



GOVERNMENT OF GILGIT-BALTISTAN
PROVINCIAL INTELLIGENCE FUSION & THREAT
ASSESSMENT CENTRE (PIFTAC)
HOME & PRISONS DEPARTMENT



No. PIFTAC-1(3)/Transport-Tender/2026-27

Dated: _____, 2026

BIDDING DOCUMENT

REPAIR & MAINTENANCE (LABOUR) AND SUPPLY OF SPARE PARTS OF PIFTAC VEHICLES & MOTORCYCLES

SUB-HEAD AO-13001 | FINANCIAL YEAR 2026-2027 | Price: Rs. 1,500/- (non-refundable)

Single-Stage Two-Envelope Procedure | GB-PPRA Rules, 2022

SECTION I – INVITATION TO BID

PIFTAC (the “Client / Procuring Agency”) invites sealed bids from experienced and registered workshops for the repair & maintenance (labour) and supply of spare parts of its official vehicles and motorcycles for FY 2026-2027. A single firm shall be selected to provide BOTH spare parts and labour/repair services. Bidders shall quote parts rates (Part-A) and labour charges (Part-B) separately; the award shall be made to the bidder offering the lowest evaluated CUMULATIVE (Parts + Labour) price among those who qualify all mandatory conditions.

SECTION II – INSTRUCTIONS TO BIDDERS (SINGLE-STAGE TWO-ENVELOPE)

1. The bid shall comprise one sealed package containing two separate sealed envelopes marked “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold letters.
2. The TECHNICAL PROPOSAL shall contain all the mandatory documents/conditions listed in Section IV (no prices).
3. The FINANCIAL PROPOSAL shall contain the duly filled, signed & stamped Financial Proposal (Part-A Spare Parts price schedule and Part-B Labour charges schedule) with the bid security.
4. Initially only the TECHNICAL PROPOSAL shall be opened and examined against the mandatory conditions on a pass/fail basis; no scoring is applied and no amendment to the technical proposal is permitted after opening.
5. The FINANCIAL PROPOSAL of technically responsive (mandatory-qualified) bidders shall be opened in the presence of bidders/representatives at an announced time; financial proposals of non-responsive bidders shall be returned unopened.
6. Documents shall be signed & stamped on each page and delivered by hand/registered post to the PIFTAC Office, SPU Compound, Sakwar, Gilgit by the deadline; late, e-mailed or faxed bids shall be rejected.
7. All rates (parts and labour) must be quoted; partial/incomplete bids and conditional/optional quotations shall be treated as non-responsive.

SECTION III – TERMS & CONDITIONS

1. The selected firm shall repair & maintain and supply spare parts for the PIFTAC vehicles on credit basis (monthly payment) for FY 2026-27, extendable on satisfactory performance.
2. Rates (parts and labour) shall be firm and valid for the contract period, inclusive of delivery of parts to the PIFTAC Office, Gilgit; applicable taxes, if any.
3. Spare parts shall be genuine, brand-new and in original packing; the country of origin and warranty (if any) must be stated; damaged/unsuitable parts shall be replaced free of cost and return-cargo borne by the firm.
4. Parts and consumables are specified generically by type/size (e.g., tyres as Imported/Local per vehicle size, engine oils by API grade); brand names are not prescribed and 'or equivalent' shall apply where any reference is unavoidable, in line with Rule 13 of the GB-PPRA Rules, 2022.
5. Bid security equal to 2% of the total quoted price (bank draft in favour of DDO PIFTAC) must accompany the bid; the successful bidder shall furnish a performance guarantee of 10% within 7 days of award; bid securities of unsuccessful bidders shall be released.
6. The successful bidder shall execute an agreement and shall commence services on issuance of the work order; a penalty of 2% of the value of the work order shall be charged for each day of delay beyond the agreed timeline.
7. Payment shall be made on satisfactory completion of the service / receipt of parts against the monthly invoice (duly signed & stamped) as per rules; no advance payment. In case of delay in release of funds, the firm shall not stop the services and may be required to wait for a minimum of three (03) months.
8. PIFTAC may get any work/part verified and reserves the right to reject sub-standard work/parts; decision of PIFTAC on quality/quantity/specification shall be final.

9. PIFTAC employees/officers and their blood relatives are not eligible to participate.
10. The Procuring Agency reserves the right to accept/reject any or all bids under the GB-PPRA Rules, 2022; disputes shall be resolved under the said Rules.

SECTION IV – MANDATORY CONDITIONS / DOCUMENTS (PASS / FAIL)

Non-provision of any one of the following shall render the bidder technically non-responsive; the Financial Proposal of only those firms who qualify ALL the mandatory conditions below shall be opened:

S.#	Mandatory Condition / Document	Compliance (Yes/No)
1	Own workshop (self-owned) situated at Gilgit, with documentary proof of ownership (registry / allotment letter). Owning a workshop is mandatory.	
2	The workshop must possess ALL allied repair facilities in-house: mechanical, auto-electrical, denting, painting, and A/C service (list & photographs to be attached).	
3	Valid AGPR vendor number / registration (documentary proof to be attached) – mandatory.	
4	Valid business/firm registration (SECP / Registrar of Firms / local registration acceptable) – mandatory even if locally done.	
5	Valid National Tax Number (NTN); GST/STRN where applicable (GB-based applicants exempt per FBR/GB rules).	
6	Minimum five (05) years' experience in repair & maintenance of vehicles (Cars, Jeeps, SUVs, Pickups, both diesel & petrol) – documentary proof.	
7	Detail of technical staff (technician, auto-mechanics, auto-electrician, denter, painter) with experience.	
8	Detail of machinery / tools / diagnostic equipment and covered service/parking area (vehicles parked under lock & key).	
9	Last six (06) months' bank statement with account-maintenance certificate (financial capability).	
10	Affidavit on Rs.100/- stamp paper: firm is not blacklisted, not involved in litigation, and all information is correct.	
11	Certificate that all spare parts supplied shall be genuine, brand-new and in original manufacturer packing, with free replacement of unsuitable/defective parts.	
12	Copy of CNIC of owner / authorised representative and authority letter.	
13	Bid security equal to 2% of the total quoted price (Parts + Labour) in the shape of a bank draft/CDR in favour of DDO PIFTAC.	
14	Undertaking that the bidder is not a PIFTAC employee/officer or a blood relative of one (such bidders are ineligible).	
15	Duly filled, signed & stamped Financial Proposal (Part-A Parts and Part-B Labour) – ALL rates quoted; partial bids are rejected.	

SECTION V – EVALUATION METHOD (MANDATORY PASS/FAIL → LOWEST CUMULATIVE)

1. Stage 1 – Technical (pass/fail): each bid is examined against the mandatory conditions at Section IV. A bid missing any mandatory condition is declared NON-RESPONSIVE and its financial proposal returned unopened.
2. Stage 2 – Financial: the financial proposals of responsive bidders are opened. For each bidder the CUMULATIVE total = Part-A (spare parts total) + Part-B (labour charges total).
3. Award: the bidder with the lowest evaluated CUMULATIVE total is the most advantageous bid and shall be awarded the contract for both parts and labour.

** Parts rates and labour charges are quoted per vehicle in the fleet (and generic/general columns); the cumulative total across all items determines the lowest evaluated bid.*

SECTION VI – SCOPE OF WORK

1. Preventive and corrective repair & maintenance of the PIFTAC vehicles (engine, transmission, differential, wheel & brake, suspension, electrical, denting, painting, A/C and general work) on need basis.
2. Repair & maintenance of the PIFTAC motorcycles (70cc/125cc), including engine overhauling, tuning, electrical/wiring, brake & chain work and general service, and supply of motorcycle spare parts, at the quoted rates.
3. Supply of genuine brand-new spare parts, engine oils/lubricants and batteries for the said vehicles and motorcycles as and when required, at the quoted rates.
4. General maintenance includes changing of engine oil, transmission oil, oil/air filters, brake pads, bushings, greasing, denting, painting, electrical & mechanical work and any other required service.
5. The contract does not cover repair of damage/breakdown caused by fire, accident or abuse. The list of vehicles may increase or decrease during the year.

SECTION VII – LIST OF PIFTAC VEHICLES & MOTORCYCLES

S.#	Vehicle	Model	Fuel	Type
1	Toyota Surf	2004	Diesel	SUV
2	Toyota Hilux (4x2)	2010	Diesel	Pickup
3	Honda BR-V	2018	Petrol	SUV
4	Toyota Corolla 2.0D	1994	Diesel	Car
5	Suzuki Bolan	2008	Petrol	Van
6	Mitsubishi Pajero (3-door) 2.8	1994	Diesel	SUV
7	Motorcycle 70cc (e.g. Honda CD-70)	—	Petrol	Motorcycle
8	Motorcycle 125cc (e.g. Honda CG-125)	—	Petrol	Motorcycle
9	(General – future additions to the fleet)	—	—	—

Note: rates are to be quoted separately for each vehicle above, plus a generic column and a general column for future additions to the fleet.

ANNEX-A – ORGANIZATION / APPLICATION FORM

Name of Workshop: _____

Date of Establishment: _____

Name of Owner: _____

Father's Name: _____

Address of Workshop (Gilgit): _____

Telephone (Business) / Cell: _____

CNIC No.: _____

NTN / STRN: _____

AGPR Vendor No.: _____

Business/Firm Registration No. (SECP/Registrar/Local): _____

Legal status (Sole Proprietor / Partnership / Pvt Ltd / Other): _____

Ownership of workshop premises (Own – attach proof): _____

Allied facilities available (mechanical/electrical/denting/painting/alignment/AC): _____

Years of experience: _____

Authorised Signature & Seal: _____**ANNEX-B – AFFIDAVIT (on Rs. 100/- stamp paper)**

I, _____ S/o _____, CNIC _____, proprietor/authorised representative of M/s _____, do solemnly affirm and declare that:

1. the firm owns the workshop with all allied repair facilities and is not blacklisted by any Government/Semi-Government organisation/PPRA, nor involved in any litigation;
2. all spare parts supplied shall be genuine, brand-new and in original packing, and unsuitable/defective parts shall be replaced free of cost;
3. all information and documents submitted are true and correct, and the bidder is not a PIFTAC employee/officer or a blood relative of one;
4. the firm shall abide by all the terms & conditions of the bidding document and the GB-PPRA Rules, 2022.

DEPONENT – Signature & Seal: _____**ANNEX-C – FINANCIAL PROPOSAL**

The Financial Proposal consists of Part-A – Spare Parts Price Schedule and Part-B – Labour Charges Schedule, at the attached Excel workbook “Transport Financial Proposal – FY 2026-27” (rates quoted per vehicle/motorcycle). The bidder shall fill, sign and stamp the schedule and enclose it in the Financial Proposal. All rates must be quoted; the lowest evaluated CUMULATIVE (Parts + Labour) total shall be accepted, and the bid security is 2% of that total.