	4 Toyota Hilux 4*4	5 Toyota GLI	6 Suzuki Potoh ar Jeep	7 Toyota land Cruise r mode l 1991	8 VIGO 2007 mod el	9 TX 2004 mod el	10 Mitsubis hi 1984- 5	11 Prado 5 door 1 kz engin e	12 KIA Sorento 4wd	DILIVER Y TIME PERIOD
A.	Engine													
1	Major Engine overhauling work													
2	Minor Engine overhauling work													
3	Remove & re install of Engine													
4	Engine tune up													
5	Engine tappet checked													
6	Compression test													
7	Ignition test													
8	Engine analyzer checked													
9	Engine oil change													



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10	Fuel injection pump calibration													
11	Nozzle service													
12	A/C Engine service													
13	A/C Engine Gas Filing													
<b>B.</b>	<b>Transmission ( Gear )</b>													
1	Clutch plate / Pressure plate													
2	Transmissi on oil seal													
3	Transmissi on oil change													
4	Gear shifting lever													
5	Gear Foundatio n													
6	Clutch adjust													
7	Propeller shaft adjust													
8	Universal joint Greece													
9	Clutch servo checked													
10	Clutch fluid													



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11	Visible checked													
12	Gear fluid level checked													
13	Gear shifting checked													
<b>C.</b>	<b>REAR DIFRENTIAL</b>													
1	Humming Noise checked													
2	Hub nut checked													
3	Axel Position checked													
4	Differenti al Oil Level checked													
5	Oil seal leakage													
6	Pinion Bearing													
7	Radians Gear position													
8	Bevel Gear													
9	Gear carrier complete													
10	Differenti al join													
<b>D.</b>	<b>WHEEL &amp; BRAKE</b>													
1	Wheel service													





## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



2	Wheel Greece													
3	Brake fluid change													
4	Master cylinder													
5	Wheel cylinder													
6	Brake washer													
7	Wheel bearing big													
8	Wheel bearing small													
9	Brake shoe													
10	Brake disc													
11	Brake lining													
12	Brake rivet													
13	Brake leather													
14	Brake shin													
15	Brake booster													
16	Brake cylinder													



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



17	Brake pipe													
18	Parking Brake													
19	Brake pedal													
20	Wheel alignment													
21	Wheel balancing													
22	Wheel rotation													
23	Wheel rim													
24	Wheel drum													
25	Wheel nut													
26	Wheel hub													
<b>E.</b>	<b>SUSPENSSION</b>													
1	Leave spring R & Replace													
2	Shackle													
3	Trinion ( Malla)													
4	Shock observer													
5	Leave sparing buses													



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6	Leave spring pin													
7	Leave sparing hanger													
8	Central bolt													
9	Lave spring adjustmen t													
10	All nut bolts adjust													
11	General checking													
12	Tie rod adjustmen t & gracing													
13	Steering adjustmen t													
14	Steering clum													
15	Steering rack gracing													
16	Steering power assembly													
17	Control arm upper side													
18	Control arm lower side													
19	Balance rod													



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



20	Stand bolt													
21	Stand bolt bush													
22	Stabilizer bar													
23	Balance rod													
<b>F.</b>	<b>ELECTRICAL</b>													
1	Complete dish board R&R Replace													
2	Complete Harness wariiing													
3	Battery checked													
4	Battery mixture checked													
5	A/C system checked													
6	Horn checked													
7	Minor electric work as like horn													
8	Battery terminal													
9	A/C Gas filling													
10	Starting motor checked													



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



11	Generator work													
12	Alternator													
13	Viper work													
14	Battery charging													
15	Battery visible inspection													
<b>G.</b>	<b>GENERAL WORK</b>													
1	Complete service													
2	Fog lights													
3	Viper blade													
	<b>Grand Total</b>													

- All rates should be given as a mandatory requirement otherwise the bidder shall be disqualified.



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### ANNEX A

#### ORGANIZATION FORM

1. Name of Workshop:  
.....
2. Date of Establishment: .....
3. Name of Owner:  
.....
4. Father's Name:  
.....
5. Address of workshop: .....  
.....
6. Telephone No.  
Business.....Cell.....
7. CNIC No: .....
8. What is the legal status of your organisation? Tick the relevant box). (Attach Copy/Copies of Registration Certificate/s)
  - a) Public Sector Organisation
  - b) Sole Proprietor
  - c) Public Ltd. Company
  - d) Private Ltd. Company
  - e) Private Partnership Firm
  - f) Others (Please specify)

The terms and conditions as prescribed in the “Documents” are understood and fully accepted by the Undersigned.

Dated.....

(Signature of Applicant)



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### SPECIMEN

### ANNEX-B

ON JUDICIAL STAMP PAPER OF RUPEES 100/-  
(DULY ATTESTED BY THE NOTARY PUBLIC)

(AFFIDVAVIT)

I the undersigned Mr.....S/O  
Mr.....

