

**BIDDING DOCUMENTS
FOR**

**PROVISION OF SERVICES (REPAIR & MAINTENANCE
AND OTHER ALLIED SERVICES FOR VEHICLES) AND
SUPPLY OF SPARE PARTS**

**Available also on NATCO website
(www.natco.gov.pk)**

July, 2018

**Northern Areas Transport Corporation Gilgit-Baltistan,
Pakistan**

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A. INVITATION OF TENDER

Northern Areas Transport Corporation (NATCO), is a Federal Government own Transport Company. The management is pleased to invite sealed tender under Single Stage-Two Envelopes bidding procedure under Rule 36(b) of Public Procurement Rules 2004 from the reputed firm registered with income tax and sales tax departments for provision of services (Repair & Maintenance and other Allied Services for Vehicles) and supply of Spare Parts for three (3) financial years i.e. 2018-19; 2019-20 and 2020-21, wherein the contract may enter into the second and third year contingent upon successful completion of the preceding FY, on following terms and conditions.

1. Bidding Documents are available for the interested bidders at "NATCO Islamabad office, Plot#48, Faqir Aipee Road, Sector I-11/4, Islamabad" and "NATCO Head Office Shahrah Quaid -e- Azam Jutial Gilgit" on any working day during office hours on submission of a written request along with pay order of Rs.10,000/- (Non-Refundable) in favor of M/S. NATCO. Bidding documents can also be downloaded from NATCO website at "www.natco.gov.pk".
2. Supplier will be responsible for all applicable taxes.
3. Bid opening and evaluation procedure would be as per rule 36(b) of PPRA Rules 2004 under single stage two envelop procedure.
4. A pre-bid meeting will be held at 11:00 AM on the 19th July, 2018 at "NATCO Islamabad office, Plot#48, Faqir Aipee Road, Sector I-11/4, Islamabad". All bidders are encouraged to attend the pre-bid meeting.
5. The bids complete in all respects shall be submitted in two envelopes - the **financial proposal** and the **technical proposal**, combined in one large envelop, and shall reach the following address on or before 2nd August, 2018 up to 12:00 PM. The technical proposal shall be opened by the respective Committee at "NATCO Office, Islamabad", on the same day at 12:30 PM in the presence of firms' /authorized representative, if they wish to.
6. After evaluation of and approval of the technical proposal the financial proposal of the technically accepted bidders will be opened as per rules.
7. All other terms and conditions are as laid down in the tender documents.
8. The NATCO reserves the right to accept or reject any or all applications at any time before acceptance of or proposal in accordance with PPRA Rules 2004.

MANAGING DIRECTOR

05811-920312

**GOVERNMENT OF PAKISTAN
NORTHERN AREAS TRANSPORT CORPORATION
GILGIT-BALTISTAN**

INSTRUCTIONS TO THE BIDDERS

Sealed tenders are hereby invited by NATCO, under Single Stage-Two Envelopes bidding procedure under Rule 36(b) of Public Procurement Rules 2004 from well reputed firms/organizations/companies, for provision of services (Repair & Maintenance and other Allied Services for Vehicles) and supply of Spare Parts for three (3) financial years i.e. 2018-19; 2019-20 and 2020-21, wherein the contract may enter into the second and third year contingent upon successful completion of the preceding FY.

TERMS AND CONDITIONS

Sealed tender bid should be submitted to NATCO Terminal, Plot # 48, Sector I-11/4, Islamabad before 12:00 PM on 02-08-2018.

1. The sealed envelope of tender (Technical Proposal) will be opened in the presence of the bidders on 02-08-18 @ 12:30 PM by the Committee constituted for the purpose by the competent authority of NATCO.
2. The bidder should have experience of 5 year of services (Repair & Maintenance and other Allied Services for Vehicles) and supply of Spare parts with private or any government department.
3. All the bidders should have bank transaction Rs.10 million in the last six month of date of advertisement.
4. The bidder will submit call deposit/demand draft amount of Rs. 5,000,000/- (Rupees 5 million) as bid security in favor of M/S NATCO and will be returned to unsuccessful bidder as per PPRA rules 2004.
5. All the bidders should submit the information as per Form-1 , Form-2 and Form-3 attached with the tender documents. However NATCO Team will physically verify the capability and resources of a bidder and that will be final.

