



Tender # GIKI/PD/TPT-1087/25

**PREQUALIFICATION DOCUMENTS
FOR
“HIRING OF AUTO WORKSHOPS FOR
REPAIR AND MAINTENANCE WORKS OF
OFFICIAL VEHICLES OF GIK INSTITUTE
TOPI – SWABI”**

September 2025

Assistant Director Procurement
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Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology

INVITATION FOR PREQUALIFICATION

HIRING OF AUTO WORKSHOPS FOR REPAIR AND MAINTENANCE WORKS OF OFFICIAL VEHICLES OF GIK INSTITUTE, TOPI – SWABI

Tender # GIKI/PD/TPT-1087/25

1. The GIK Institute of Engineering Sciences & Technology intends to prequalify well-reputed auto workshops/firms and sign framework agreement(s) with the selected bidder(s) subsequent to the bidding process.
2. The Institute invites sealed proposals from reputable auto workshops/firms (located in **Peshawar, Rawalpindi, Mardan and Swabi**) having relevant experience, capacity, and expertise in the repair and maintenance of official vehicles, and who are registered with relevant tax authorities and listed on the **Active Taxpayers List (ATL)** of the Federal Board of Revenue (FBR).
3. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and a framework agreement(s) will be signed between the Institute and the successful bidder(s) for a period of one (01) year.
4. The prequalification process is open to all national applicants subject to fulfillment of the eligibility requirements mentioned in the respective Prequalification Documents. Interested applicants may obtain further information from the Procurement Department at the address mentioned below during office hours.
5. Parties who qualify on the eligibility criteria will be considered for pre-qualification.
6. A **Pre-Bid Meeting** will be held on **1st October 2025 at 3:00 PM** in the Conference Room of GIK Institute, Topi – Swabi.
7. A complete set of Prequalification Documents may be downloaded from the official website www.giki.edu.pk. Applicants are advised to remain in contact with the website to stay informed about any amendment(s), if issued, to the Prequalification Documents.
8. Sealed proposals properly signed and stamped for prequalification must be submitted in clearly marked envelopes and delivered to the address mentioned below **no later than 1500 hours on 13th October 2025**. The sealed envelopes will be opened on the same day at **1530 hours** in the presence of applicants or their representatives. Late applications will not be considered.
9. Interested parties are requested to submit their proposals along with all required information as per the Prequalification Documents.
10. The competent authority reserves the right to accept or reject any or all proposals under the provisions of the GIK Institute Procurement Rules.
11. Incomplete or conditional proposals shall not be entertained.

Assistant Director (Procurement)

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TERMS & CONDITIONS

The GIK Institute of Engineering Sciences & Technology (*hereinafter referred to as "Institute" or "Client"*) invites sealed applications / proposals from reputed eligible and experienced income tax & sales tax registered Auto Workshops/Firms (*hereinafter referred to as "Firm"*) for repair and maintenance works of official vehicles of GIK institute, Topi – Swabi.

Terms & Conditions for pre-qualification of auto workshops/firms will be as under:

1. Firms must have their own complete setup, i.e., repair centers/workshops, located in **Rawalpindi, Mardan, Peshawar, Swabi**, or any other nearby location to the Institute for the repair and maintenance of the specified fields mentioned above.
2. Firms must have General sales Tax Registration and National Tax Number (NTN) and are on active taxpayer list (ATL) of FBR. The firm is also responsible for providing vendor numbers and bank account numbers etc.
3. Firms shall be required to use only genuine parts for all items mentioned above. If the replaced spare parts are found to be substandard or second-hand, the firm shall be removed from the GIK Institute panel and will be liable to action in accordance with the Institute's rules.
4. Firms shall be bound to return the replaced/old spare items and shall be liable to give warranty of each item being replaced or repaired. If the same defect arises again during warranty period, the firms shall be responsible for replacing respective parts free of cost.
5. Successful bidder must take the items for repair at his own expense, if repair is required at the bidders' workshop, he will return it to GIK Institute at his own risk and cost.
6. The firms intended must provide a list of its clientele, relevant experience and past performance capabilities with respect to personal machinery equipment / Parts etc.
7. The firms will provide an affidavit on Rs. 100/- stamp papers duly attested by the Oath Commissioner to the effect that firms/vendors have never been blacklisted by any Government Departments or has indulged in any kind of litigation with any Government Departments.
8. Parties who qualify on the eligibility criteria will be considered for pre-qualification.
9. A one-year framework agreement will be signed between both parties, with the possibility of future extensions subject to the satisfactory report from the end user.
10. A **Pre-Bid Meeting** will be held on **01st October 2025 at 3:00 PM** in the Conference Room of GIK Institute, Topi – Swabi.
11. Sealed proposals properly signed and stamped for prequalification must be submitted in clearly marked envelopes and delivered to the address mentioned below no later than **1500 hours** on **13th October 2025**. The sealed envelopes will be opened on the same day at **1530 hours** in the presence of applicants or their representatives.
12. In case of holiday, Procurement procedure shall be done on next working day at same place and time.
13. No proposal shall be accepted after due date and time. Incomplete, conditional bids shall not be considered.
14. The competent authority reserves the right to accept or reject any proposals without assigning any reason under the provisions of the GIK Institute Procurement Rules.

