

# Request for Proposal

on

**Repair of Vehicle, Generator, Machinery, Hardware, Furniture and  
Motorcycle**

**National Response Centre for Cyber Crimes,  
FIA**

**Tender No. FIA/CCW/2020-21/20201005-R&M**

**FUNDED BY**

**GOVERNMENT OF PAKISTAN**

**DIRECTOR CCW (NR3C)**

**Federal Investigation Agency (FIA)**

**2<sup>nd</sup> Floor National Police Foundation Building, Mauve Area, G-10/4,  
Islamabad**

**Tel: +92 51 9106380**

**Fax: +92 51 9106383**

**Email: [director@nr3c.gov.pk](mailto:director@nr3c.gov.pk)**

## GENERAL TERMS AND CONDITIONS

1. Public Procurement Regulatory Authority Rules 2004 will be applicable.
2. The potential bidder should be registered with sales Tax and Income Tax Department and also active on FBR Active taxpayer list (ST).
3. The Tax/General Sales Tax will be deducted at the time of payment of bill as per rules.
4. An affidavit on legal stamp paper to the effect that the firm has not been blacklisted by any Government/Semi Government organization
5. All the items/services will be delivered/performed at CCW HQs FIA by the supplier at his own expenditure.
6. A bank draft/pay order of any schedule bank of amounting to Rs.10,000/- (refundable after completion of tenure) in favour of Director CCW FIA Islamabad and receipt shall be attached with the tender.
7. Incomplete and late submitted tenders will not be entertained.
8. Sealed quotations (One Envelop of Technical Bid) with detail specifications on firm's letter head must reach Logistics Branch CCW HQs Federal Investigation Agency G-10/4, Islamabad by hand only till 11:00 am 18-11-2020 and tender will be opened on the same day at 11:30 am.
9. In case of submission of fake/bogus documents or supply of defective items/services the firm will be black listed and earnest money will be forfeited.
10. The complete postal/present address/vendor No. and Bank Account No. must be entered in the tender documents.
11. The Service Provider undertakes to ensure CCW FIA that it shall supply to CCW FIA genuine products and diligent services.
12. The firms will be prequalified for the period of two years i.e. FY 2020-21 & 2021-22.
13. If the Supplier fails / delays in performance of any of the obligations, under the Purchase Order/Work Order and violates any of the provisions, breach of any of the terms and conditions of the Purchase Order, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Supplier, either indefinitely or for a stated period and earnest money will be forfeited.
14. If the Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award of the Purchase/Work Order, The Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist The Supplier, either indefinitely or for a stated period.
15. The Selected Firm/Contractor shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant documents as required by the Purchaser.
16. Payment will be made after delivery of Goods or Services or completion of Repair/Maintenance Works.
17. The bidders shall be evaluated Category wise for which they have shown their experience & potential
18. The firms will be prequalified supply of goods, services, repair/maintenance for the financial year 2020-21 & 2021-22.
19. The bidder must provide last two years bank statement.

# COMPLIANCE CERTIFICATES/COMPLIANCE UNDERTAKING

(To be filled and signed by the bidder on bidder's letter head)

I, (Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of this Prequalification Document and hereby undertake and firmly bound myself to abide by/comply all sections of this Document except for those items noted below.

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The information given in Bid is true to the best of my/ our knowledge; I/ we undertake to inform purchaser Cyber Crime Wing Federal Investigation Agency, Islamabad of any changes that may take place later in the status of firms in business / agency or the management.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

## **RELEVANT SERVICES CARRIED OUT BY THE BIDDERS**

Provide information on each assignment for which your firm/company and attach Work Order/SO/PO, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

<b>S.N</b>	<b>Name of Department</b>	<b>Supply/Provision of Items/Services</b>

## **PRE-QUALIFICATION FORM**

Company Name				
Operational City				
National tax No.				
Sales Tax				
No. of Employees				
Office Address				
Contact No.				
E-mail Address				
Applying for Category	1	2	3	4
	Repair of Machinery	Repair of Hardware	Repair of Furniture	Repair of Vehicles

### **CATEGORIES DETAIL**

<b>S.N</b>	<b>Categories</b>	<b>Description</b>
01	Repair of Machinery	Repair of Photocopiers, UPS, CCTV Cameras, LED TV, Main Gate Motor, Generator etc.
02	Repair of Furniture	Repair of Chairs, Tables, Sofa Sets, File Almirah, Computer Table etc.
03	Repair of Hardware	Repair of Computers, Printers, Fax Machines, Laptops, Scanners, Computer UPS etc.
04	Repair of Vehicles	Repair of Car, Single Cabin, Double Cabin, Hiace, Suzuki APV and Motorbikes