

REQUEST FOR PROPOSAL

On

**Repair of Vehicle, Generator, Machinery, Hardware, Furniture and Fixture,
Office Building, Others/Miscellaneous Items**

(Financial Year 2024-25 and 2025-26)

Tender # FIA/CCW/2024-26/20240822-R&M/(PoMI)-R-CCW

**CYBER CRIME WING
FEDERAL INVESTIGATION AGENCY
GOVERNMENT OF PAKISTAN**

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

Tel: +92 51 9106412

+92 51 9106642

Fax: +92 51 9106383

Email: director@nr3c.gov.pk

GENERAL TERMS & CONDITIONS

- 1 Public Procurement Regulatory Authority Rules 2004 (Amended) 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 / Goods / services will be delivered / performed at CCW HQs FIA by the supplier at his own expenditure.
- 6 A bank draft/Pay order of any scheduled bank of amounting to **Rs. 20,000/-** (refundable after completion of tenure) in favor of Director Admin Cyber Crime Wing FIA Islamabad and 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 06-09-2024** and tender will be opened on the same day at **11:30 pm**.
- 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 as per rule.
- 10 The complete postal/present address/vendor No. and Bank Account Number along-with IBAN must be entered in the tender documents.
- 11 The Service Provider undertakes to ensure Cyber Crime Wing FIA that they will supply genuine products and diligent services to the CCW FIA.
- 12 The firms will be prequalified for the Financial Years FY 2024-25 and 2025-26.
- 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/General Order suppliers shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant document as required by the Purchaser.
- 16 Payment will be made after delivery of Goods and 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 bidder must provide one (01) year bank statement of previous year.
- 19 Rates should be fair.

- 20 Inspection of vehicle should be carried out before Submitting / sending Quotations
- 21 Motor cycles vendors are encouraged to apply for repair of motorcycles.

COMPLIANCE CERTIFICATES/COMPLIANCE UNDERTAKING

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

I, Name _____; having CNIC # _____; Designation: _____, (Firm/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.

- 1
- 2
- 3
- 4
- 5

The information given in Bid is true to the best of my/our knowledge; I/we undertake to inform Cyber Crime Wing Federal Investigation Agency, Islamabad for 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.

S.No	Name of Department	Supply/Provision of items/Services
<u>1</u>		
<u>2</u>		
<u>3</u>		

PRE-QUALIFICATION FORM

Company Name						
Operational City						
National tax No.						
Sales Tax						
No. of Employees						
Office Address						
Contact No.						
E-mail Address						
Applying for	1	2	3	4	5	06
Category	Repair of Machinery	Repair of Hardware	Repair of Furniture	Repair of Vehicles	Purchase of Others/ Miscellaneous Items	Repair of Building

CATEGORIES DETAIL

S.NO	Categories	Description
01	Repair of Machinery	Repair of photocopiers, UPS, CCTV Cameras, LED TV, Main Gate Motor, Generator etc. or any other type of Machinery
02	Repair of Furniture	Repair of Chairs, Tables, Sofa Sets, File Almirah, Computer Table etc. or any other type of Furniture
03	Repair of Hardware	Repair of Computers, Printers, Fax Machines, Laptops, Scanners, Computer UPS etc. or any other type of Hardware
04	Repair of Vehicles	Repair of Car, Single Cabin, Double Cabin, Hiace, Suzuki APV and Motorbikes or any other type of vehicle belongs to CCW FIA
05	Purchase of Others/Miscellaneous items	Purchase of Other/Miscellaneous items as per the definition of other/Miscellaneous items in Federal Government
06	Repair of Office Building	Repair related to office building

Technical Evaluation Performa

Name of the Company: _____

Vendor No.: _____ Cell No.: _____

Address: _____

Representative Name and Cell No.: _____

Criteria for Evaluation: Encircle Please.

- | | | | |
|---|---------------|--------------|------|
| 1. Previous Interaction with Govt. Organization? | Yes | No | |
| 2. Previously Blacklisted by any organization? | Govt. | Private | NIL |
| 3. International Setup of the organization? | Yes | No | |
| 4. Registration of the organization? | | | |
| a. NTN | Yes | No | |
| b. Sales Tax Registration | Yes | No | |
| c. Company/Partnership/Sole Trader-ship. _____ | | | |
| 5. Workshop/Shop/Company/Firm Space availability: | Yes | No | |
| 6. Labor/ Employees availability: | Suitable | Not Suitable | |
| 7. Financial Health | Below Average | Average | Good |
| 8. Customer Services | Below Average | Average | Good |
| 9. Provision of Original Parts | Below Average | Average | Good |

(The Agency has the right to take legal action if the vendor founds guilty of provision of any substandard materials/Parts/Oil/service etc.)

Conditions:

1. Quotations must be sent to MT Section for Repair and Maintenance of vehicles while rest of the quotations should be sent to the Logistics Section.
2. Dead stock should be adjusted in price.
3. Prices should be reasonable/Market Competitive.
4. Products should be original.
5. Payment will be made after work satisfactory Report.

Signature of Vendor, if agreed: _____

Technical Committee Comments: Approved Not Approved

(PTO)

Approved Categories:

1. Repair of Vehicles	YES	NO
2. Repair of Furniture and Fixture	YES	NO
3. Repair of Hardware	YES	NO
4. Repair of Machinery	YES	NO
5. Purchase of others/ Miscellaneous Items	YES	NO
6. Repair of Office Building	YES	NO

Signature of Technical Committee Members

Syed Muhammad Raza
Chairman

Abdul Quddus
Member

Amir Naseer
Member

Shahab Hussain
Member