

**BIDDING DOCUMENTS  
FOR  
FOR SUPPLY OF SPARE PARTS OF TRUCKS, BUSSES,  
COASTERS, VANS AND OTHER OFFICIAL VEHICLES**

**Available on NATCO website ([www.natco.gov.pk](http://www.natco.gov.pk))**

**Northern Areas Transport Corporation Gilgit-Baltistan**

**TERMS & CONDITIONS/EVALUATION CRITERIA FOR FIRMS/CONTRACTORS  
TO APPEAR IN BIDDING PROCESS**

**A. Terms & Conditions:**

- i. Proposals must reach as per the date, time & venue mentioned against each zone and will be opened the same day in presence of Contractor or authorized representatives.
- ii. Call deposit is not required, however, guarantees can be demanded later on from only Pre-Qualified Firms/Contractors.
- i. Proposals with incomplete supporting documents shall not be accepted, and furnishing incorrect information shall be liable to legal action.
- ii. An affidavit on stamp paper of Rs. 500/- must be accompanied with the tender documents to the effect that the bidder has never been blacklisted by any Government/Semi-Government Organization/ PPRA/GBPPRA.
- iii. Financial bids with itemized rates for the listed items and repair work (to be shared later) will only be requested from successful vendors. The Corporation may also ask successful bidders for prices of major repairs or items separately as and when needed. Being pre-qualified does not guarantee any firm the right to receive repair work or supply orders. The Corporation has the right to choose any of the successful or pre-qualified bidders for repairs or supplies based on cost-effectiveness and in the best interest of the Corporation.
- iv. Firm/ Contractor must have at least a minimum of 10 years' experience of supply of spare parts/repair of vehicles. Supply orders/experience certificate/proof of experience must be attached with proposals.
- v. Vendors must be financially stable and are required to provide a bank statement covering the period from January 1, 2024, to December 31, 2024 (12 months).
- vi. Vendors will be selected based on the locations specified in the table above, with preference given to vendors that have a workshop or shop at the specified location.
- vii. Details of financial stability requirement, HR, and workload management shall be provided in pre-qualification documents. The committee will assess vendors based on prescribed criteria and can also carry out physical inspections/verifications if deemed necessary.
- viii. The Company reserves the right to accept or reject the tender according to GBPPRA Rule-36(1).

**B. Location**

Locations for proposals for "Pre-Qualification for supply of Spare Parts & repair Work:

| <b>S.NO</b> | <b>Name &amp; Location</b>                 | <b>Detail of Work</b>   | <b>Dead line and bid opening Date</b>  |
|-------------|--|---|--|
| A           | NATCO South Office<br>Islamabad/Rawalpindi | Supply of Spare Parts &<br>Repair Work of Busses/<br>trucks/ Hiace/Hiroof/<br>coasters & Office<br>Vehicles | Date: 24 <sup>th</sup> April, 2025<br>Closing Time: 11.00 am<br>Bid Opening Time: 11.30 am<br>Venue: NATCO South<br>Office Islamabad       |
| B           | NATCO Gilgit                               | Supply of Spart<br>Parts for Hiace/Hiroof/<br>coasters & Office<br>Vehicles                                 | Date: 24 <sup>th</sup> April, 2025<br>Closing Time: 11.00 am<br>Bid Opening Time: 11.30 am<br>Venue: NATCO Head Office<br>Jutial, Gligit   |
| C           | NATCO Baltistan<br>Division                | Repair Work of Busses/<br>trucks/Hiace/Hiroof/<br>coasters  | Date: 24 <sup>th</sup> April, 2025<br>Closing Time: 11.00 am<br>Bid Opening Time: 11.30 am<br>Venue: NATCO Office Main Bus<br>Stand Skardu |
| D           | NATCO Diamar Division                      | Busses/trucks/Hiace/<br>Hiroof/coasters   | Date: 24 <sup>th</sup> April, 2025<br>Closing Time: 11.00 am<br>Bid Opening Time: 11.30 am<br>Venue: NATCO Office Chilas                   |

**C. Mandatory Documents:**

|    |   |
|----|---|
| 1. | Registration/Form-C of Firm                           |
| 2. | Non-Blacklisted Affidavit on Stamp Paper of Rs. 500/- |

**D. EVALUATION CRITERIA (Total Marks:100)**

**1. Profile & Experience**

**(Allocated Marks 25)**

| Experience (Years) | Marks |
|--------------------|-------|
| 10                 | 10    |
| 11-15              | 15    |
| 16 and above       | 20    |

- Experience of only registered firms will be accepted from the date of registration.

