

# **UNIVERSITY OF TURBAT**

*M-8 CPEC ROAD TURBAT 92600, KECH BALUCHISTAN*

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## **TENDER/BIDDING DOCUMENT**

**Prequalification of Vendors for Repair & Maintenance Services of  
University of Turbat Vehicles Fleet**

**Closing Date and Time: 01/04/2026, 03:00 PM**

**Opening Date and Time: 01/04/2026, 03:30 PM**

## **1. Invitation to Bid**

1.1 The Procuring Agency, UNIVERSITY OF TURBAT, invites bids from eligible, experienced, and well-equipped auto workshops/vendors for the repair and maintenance of University vehicles (buses, vans, and cars) for a period of one (01) year on a monthly billing system. Procurement will be carried out under the Single Stage – Two Envelope Procedure as per PPRA Rule 36(B).

## **2. Instruction to Bidders**

2.1 The selection of auto workshops/vendors will be based on the Prequalification Process as per PPRA Rule 36(B).

2.2 The prerequisite documents must be downloaded from the EPAD Portal. These documents will include all instructions for prequalification, the submission of required documents, the evaluation criteria, and any additional documents deemed necessary by the University of Turbat.

2.3 The DPC Committee will evaluate proposals in accordance with the specified criteria. No amendments will be permitted during the evaluation process.

2.4 The University of Turbat, at any stage of procurement, may request additional information concerning the professional, technical, financial, legal, or managerial competence of the bidder, as deemed necessary.

2.5 The contract with the qualified firm may be extended for one additional year, based on satisfactory performance and approval from the competent authority.

2.6 The University of Turbat will ask qualified vendors to participate in the Request for Quotation (RFQ) for repair and maintenance services as required.

2.7 The vendor offering the lowest bid in response to the RFQ will be awarded the work order for the required services.

2.8 Disqualification Clause: The University of Turbat will disqualify any firm/contractor providing false, fabricated, or materially incorrect information. Bidders must score a minimum of 60 marks in technical evaluation to be shortlisted and qualified.

### **3. Eligibility Criteria**

3.1 Established Workshop: The vendor must have an operational workshop in Turbat District Kech.

3.2 Experience: Minimum of 2-3 years of documented experience in vehicle maintenance.

3.3 Workshop Setup: The workshop should have its own complete setup, including a garage, secure parking, spare parts availability, and technical experts (mechanical & electrical) in Turbat, Kech.

3.4 Skilled Workforce: The workshop must have skilled mechanics, electricians, AC technicians, and denters/painters

3.5 Affidavit: An affidavit on stamp paper regarding: Non-blacklisting, Non-involvement in litigation.

3.6 Bid Security: Rs. 50,000/- of the total quoted amount.

3.7 Physical Visit: A physical visit to the workshop will be conducted as part of the prequalification process.

3.8 Tax Compliance: The workshop must be listed on the Active Taxpayer List of FBR, and be GST & BST Registered.

3.9 Document Submission: Failure to submit required documents will result in disqualification.

### **4. Scope of Services**

4.1 Routine oil changes, oil filter, air filter, and general mechanical & electrical repairs.

4.2 Engine inspection, tuning, and overhaul.

4.3 Brake, clutch, suspension, & steering system repairs.

4.4 AC service & repairs.

4.5 Fuel system service & diagnostics.

4.6 Denting, painting, & bodywork, and glass/windshield replacement.

4.7 Supply & installation of genuine spare parts.

4.8 Routine servicing and emergency breakdown support within University of Turbat.

4.9 Rim repairs, radiator repairs, and engine cooling services.

4.10 Generator works and welding.

4.11 Job cards and parts replacement records must be maintained by the vendor.

## **5. Submission of Bids**

5.1 Submission Deadline: 01/04/2026, 03:00 PM

5.2 Bid Opening Date: 01/04/2026, 03:30 PM

Bids must be submitted through the EPAD Portal.

