

# REQUEST FOR PROPOSAL

On

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

**(Financial Year 2023-24)**

**Tender # FIA/CCW/2023-24/20240121-R&M/(PQMI)-R-CCW**

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

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

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**Chairman  
Director Technical**

**Syed M.Raza  
Member**

**Mr. Abdul Quddus  
Member**

**Mr. Amir Naseer  
Member**

**Mr. Sibtain Ahmed Khan  
Convener**

**Mr. Shahab Hussain  
Convener**

## 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 **11:30 am 06-02-2024** and tender will be opened on the same day at **12:00 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 2023-24.
- 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 last one (01) year bank statement.
- 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.
- 22 Those vendors, who are already working with Cyber Crime Wing FIA for the Financial Year 2023-24, needs not to apply again.

### 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>		
<u>4</u>		
<u>5</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 Category	1	2	3	4	5
	Repair of Machinery	Repair of Hardware	Repair of Furniture	Repair of Vehicles	Purchase of Others/ Miscellaneous Items

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**CATEGORIES DETAIL**

<b>S.NO</b>	<b>Categories</b>	<b>Description</b>
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

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