

BIDDING DOCUMENTS

FOR

FOR SUPPLY OF SPARE PARTS & REPAIR WORK OF TRUCKS, BUSSES,

COASTERS, VANS AND OTHER OFFICIAL VEHICLES

Of 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

A. Scope of Work:

Northern Areas Transport Corporation (NATCO) invites proposals from authorized suppliers, vendors, workshops, and well-reputed firms for pre-qualification for the supply of spare parts and repair & maintenance of vehicles. NATCO operates a diverse fleet comprising buses, trucks, coasters, vans, and other official vehicles used for passenger and cargo services across various regions. The objective is to ensure timely availability of quality spare parts and reliable repair and maintenance services through qualified and experienced entities.

Tender Schedule for Various NATCO Stations:

S.No	Detail of Work	Location	Bid Closing & Opening Schedule
1	Supply of Spare Parts & Repair Work of Buses/Trucks/Hiace/Hi-roof	NATCO South Office, Islamabad	Bid Closing Date: 07 th January ,2026, Closing Time: 11:00 AM, Bid
2	Supply of Spare Parts & Repair Work of Buses/Trucks/Hiace/Hi-roof	NATCO Workshop, Gilgit	Bid Closing Date: 07 th January ,2026, Closing Time: 11:00 AM, Bid
3	Supply of Spare Parts & Repair Work of Buses/Trucks/Hiace/Hi-roof	NATCO Hunza Station	Bid Closing Date: 07 th January ,2026, Closing Time: 11:00 AM, Bid
4	Supply of Spare Parts & Repair Work of Buses/Trucks/Hiace/Hi-roof	NATCO Skardu Station	Bid Closing Date: 08 th January ,2026, Closing Time: 11:00 AM, Bid
5	Supply of Spare Parts & Repair Work of Buses/Trucks/Hiace/Hi-roof	NATCO Ghakuch Station	Bid Closing Date: 08 th January ,2026, Closing Time: 11:00 AM, Bid
6	Supply of Spare Parts & Repair Work of Buses/Trucks/Hiace/Hi-roof	NATCO Astore Station	Bid Closing Date: 08 th January ,2026, Closing Time: 11:00 AM, Bid
7	Supply of Spare Parts & Repair Work of Buses/Trucks/Hiace/Hi-roof	NATCO Chilass Station	Bid Closing Date: 08 th January ,2026, Closing Time: 11:00 AM, Bid

2. Detailed terms and conditions of the tender documents can be obtained from the Manager (Admin), NATCO Gilgit, and the General Manager (South), NATCO Islamabad, upon payment of a non-refundable fee of Rs. 5,000/-, which must be deposited into NATCO's **Account No. PK36ALFH0119001003485687**. Companies downloading documents from the NATCO website are required to deposit the said amount at least one hour before the opening of proposals.

GENERAL TERMS AND CONDITIONS:

- i. Proposals must be submitted by the date, time, and venue specified above and will be opened on the same day in the presence of vendors or their authorized representatives.
- ii. Proposals with incomplete supporting documents will not be accepted, and providing false or misleading information will render the bidder liable to legal action.

- iii. An affidavit on Rs. 100/- stamp paper must accompany the tender documents, affirming that the bidder has never been blacklisted by any Government/Semi-Government Organization, PPRA, or GBPPRA.
- iv. Financial bids with detailed rates for listed recurring expenditure and repair work will be solicited only from pre-qualified vendors. The Corporation may also request separate quotations for major repairs on specific items from the successful vendors as required.
- v. Pre-qualification does not entitle any vendor to receive repair work or supply orders. The Corporation reserves the right to select any of the pre-qualified vendors for repairs or supplies based on cost-effectiveness and the overall best interest of the Corporation.
- vi. Vendors must have a minimum of 10 years' experience in the supply of spare parts and vehicle repair. Relevant supply orders, experience certificates, or other documentary proof of experience must be attached with the proposals.
- vii. Vendors must be financially stable and provide a bank statement covering the period from January 1, 2024, to December 31, 2025 (12 months).
- viii. Preference will be given to vendors having a workshop or shop at the specified location. Companies possessing such facilities will be given priority during selection.
- ix. Information regarding financial stability, human resources, and workload management capacity will be included in the pre-qualification documents. The committee will evaluate vendors based on the specified criteria and may also conduct physical inspections or verifications if considered necessary.
- x. The Corporation reserves the right to accept or reject any or all tenders in accordance with GBPPRA Rule-36(1).

B. Mandatory Documents:

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

C. EVALUATION CRITERIA (Total Marks:100)

1. Profile & Experience

(Allocated Marks 20)

Experience (Years)	Marks
10	10
Every additional year of relevant experience beyond 10 years shall carry 02 marks, subject to a maximum limit of 20 marks.	

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

2. Staff Requirement:

(Allocated Marks 20)

S#	Staff Nomenclature	Marks
1	Mechanic Light Diesel Vehicle	2
2	Mechanic Heavy Diesel Vehicle	2
3	Mechanic Petrol Specially EFI Vehicles	2
4	Denter	2
5	Painter	2
6	Lathe machine Operator	2

7	Kamani Maker	2
8	Auto Electrician	2
9	Car Wash technician	2
10	OBD Scanning Expert	2

- 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 20)

Transaction	Marks
Credit Transaction of below mention period	10
Every additional transaction of Rs. 2 million shall carry 1 mark, subject to a maximum of 20 marks.	

- Bank statement from 1st January, 2025 to 31st December, 2025 (12 Months Only)

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

Description	Marks
Own Spare Parts Shops in respective Location (registered with own name)	5
Own Workshop in respective Location (Registered with own name)	5

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

F. **PREPARATION & SUBMISSION OF PROPOSAL**

Firms/Contractors must submit two copies of the Technical Proposal. Proposals should be prepared in strict compliance with the terms and instructions; failure to do so may lead to rejection.

G. **PROPOSAL EVALUATION**

The procurement committee will evaluate Technical Proposals as per the defined criteria. Proposals scoring below 60% in any category or 70% overall will be considered non-responsive and excluded from further consideration.

H. **DISCUSSIONS & AGREEMENT**

Firms/Contractors scoring at least 60% in each category and 70% overall will be invited for contract discussions. Upon agreement, NATCO and the selected contractor will initial the finalized draft contract.

I. 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 prequalified 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.

(SHUAIB GHAZI)

Manager Administration