

**GOVERNMENT OF PAKISTAN
INTEGRATED BORDER MANAGEMENT SYSTEM
FEDERAL INVESTIGATION AGENCY (FIA)
HEAD QUARTERS ISLAMABAD**



**Tender Documents for Pre-qualification of Workshops (Cars,
Bikes and Hiaces),
Purchase of Tyres/Tubes and Batteries for MT Fleet of IBMS (FIA)
For the Financial Years 2023-24, 2024-25, 2025-26
(03 years)**

**Tender Document for Pre-Qualification of Workshops for IBMS
FIA HQs Islamabad**

Tender Document No. March 2023

APPLICATION / PROPOSAL FOR PREQUALIFICATION

GENERAL INFORMATION AND PERFORMA FOR AUTOMOBILES/VENDER'S PREQUALIFICATION

Introduction:

IBMS FIA HQs intends to introduce the process of pre qualification of automobile workshops and venders for its fleet of 64 vehicles/motorcycles in order to streamline its procurement procedures for maintenance services.

All reputable and well established automobile workshops and venders of vehicle spare parts, tyres and batteries are invited to apply for the pre qualification by submitting the pre qualification proposal Performa.

FIA HQ, Islamabad will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

DOCUMENTS NEEDED

Selection for prequalification will be based on information provided in these documents and information Performa.

- i. Sales Tax Registration Certificate.
- ii. NTN Certificate
- iii. Dealership Certificate (if any)
- iv. Certificate for being not black listed ever.
- v. Details of employees of the firm.
- vi. Annual Turnover supported by Income Tax returns.
- vii. Previous detail of works with documentary proof.

PREQUALIFICATION PERFORMA

- i. Name of the Automobile Workshop/Firm Address: _____
(Telephone): _____
- ii. Year of Establishment: _____
- iii. Sales Tax Registration No. _____
- iv. Banker's Name & Contact Details: _____

UNDERTAKING ON COMPANY LETTER HEAD

The information given above is true to the best of my knowledge; I undertake to inform FIA HQs Islamabad of any changes that may take place later in the status of workshop, business, agency or the management etc.

The terms and conditions attached below have also been read and certificate signed

- **Authorized Signature & Name:**
- **Designation:**
- **Date:**

FOR VEHICLES SPARE PARTS, TYRES & BATTERIES

Type of Parts, tyres and batteries

- **Parts:** (Original)
- **Tyres:** (Dunlop, Yokohama, Mechlin, Bridgestone, General, Lassa) Not more than 1 year old and imported only with Company Invoice of Import.
- **Batteries:** Exide, Volta, AGS, Phoenix, Daewoo
- **Dealership Certificate**

(Copy of certificate of authorization from manufacturer, if any)

DETAIL REGARDING NATURE AND TYPE OF SERVICE / WORKS BEING CARRIES OUT BY THE AUTOMOBILE WORKSHOP / DEALER

خود کار طریقے سے ورکشاپ / ڈیلر کے ذریعہ خدمات کی خدمت کی نوعیت اور کام کا طریقہ

Sr. No.	Nature & Type of Service / Works	Remarks (If any)
1.		
2.		
3.		
4.		
5.		
6.		

7.		
8.		
9.		
10.		

Name of Bidder _____

- A. **Technical:** Number of Staff
- B. **Non-Technical:** Number of Staff

DOCUMENTS CHECKLIST FOR VENDORS

SR. #	DOCUMENTS	ATTACHED (PLEASE TICK)
1.	CNIC Copy	
2.	Company Profile	
3.	Vendor details (NTN, GST Certificates etc)	
4.	Previous History if any!	
