

BIDDING DOCUMENTS

FOR

PRE-QUALIFICATION OF

ADDITIONAL CAPACITY CONTRACTORS

FOR NATCO

Available on NATCO website (www.natco.gov.pk)

Northern Areas Transport Corporation Gilgit-Baltistan

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

1. INVITATION TO BID:

The Northern Areas Transport Corporation (NATCO) invites applications from reputable, financially sound, and experienced contractors/firms/companies for pre-qualification to be enlisted as **Additional Capacity Contractors** for the provision of fleet services required to support NATCO's operational needs across its various business lines:

A. Passenger Transport Vehicles:

- Buses (AC/Non-AC, various seating capacities)
- Coasters (Mini-buses)
- Hiaces / Other Vans (Staff/Passenger transport)

B. Cargo & Goods Transport Vehicles:

- **Trucks:** Flat Bed Trucks, 10-Wheelers, 22-Wheelers
- **Container Carriers:** For 20 ft and 40 ft containerized cargo
- **Temperature Controlled Trucks:** 20ft and 40 ft containerized trucks
- **Bulkers:** For bulk cargo (e.g., Cement, Steel, Coal, Oil Seeds, Fertilizer)
- **Oil Tankers:** For liquid cargo (Petroleum, Oils, etc.)
- Other specialized freight vehicles as required.

2. GENERAL INSTRUCTIONS TO BIDDERS/VENDORS

- i. This document is for pre-qualification only and does not constitute an offer or promise of any contract.
- ii. Pre-qualification will be based on an evaluation of the applicant's financial capability, technical experience, operational capacity, and compliance with the required documentation.
- iii. NATCO reserves the right to accept or reject as per GB PPRA Rule-36(1).
- iv. Pre-qualification is valid for a period of three (03) years from the date of notification of approval.
- v. All information provided by the applicant must be true and correct. Any misrepresentation will lead to immediate disqualification and blacklisting.

3. ELIGIBILITY CRITERIA

- i. The firm/company must be duly registered with the relevant Government authority in Pakistan.
- ii. The applicant must have at least two (02) years of proven experience in the transportation business.

- iii. The applicant must demonstrate sound financial standing, supported by valid bank statements and certificates.
- iv. The applicant must own, lease, or have assured access to the category of vehicles for which they are applying.

4. DOCUMENTS REQUIRED FOR PRE-QUALIFICATION

S.NO	Document Description
i.	Application for Registration on the company's official letterhead, clearly stating the categories of vehicles, from Section-1, for which pre-qualification is sought
ii.	Experience Certificates: Minimum 2 years of working experience certificates from established organizations/well-reputed firms.
iii.	Financial Health Proof: <ol style="list-style-type: none"> (a) Original Bank Statement for the last 1 year. (b) A Certificate from the Bank in original, confirming the account's authenticity and the firm's financial standing. (c) <i>The financial health must not be less than Rs. 20 Million.</i>
iv.	Contract History: A detailed list of all contracts executed or being executed during the last two years, along with the value and client name for each contract.
v.	Fleet Inventory: A detailed List of Vehicles (owned/leased) on company letterhead, specifying Make, Model, Type, Capacity, and Registration Number for each vehicle.
vi.	Company Registration: Photocopy of company/firm Registration Documents certified by the relevant Government authority (e.g., SECP, FBR).
vii.	Partnership Deed: If applicable, a copy of the Partnership Deed.
viii.	Owner/Partner Identification: <ol style="list-style-type: none"> (a) Attested photocopy of the CNIC of the owner/proprietor. (b) Attested photocopies of the CNICs of all partners (if applicable).
ix.	Documents Fee: A non-refundable fee of Rs. 15,000/- shall be deposited into account "PK36ALFH0119001003485687 – NATCO." Firms downloading the documents from the NATCO website are also required to deposit this fee and must attach the original deposit receipt with their technical proposal.
x.	Security Money: A security deposit in the form of Call Deposit in favour of "GM South NATCO, Islamabad" : <ol style="list-style-type: none"> (a) For Dry Cargo Vehicles: Rs. 2.00 Million (b) For Liquid Cargo Vehicles (Oil Tankers): Minimum Rs. 3.00 Million
xi.	Affidavit on stamp paper of Rs. 100 each: Affidavit 1: Stating that the firm is not blacklisted by any Government/Semi Government Organization/PPRA/GBPPRA;. Affidavit 2: Stating that the Owners/Partners/firm are not members of any Private Transport Union and undertake not to join any union while registered with NATCO. Breach will result in automatic termination of registration. Affidavit 3: Stating that the Owners/Partners/firm are not involved in any court cases related to criminal activity or the transportation of contraband items.
xii.	Business Capacity Statement: A letter on the company letterhead identifying the specific interest and monthly lifting capacity for the following dry cargo businesses:

	(a) 40 feet containerized cargo (b) 20 feet containerized cargo (c) Bulk Business (Cement, Steel, Coal, Oil Seeds, Fertilizer, etc.)
xiii.	Joint Ventures (JV) shall not be acceptable. Contractors/firms are required to submit their proposals accordingly. Any proposal submitted with a JV arrangement shall be rejected outright and shall not be considered for technical evaluation.

5. SUBMISSION INSTRUCTIONS

- i. The complete set of pre-qualification documents must be submitted in a sealed envelope clearly marked with: "APPLICATION FOR PRE-QUALIFICATION OF VENDORS - [LIST VEHICLE TYPES APPLYING FOR]"
- ii. Tender documents must be to the office of GM South, NATCO, Plot No. 48, I-11/4, Faqir Aipee Road, Islamabad, on or before 3rd October 2025 at 11:00 a.m., which will be opened the same day at 11:30 a.m. in presence of contractors or their authorized representatives. Incomplete or late submissions shall not be entertained.

6. EVALUATION CRITERIA

A. Evaluation Criteria (Total Marks:100)

- i. 50% of the 100 are required in each category
- ii. 50% of the total in aggregate

B. Mandatory Documents:

1.	Registration Certificate of the Firm
2.	CDR from Schedule Bank
3.	Non-Blacklisted Affidavit on Stamp Paper of Rs. 100/- for each as mentioned in data sheet

C. Profile & Experience

(Allocated Marks 30)

i. Experience

Experience (Years)	Marks
2 years Experience	15
Every Additional Year will get 2 marks beyond 2 years upto maximum of 30 Marks	

ii. Similar Assignments

(Allocated Marks 30)

Experience (Years)	Marks
Two Similar Assignments	15

Every Additional Assignment Shall give 3 marks maximum upto 30
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D. Financial Position of the Firm

(Allocated Marks 40)

Transaction	Marks
Credit Transaction of Rs. 20 million for below mention period	20
Every additional transaction of Rs. 2 million shall carry 3 mark, subject to a maximum of 40 marks.	

- Bank statement for last one ending 31st August, 2025 must be attached.

7. EVALUATION PROCESS

Proposals shall be evaluated by a duly constituted committee of NATCO on the basis of completeness of documentation, financial standing, technical experience, and fleet capacity. Only shortlisted applicants will be formally notified of their pre-qualification status.

8. CONTACT INFORMATION

For any queries or clarifications regarding this tender, applicants may contact:

i. **General Manager (Administration)**

Northern Areas Transport Corporation (NATCO)

Head Office, Gilgit

Office Hours: 9:00 AM to 5:00 PM (Monday to Friday)

ii. **General Manager (South)**

Northern Areas Transport Corporation (NATCO)

South Office, Islamabad

Office Hours: 9:00 AM to 5:00 PM (Monday to Friday)

(SHUAIB GHAZI)
Manager Administration