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Conditions for Eligibility/ Eligibility Criteria

The bidder fulfilling all of the following requirements/providing the following documents with their proposals, will be considered as eligible bidder for the bidding process otherwise bids/proposals shall be rejected upon missing anyone.

1. Copy of Income Tax registration certificate.
2. Copy of CNIC of the owner of the workshop/firm.
3. Copy of Sales Tax Registration certificate.
4. Certificate of Active Taxpayer status (ATL).
5. Applicants must have their own auto workshop setup in Rawalpindi, Mardan, Peshawar, Swabi or any nearby location (Details of workshop are required on company letter head/profile).
6. Copy of the relevant tax authorities (PRA/KPRA).
7. Verifiable List of Clients with contact person and contact number.
8. Detailed list of technical staff, Equipment, machinery and other tools.
9. Affidavit (on Rs. 100/- stamp paper) that the Firm/Workshop is not blacklisted. or debarred by Public Procurement, Government, Semi-Government Private, Autonomous body or any other international organization.
10. Undertaking to provide the quotations (within 2 days) of all required repair work & shall be disqualified if not provided quotations upon consecutive 3 requests during contract.

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PRE-QUALIFICATION CRITERIA			
S. No.	Item Name and Description	Marks	Maximum Marks
1	Similar / Relevant Experience of the bidder (Submit Copies of work orders OR start of workshop on company letter head OR NTN certificate)	--	20
1.1	1 – 3 Years' Experience	05	--
1.2	4 – 7Years' Experience	10	--
1.3	7-10 Years' Experience	15	--
1.4	More than 10 years' experience	20	--
2	Financial Soundness of the bidder (Last Year Bank Statement is Required)	--	20
2.1	Bank Statement worth up to 1 lac rupee	05	--
2.2	if more than 1 lac & up to 3 lac rupees	10	--
2.3	If more than 3 lac & up to 4 lac rupees	15	--
2.4	If more than 5 lac rupees	20	--
3	Total Clients with Company (A list of clients along with satisfactory performance reports on the company's letterhead is required)	--	20
3.2	If 1 – 3 clients	05	--
3.3	If 4 – 7 clients	10	--
3.4	If 8 – 10 clients	15	--
3.5	If more than 10 clients	20	--
4	Workshop (Details of workshop facilities on signed company letterhead is required)	--	20
4.1	Mechanical workshop	04	--
4.2	Electrical workshop	04	--
4.3	Mobile Workshop for On-Site Repairs on Emergency basis (if any)	04	--
4.4	Denting and Painting	04	--
4.5	Parts Shop (attach contract documents with local shops/dealers (if any)	04	--
5	Working Staff (List of working staff on signed company letterhead is required)	--	20
5.1	Working staff if 1 to 3	05	--
5.2	If 4 to 6	10	--
5.3	If 7 to 10	15	--
5.4	If more than 10	20	--
TOTAL		--	100

Note: Minimum qualification marks are 65. Absence of any required document will lead to zero marks in that specific area.

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Guidelines

1. Only short-listed applicants will be considered for financial proposals/quotations. The financial proposal/quotation will be called separately from qualified applicants.
2. Documents submitted to GIK Institute will not be returned.
3. All expenses related to participation in this pre-qualification document shall be borne by the applicants.
4. Documents shall be submitted in hard copies in a sealed envelope marked as “**Pre-Qualification Document for ‘Prequalification of Auto Workshops’**”.
5. GIK Institute reserves the right to request submission of additional information from applicants to clarify/further understand aspects of application, if required.
6. GIK Institute reserves the right to verify any information provided by the applicants.

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Cover Letter for the Submission of Prequalification / Document

[Firm letterhead] [Date]

To

Deputy Director Procurement GIK Institute

[Address already mentioned]

Re: Pre-qualification document in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your invitation for application dated [Insert Date of Tender advertised]. We hereby submit our application including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in this application are true and accept that any misinterpretation contained therein may lead to our disqualification. Our application is binding upon us. We undertake that we will initiate the services as per the client's request if our application is accepted. We understand that you are not bound to accept any or all applications you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: