

GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)
GEOLOGICAL SURVEY OF PAKISTAN
ISLAMABAD



Tender Documents
For
PRE-QUALIFICATION OF WORKSHOPS FOR REPAIR/ MAINTENANCE OF TRANSPORT
FOR OFFICIAL VEHICLES OF GEOLOGICAL SURVEY OF PAKISTAN, ISLAMABAD.
(FY's 2025-27)

Director
Geoscience Advance Research Laboratories
Geological Survey of Pakistan, Park Road, Chak Shahzad, Islamabad.
PH. 051-9255138/ 9269739

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Tender Notice
PREQUALIFICATION NOTICE

The Geological Survey of Pakistan intends to pre-qualify workshops/firms/vendors registered with Sales Tax /Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own offices/stock/manpower/expertise in Rawalpindi, Islamabad and have at least one year of experience for following procurements, works and services required to this office during the Financial Year 2025-26 and 2026-27 under Rule-15 and 16 read with Rule 42(a) & (b) of PPRA Rules, 2004 amended from time to time, as under:

Sr. No.	Title	Description
1	Repair & Maintenance	Pre-qualification of Workshops for repair/maintenance of Transport for official vehicles e-g: Toyota Vigo, Toyota Hilux, Mitsubishi Pajero, Toyota Corolla, Land Rover Defender, Toyota Landcruiser, Parado etc.

1. Bids Security amounting to Rs.50,000/- (Rupees Fifty Thousand only) in shape of Bank Draft/ Pay Order (refundable) in favor of **Director General, Geological Survey of Pakistan, Islamabad**, must be attached with the bid.
2. Tender documents, list of detail Terms & Conditions can be collected free of cost from the office of Geoscience Advance Research Laboratories, Geological Survey of Pakistan, Park Road, Chak Shahzad, Islamabad during office timings, which are also available on official websites of Geological Survey of Pakistan (www.gsp.gov.pk) and PPRA (www.ppra.gov.pk).
3. Documents must be submitted on EPADS and also in hard copy form to Geoscience Advance Research Laboratories, Geological Survey of Pakistan, Park Road, Chak Shahzad, Islamabad before closing date i.e. **21-05-2026 at 1500 Hours**.
4. Pre-qualification documents will be opened on the same date at **1530 Hours** under the supervision of the Chairman Purchase Committee/ Vehicle Management System and members.
5. The procuring agency reserves the rights to accept or reject any or all bids / proposals while conveying the reason thereof in accordance with Rule-33 of PPRA Rule-2004.

(Waheed Akhtar)
Director
Geological Survey of Pakistan, Islamabad
Ph. 051-9269739

Invitation to bids

Sealed applications for prequalification are invited from experienced and tax registered Auto Workshops (hereafter called as applicants) fulfilling the criteria provided under the heading “Prequalification Criteria”, for the prequalification of auto workshops for regular repair and maintenance of its official vehicles on annual basis.

Tender Submission Instructions to the Bidders

- i) Conditional, incomplete and non-compliance to terms and conditions of bidding documents and over writing/cutting in documents shall not be accepted.
- ii) Any document received after the specified submission date and time mentioned in this document shall not be considered and it will deem to have been rejected.
- iii) Member(s) of Purchase Committee may visit all Firms/ Workshops, before the pre-qualification.
- iv) List of Names and Telephone numbers of their technical teams with their experience and name of Focal Person shall be attached.
- v) This shall be the responsibility of the successful Transport repair firm/ bidder to have secure parking of the official vehicles during repairs. If any damage occurred in that case, the bidder shall bear all expenditures.
- vi) The workshop on the panel shall be bound to carry out the requisite repairs & maintenance on top priority basis whenever work is referred to them.
- vii) If a bidder is unable to fix the items, as per work order, then the firm would be backlisted for future business with the Government Departments through PPRA.
- viii) The Firm/Companies/Organizations requiring any further clarification or information of the document may contact the office of Assistant Director (Transport), Geological Survey of Pakistan at his phone No. 051-9255138/03334715080.