Form 1: Form of firms / workshops

The bidder will fill all the fields in the form accurately. In case, the prospective bidder has premises other than Islamabad, the bidder has to submit an affidavit that upon being successful in the bid, he will establish the requisite workshop within 2 months on Letter of Acceptance.

Form 2: Diagnostic Equipment

The bidder has to fill accurate information as to the available tools with the firm, and submit affidavit as to make available all the requisite tools within 15 days of Letter of Acceptance;

Form 3: Technical Staff

The bidder will provide accurate data as to available technical staff for the assignment with NATCO. Form be filled with complete care. NATCO reserves the right to interview the technical staff for their competence and availability.

6. The bidder declared disqualified / blacklisted by any of the public/private sector entity/client in Pakistan shall be ineligible to apply for bidding. The bidders having bad repute with NATCO over the preceding years may apply; but NATCO reserves the right that upon their being technically responsive and financially lowest, to double their performance security to cover the probable loss. Black Listed firms by NATCO in any of the previous years would automatically invoke this clause.
7. The bidder shall submit with its application, the following additional documents:
 - a) Signed affidavit on Rs. 100.00 judicial paper confirming not having been declared debarred/blacklisted by any of the public/private sector entity and client(s) in Pakistan.
 - b) Signed affidavit on Rs. 100.00 judicial paper submitting detail of litigation against NATCO as well as during last three years.
 - c) An affidavit on a non-judicial stamp paper indemnifying NATCO of any litigation in case NATCO deducts penalty out of quality concerns at any time of repair's committed life, or reject part or whole assignment;
 - d) Detail of past experience, period of contract.
8. If any defect/ deficiency were noted after submission of bill, cost of same will be deducted at the time of payment.
9. The successful bidder will be responsible to provide services/ spare parts as per demand during the agreement period and the Corporation will not be responsible for any increase in the price in the cost/rate. However, if the contract extends to the next FY, a premium not exceeding 10% as per provisions of the Contract Agreement;
10. The contractor will be required to give prompt and efficient service. If the contractor failed to supply spare parts/provide services within stipulated time period as mentioned in bidding documents, then the same will be purchase/hire from the open market under the rules, risk and cost and payment to the party will be made from the security deposit/bills payable of the bidder.
11. The contractor will be responsible for safe custody of NATCO vehicle during the work and will handle it very carefully. The contractor will be responsible for any damage, losses, theft or pilferage of NATCO assets during the course of execution of contract and actual losses on these accounts will be received from them.
12. If a vehicle break down enroute after the completion of repair work, then shifting of vehicle and other expenses will be borne by the contractor. NATCO may provide one off-road vehicle at the disposal of the contractor and NATCO mechanics for emergency response. Maintenance and operations of the off-road vehicle given at the disposal of the contractor will also be

borne by the contractor. On expiry of the contract, the vehicle shall be returned to NATCO in a same or better condition.

13. The rate quoted by the bidder will be inclusive of all taxes and other charges etc.
14. Payment of the bill will be made after submission of bill duly verified by NATCO authorities and according to the NATCO procedure.
15. The bidder shall have to provide complete range of services & parts, and accordingly to fill all the forms of bidding documents and provide services of repair and maintenance and supply of spare parts. Partial bids and incomplete form shall disqualify the bidder without any recourse.
16. The successful bidder will provide space/ two rooms for the official staff of the NATCO at Islamabad in his premises of repair to supervise the repair work and to monitor the repair work as per bidding documents.
17. The contractor will place his mechanical team in different districts of GB with mutual understanding.
18. The supplier will provide genuine parts only, to be procured preferably from the Sole distributors directly by the Contractor. In case the contractor procures the spare parts from other sources, he has to submit a certificate assuming responsibility of the part being 100% genuine. Used / Kabuli parts should not be installed, unless under approval of the workshop manager with due justification; in case of default occur because of sub-standard parts, the contractor will be held responsible and the full cost of damage and repair, besides any penalty, will be deducted from the outstanding bills.
19. An agreement will be signed with the successful bidder clearly spelling out the terms and conditions as mentioned in these documents and SOP.
20. The competent authority reserves the right to accept / reject any tender or all tenders as per PPRA Rules, 2004.