## **6. Evaluation Process**

6.1 This tender follows a **two-stage evaluation process**:

- **Stage 1 - Prequalification (Technical Evaluation Only):**  
The first stage is based solely on technical evaluation. During this stage, vendors will be assessed on their capabilities, experience, and technical qualifications in relation to the repair and maintenance of university vehicles. No financial evaluation will take place at this stage. Only vendors who meet the technical requirements will be considered for the next stage.
- **Stage 2 - Request for Quotation (RFQ) and Financial Evaluation:**  
After the prequalification stage, shortlisted vendors will be invited to participate in the RFQ process, where they will submit their financial bids for specific repair services. The lowest financial bid among the prequalified vendors will be awarded the work order for each RFQ, as and when required.

6.2 Only the technical evaluation will be used for vendor selection. Vendors who score a minimum of 60% in the technical evaluation will be qualified.

## **7. Contract Duration**

7.1 Initial Contract Term: One (01) year

7.2 Extension: The contract may be extended for one additional year based on satisfactory performance, subject to approval by the competent authority and adherence to PPRA guidelines.

## **8. Terms & Conditions**

8.1 All spare parts provided must be genuine, or government-approved equivalents.

8.2 Written job orders must be obtained before any repair work is initiated.

8.3 Monthly bills must include: Job cards/requisitions from the concerned officer, Parts invoices, A vehicle-wise breakdown of services performed.

8.4 Payments will be processed after verification of services completed.

8.5 The vendor shall provide a warranty: Parts: As per manufacturer's warranty. Labor: 15-30 days warranty.

8.6 The University reserves the right to terminate the contract for unsatisfactory performance.

8.7 Taxes will be deducted as per government regulations.

8.8 The vendor will be responsible for any loss, damage, or theft caused to the University's vehicles during the repair and maintenance process.

8.9 Confidentiality of all correspondence and information must be maintained.

8.10 Payment will be made by cross cheque upon successful completion of services and submission of the invoice.

8.11 The vendor must provide a warranty for each item being replaced or repaired.

8.12 If the same defect reoccurs, the vendor will be responsible for replacing the item free of cost within the agreed-upon warranty period.

8.13 The result of the prequalification will be announced according to PPRA rules.

## **9. Bid Security & Performance Guarantee**

9.1 Bid Security: Rs. 50,000/- (to be deposited as part of the bid submission).

9.2 Performance Guarantee: Rs. 50,000/- (required from the successful bidder).

## **10. Grievance Redressal & Dispute Resolution**

10.1 Bidders may submit a written complaint under PPRA Rule 48 to the Grievance Redressal Committee.

10.2 If the matter remains unresolved, it will be referred to the Competent Authority, whose decision will be final and binding.

## **11. Contact Details**

Procurement Officer

University of Turbat

Contact: 0852400582-83

Email: [procurementofficer@uot.edu.pk](mailto:procurementofficer@uot.edu.pk) or [dire.procurment@uot.edu.pk](mailto:dire.procurment@uot.edu.pk)

## **12. Declaration**

I/We hereby declare that all information provided in the technical proposal attached in Annexure A is correct in all respects. We agree to abide by the terms and conditions of this tender.

Authorized Signature: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**Annex-A: TECHNICAL EVALUATION SHEET (For Vendor Selection)**

*Scoring Criteria (Minimum 60% required for qualification)*

#	Evaluation Criteria	Description	Max Marks	Marks Obtained
1	<b>Experience</b>	Verified experience in similar government/private projects	20	
2	<b>Workshop Capacity</b>	Availability of tools, machinery, workspace, diagnostic systems, Electrical Work, Tuning	30	
3	<b>Technical Staff Strength</b>	Mechanics, electricians, AC technicians, painters&denter, Tire Alignment and other staff, Tuning Material and staff	20	
4	<b>Performance</b>	References, client satisfaction, completion certificates	10	
5	<b>Financial Stability</b>	Bank statements / financial capability (minimum 3 years)	10	
6	<b>Spare Parts Availability</b>	Commitment to supply genuine parts	05	
7	<b>Legal &amp; Registration Documents</b>	NTN, GST, BST, Affidavits	05	
<b>Total</b>			<b>100</b>	

**Technical Status:** ✓ Qualified / ✗ Not Qualified

## **Declaration**

I/We hereby declare that all information provided is correct and we agree to abide by the terms and conditions of this tender.

**Authorized Signature:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**Date:** \_\_\_\_\_