**2. Staff Requirement: (Allocated Marks 30)**

| S# | Staff Nomenclature                     | Marks |
|----|--|-------|
| 1  | Mechanic Light Diesel Vehicle          | 3     |
| 2  | Mechanic Heavy Diesel Vehicle          | 3     |
| 3  | Mechanic Petrol Specially EFI Vehicles | 3     |
| 4  | Denter                                 | 3     |
| 5  | Painter                                | 3     |
| 6  | Lathe machine Operator                 | 3     |
| 7  | Kamani Maker                           | 3     |
| 8  | Auto Electrician                       | 3     |
| 9  | Car Wash technician                    | 3     |
| 10 | OBD Scanning Expert                    | 3     |

- Firm/contractor is required to provide the list of staff available with facility for work.
- The committee shall verify if required.

**3. Financial Position of the Firm (Marks allocated 30)**

| Annual Turn Over   | Marks |
|--|-------|
| Rs. 10 million closing Balance as on 31 <sup>st</sup> December, 2024       | 15    |
| Every Additional Transaction of 3 million will get 2 marks maximum upto 30 | 30    |

- Bank statement originally signed by the Branch Manager/manager operations of the Bank

**4. Other Facilities (Marks allocated 20)**

| Description   | Marks |
|---|-------|
| Own Spare Parts Shops Islamabad/Rawalpindi (registered with own name) | 10    |
| Own Workshop Islamabad/Rawalpindi (Registered with own name)          | 5     |

|  |   |
|--|---|
| Own Spare Parts shop in Gilgit and Own Workshop in Skardu/<br>Diamar | 5 |
|--|---|

- Bank statement originally signed by the Branch Manager/manager operations of the Bank

#### **E. PREPARATION & SUBMISSION OF PROPOSAL**

Firm/Contractor must submit Two Copies of Technical Proposal written in English/Urdu. While preparing the proposal, they should carefully review all the terms and instructions in this document. Any failure to provide the required information is at their own risk and may result in the rejection of the proposal.

#### **F. PROPOSAL EVALUATION**

The procurement committee appointed by the NATCO will evaluate the Technical Proposals based on the criteria specified in this document. Proposals scoring less than 60% of the marks allocated in each category and 70% in aggregate will be deemed non-responsive and will not be considered for further discussion or agreement.

#### **G. DISCUSSIONS & AGREEMENT**

Firms/Contractors scoring at least 60% of the marks allocated in each category and 70% in aggregate will be invited to discuss the contractual terms. The discussions will conclude with a mutually agreed contract. Once finalized, NATCO and the pre-qualified contractor will initial the agreed draft contract.

#### **H. AWARD OF CONTRACT**

- i. NATCO will issue a letter to the pre-qualified firm/contractor immediately upon acceptance and signing of the agreement. The pre-qualified party will have to execute the contract after fulfilling all formalities and pre-conditions stipulated in the letter.
- ii. The Pre-Qualified party will have to start work as and when a work order is received from the authorized officer of NATCO.
- iii. NATCO will seek prices for recurring items only from pre-qualified parties and will carry out such recurring repairs on a need basis. For large-scale work, NATCO will conduct a competition among the pre-qualified parties and execute the work based on the lowest quoted financial price. This internal competition shall not require advertisement in PPRA or newspapers; instead, a written request for financial proposals for such large-scale work will be sought from the pre-qualified parties.
- iv. NATCO shall not rely on a single party for repair work and will ensure economic efficiency for the company. If at any time two vehicles are under repair with a pre-qualified party, the third will be assigned to another party.
- v. Pre-qualification does not establish any legal right for the party. The company will protect its interests and ensure a cost-saving objective is followed.

**(ABDUL HAMEED)**  
General Manager Administration