MANAGING DIRECTOR

To,

M/S _____

Signature of bidder: _____

Form 1

Form for Firm/Workshop

Date: _____

Sr. No.	Description	Minimum Requirement	Area / Status by the Applicant
a.	Total Area	At-least Twenty vehicles can be parked / repaired at a time.	
b.	Covered Service Area	At-least Ten vehicles can be repair at a time under the shed.	
c.	Covered Parking Area	At-least Ten vehicles can be parked at a time.	
d.	Status of Property	<ul style="list-style-type: none">• On Rent (Attested copy of Rent Deed)	
		<ul style="list-style-type: none">• On Lease (Attested copy of Agreement)	
		<ul style="list-style-type: none">• Own Property (Attested copy of Ownership)	
e.	Safe Parking / Custody (Availability of Guards / Watchman)	Yes or No (If, Yes then give the detail)	

Signature

Stamp

Form 2

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			
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			

Signature

Stamp

Form-3
Technical Staff

Date: _____

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 Security Guard	
	CNIC No.	
	Total Experience	
	Working Tenure in the Workshop	
	Area of Expertise / Working Experience	
5.	Name of the Watchman	
	CNIC No.	
	Total Experience	
	Working Tenure in the Workshop	
Total Technical / Security Staff:		

Signature

Stamp

BIDDING PROCEDURE

The tender has been invited under Single Stage-two Envelopes bidding procedure under Rule 36(b) of Public Procurement Rule 2004;

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- (iv) The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the tender committee without being opened;
- (v) The tender committee shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue mentioned in the tender;
- (viii) After the evaluation and approval of the technical proposal the tender committee, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) The bid found to be the lowest evaluated bid shall be accepted.

Financial Bid

(Format available in separate PDF file)

Draft Contract Agreement

This agreement is made on 0-0-2018 between **M/S Northern Areas Transport Corporation, Gilgit-Baltistan** (hereinafter called the first party) and **M/S _____** (herein after called the Second party) for provision of services (Repair & Maintenance and other Allied Services for Vehicles) and supply of Spare Parts for the financial year 2018-19 being the found lowest.

- 1 The second party will provide spare parts and services (Repair & Maintenance and other Allied Services for Vehicles) as per rate list attached.
- 2 The second party will provide services (Repair & Maintenance and other Allied Services for Vehicles) and supply of Spare Parts / supply on demand of first party.
- 3 The technical team of NATCO will examine and carry out the technical inspection of the spare parts supplied and repair work carried out by the second party.
- 4 Payment of the bill will be made after submission of bill duly verified by NATCO authorities and according to the NATCO procedure. In case of late payment no extra payment will be demanded by second party.
- 5 The second will be responsible to provide services/ spare parts as per demand during the agreement period and the Corporation will not be responsible for any increase in the price in the cost/rate. The second party will not claim any escalation, if the prices will increase during the year 2018-19.
- 6 The Second party will provide Geneon parts only, in case of default occur because of sub-standard parts the second party will be held responsible and the full cost will be deducted from the outstanding bills.
- 7 The successful bidder will provide space/ two rooms for the official staff of the NATCO to monitor the repair work.
- 8 The security deposit/ performance deposit of second party will be released on expiry of the contract period.
- 9 All taxes and charges will be the responsibility of the second party. The Withholding tax will be deducted from bills of second party as per Government rule.
- 10 The second party will be required to give prompt and efficient service. If the second party failed to supply spare parts/provide services within stipulated time period, then the same will be purchase/hire from the open market under the risk and cost basis, and payment to the party from the security deposit/bills payable of the bidder.
- 11 The second party will be responsible for safe custody of NATCO vehicles during the work and will handle it very carefully. The second party will be responsible for any damage, losses, theft or pilferage of NATCO assets during the course of execution of contract and actual losses on these accounts will be received from them.