Owner/authorized representative of M/S .....do

Hereby solemnly affirm as under:

1. That we are not involved in any court case with GBRSP Authority and /or Government Departments/ Organizations/ Autonomous Bodies.
2. That our workshop has not been blacklisted with any government department including GBRSP.
3. That we are not defaulters of any bank, financial institution, any Government Department, GBRSP and Taxation Department of Pakistan.
4. That the above statements are correct to the best of my knowledge while no information has been kept hidden intentionally. If any information given in the application is found incorrect then Pre-Qualification and subsequent registration on GBRSP panel of our Firm/workshop will stand cancelled without notice.

Signature: -----

(By Authorized Representative of the workshop)



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### ANNEX-C

#### DETAILS/STATUS OF “AUTO WORKSHOP”

<u>Area of Workshop</u>		<u>Status of workshop (Also Attach Documents)</u>		<u>Tick for Yes Only</u>
Total Area		On Rent	Attested Copy of Rent Deed	
Covered		On Lease	Attested copy of Lease Agreement	
Service		Own Property	Attested copy of ownership documents	
Parking		.....	.....	

.....

Available Facilities	Yes / No	Working Area condition	Parking Space	Security /Safety Agreement
Mechanical		How many vehicles can be repaired at a time within workshop?  <input type="text"/>	How Many Vehicles can be parked within Boundary?  <input type="text"/>	24 Hours (Full Time)  <div style="border: 1px solid black; padding: 5px; text-align: center;">Yes /No</div>
Electrical				
Denting /Painting				
Sublet Repairing in case of: Wheel Alignment/ balancing Kamani Making Radiator Repairing Silencer Repairing Air condition Repairing etc.		Shop on road side. How many vehicles can be repaired at a time?  <input type="text"/>	Shop on Road side. How many vehicles cane be parked at a time?  <input type="text"/>	Only after closing Hours.  <input type="text"/>
Wheel Alignment in your own Workshop		Shops in main Auto market.	Shop in main Auto market.	Safety Measure i.e.





## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



AC Specialist and repairing in your own workshop		How many Vehicles can be repaired at a Time? <div></div>	How many Vehicles can be parked at a Time? <div></div>	Fire Fighting Equipment's Etc. <div></div>
--	--	---	---	---



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### ANNEX-D

Number of Mechanics/Technician etc and their Experience

1.	Name of the Mechanical Expert	
	CNIC No.	
	Total Experience	
	Working Tenure in the Workshop	
2.	Name of the Technician	
	CNIC No.	
	Total Experience	
	Working Tenure in the Workshop	
3.	Name of the Electrician	
	CNIC No.	
	Total Experience	
	Working Tenure in the Workshop	
4.	Name of the \Denter/ Painter	
	CNIC No.	
	Total Experience	
	Working Tenure in the Workshop	
	Area of Expertise / Working Experience	
5.	Name of the Watchman/ Security Guard	
	CNIC No.	
	Total Experience	
	Working Tenure in the Workshop	
<b>Total Technical / Security Staff:</b>		

**Note:** Attach additional pages if ne



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



### ANNEX- E

#### Diagnostic Equipment / Mechanical, Electrical & Body Work (Denting / Painting Tools)

Date: \_\_\_\_\_

Sr.#	Equipment/Tools/Diagnostic Equipment	Yes	No	Remarks
1	Automotive Diagnostic Equipment/CO Tester			
2	Computerized Engine Tuning equipment/Engine analyzer			
3	Engine Compression Test facilities			
4	Common Rail injector tests			
5	Excessive Smoke Meters			
6	Break Bleeder kit			
7	Clutch Bleeder Kit			
8	Electrical Test Meters			
9	Car Battery Tests			
10	Auto Transmission Oil Changer			
11	Engine Oil Changer			
12	A/C Gas Auto recharger/gas sever			
13	Computerized wheel alignment equipment			
14	Computerized wheel balancing/changer			
15	Good Quality Mechanical+ Electrical and Body repairing equipment/Tools			
16	Paint Booth			



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



17	Jacks			
18	Car Lifts			
19	Frame re aligner/equipment			
20	Lath Work machines			
21	Engine Overhauling facilities			
22	Auto Transmission work facilities			
23	Radiator Repairing/flushing facilities			
24	Road Springs (Kamani) work facilities			
25	Silencer Faults facilities			
26	Seats + Poshish work facilities			
27	Door Locks + Power windows faults facilities			
28	Denting related Special Tools			
29	Re-painting related Special Tools			
30	Painting Booth Facility			

**Note: Attach additional pages if needed\**

---

**Signature**

---

**Stamp**



## GILGIT-BALTISTAN RURAL SUPPORT PROGRAMME



Annex-F

### GBRSP

#### **DETAILS OF “EXPERIENCE WITH OTHER GOVERNMENT DEPARTMENTS/ ORGANIZATIONS/ AUTONOMOUS BODIES, ETC”**

<b><u>No.</u></b>	<b><u>Name of the Govt Dept/Organization/ Autonomous Body, etc.</u></b>	<b><u>Experience (Period)</u></b>	<b><u>Nature of Services Provided</u></b>
1.			
2.			
3.			
4.			
5.			

**Note.** Attach documentary proof (Copies of work orders) and Performance Certificate from concerned Govt Department/ Organization / autonomous Body.