- 12 If a vehicle break down enroute after the completion of repair work, then shifting of vehicle and other expenses will be borne by the second party. The first party may provide one off-road vehicle at the disposal of the second party and NATCO mechanics for emergency response. Maintenance and operations of the off-road vehicle given at the disposal of the contractor will also be borne by the second party. On expiry of the contract, the vehicle shall be returned to NATCO in a same or better condition.
- 13 The second party will provide genuine parts only, to be procured preferably from the Sole distributors directly by the Contractor. In case the contractor procures the spare parts from other sources, he has to submit a certificate assuming responsibility of the part being 100% genuine. Used / Kabuli parts should not be installed, unless under approval of the workshop manager with due justification; in case of default occur because of sub-standard parts, the contractor will be held responsible and the full cost of damage and repair, besides any penalty, will be deducted from the outstanding bills.
- 14 Any misunderstanding or dispute if arises, will be settled with mutual consultation or through arbitration Act.
- 15 This agreement is mutually agreed by the both parties.
- 16 The contract may be extended to second and third years contingent upon successful completion of the preceding financial year.

PARTY 1

Managing Director NATCO

Witness 1-----

PARTY 2

M/S _____

Witness 2-----

DRAFT OF BID SECURITY
(Bank Guarantee)

Guarantee No. _____
Executed on _____
Expiry date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____

Name of Principal (Bidder) with address: _____

Penal Sum of Security (express in words and figures): _____

Bid Reference No. _____ Date of Bid _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal, we the Guarantor above-named are held and firmly bound upto the _____ the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying Bid numbered and dated as above for _____ (Particulars of Bid) to the said Employer; and

WHEREAS, the Employer has required as a condition for considering the said Bid that the Principal furnishes a Bid Security in the above said sum to the Employer, conditioned as under:

- (1) that the Bid Security shall remain valid for a period 28 days beyond the period of validity of the Bid;
- (2) that in the event of;
 - (a) the Principal withdraws his Bid during the period of validity of Bid, or
 - (b) the Principal does not accept the correction of his Bid Price, pursuant to Sub-Clause 24.2 of Instructions to Bidders, or
 - (c) failure of the successful bidder to
 - (i) furnish the required Performance Security, in accordance with Clause 34 of Instructions to Bidders, or
 - (ii) sign the proposed Contract Agreement, in accordance with Clause 35 of Instructions to Bidders, then the entire sum be paid immediately to the said Employer as liquidated damages and not as penalty for the successful bidder's failure to perform.

NOW THEREFORE, if the successful bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Bid as accepted and furnish within twenty eight (28) days of his being requested to do so, a Performance Security with good and sufficient surety , as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Employer the said sum stated above upon first written demand of the Employer without cavil or argument and without requiring the Employer to prove or to show grounds or reasons for such demand notice of which shall be sent by the Employer by registered post duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounden Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature _____

1. _____

Name _____

Corporate Secretary (Seal)

Title _____

2. _____

(Name, Title & Address)

Corporate Guarantor
(Seal)

**DRAFT OF PERFORMANCE SECURITY
(Bank Guarantee)**

Guarantee No. _____
Executed on _____
Expiry date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with
address: _____

Name of Principal (Contractor) with
address: _____

Penal Sum of Security (express in words and
figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Contract) for the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 30, Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all

objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

	Guarantor (Bank)
Witness:	
1. _____	Signature _____
_____	Name _____
Corporate Secretary (Seal)	Title _____
2. _____	
_____	_____
Name, Title & Address	Corporate Guarantor (Seal)