List of Mandatory Documents for Eligibility

Sr.	Documents.	Remarks
1	Certificate of Company/Firm Registration/Corporation under the laws of Pakistan with minimum 01 years of Experience	
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Taxpayer status.	Valid certificates/e-certification from concerned regulator/ authority is required.
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Taxpayer status.	
4	The bidder should have a fully operational workshop in Rawalpindi/Islamabad.	Proof of Workshop setup and address
5	Affidavit that the firm is neither blacklisted nor involved in any active litigation in Pakistan.	Annexure-6
6	Pay Order/Call Deposit Receipt/ Bank Draft for Bid Security of Rs. 50,000/-.	Original is required.
7	At least 2 million cumulative turnover for the last three (3) years	Bank statement for last three (03) years
8	Completeness of setup	Availability of all kinds of repair e.g., AC, Mechanical, Body works, Wheel balancing and alignment, Paint, Electrician etc.

Eligibility and Prequalification Criteria

The applicants fulfilling the following eligibility criteria, will be declared eligible for Prequalification process.

Scope of job

- a) GSP will offer a prequalification letter of Two years to qualified applicants regular repair and maintenance including spare parts of its official vehicles on annual basis which can be extended for further term/s on same TORs.
- b) The qualified applicant will share the quotations of required vehicle services as and when required by GSP.
- c) The applicant will provide quotation for repair and maintenance including spare parts for official vehicles.
- d) The applicant with lowest offered rate will be awarded work order for the said repair and maintenance of vehicle.
- e) The applicant will provide quality/original spare parts to GSP within agreed timelines of purchase order during the contract period.

Terms of Reference

To provide uninterrupted service of vehicle repair and maintenance, applicant will agree on following terms of references:

- a) The contractor will be bound to provide required service within agreed timelines starting from issuance of purchase order. Hard copy of purchase order will be provided.
- b) A penalty of 2% of value of purchase order will be charged on each day delay after deadline.
- c) Income tax will be deducted in accordance with the provisions of Government Rules amended time to time.
- d) In case of any dispute regarding quantity, quality of service and specification, the decision of the GSP shall be final & binding.
- q) The payment for the services will be made through cross cheque on the successful completion of service and receipt of invoice.

Guidelines

- a) Only short-listed applicants will be considered for financial proposals/quotations. The quotation will be called separately from qualified applicants.
- b) All documents and information received by GSP from applicants will be treated in strictest confidence.
- c) All expenses related to participation in this prequalification document shall be borne by the bidders.
- d) Documents shall be submitted in hard copies in a sealed envelope marked as "Pre-qualification Document for 'Prequalification of Auto Workshops for Repair & Maintenance of Vehicles'. The envelope containing hard copies document shall be received on the postal address given below.
- e) GSP reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of bids, if required.

- f) GSP reserves the right to verify any information provided by the bidders.
- g) Questions about prequalification document can be made only in writing on the address below. For any other related information please contact the undersigned.

Director

Geoscience Advance Research Laboratories
Geological Survey of Pakistan, Park Road, Chak Shahzad, Islamabad.
PH. 051-9255138/ 9269739

Bank Account Details	
i	Title of Bank Account: Bank Account No. Name of Bank and address

Selection Criteria

Sr. No.	Evaluation Criteria	Description	Marks Allocation	Maximum Marks
1	Relevant Experience	2 marks per year of relevant experience (minimum 1 year required). Maximum 5 years counted. Experience beyond 5 years will still carry full marks.	2 marks/year (up to 5 years)	10
2	Government Clients	Details of Federal/Provincial Ministries, Divisions, or Departments served in similar nature of work	Lump sum based on evidence	5
3	Technical Staff	Company/Certified institute trained technicians	5 marks/Training Certificate	25

Total Marks: 40

Note: The Firm/Vendor/Workshop obtaining marks less than 50% will not be considered for pre-qualification.

Details of Vehicles

Sr. No.	Vehicle No.	Make/ Model	Payment Adjustment through
1	QAM-7403 (AGM)	Land Rover Defender/ 2004	AGM
2	QAM-9009 (AGM)	Toyota Corolla/ 2006	AGM
3	GW-010 (AGM)	Toyota Parado/ 2006	AGM
4	GA-678 (AGM)	Toyota Corona/ 1998	AGM
5	GAT-913 (AGM)	Toyota Revo/ 2022	AGM
6	QAG-9480 (AGM)	Single Cabin Hilux/ 1995	AGM
7	GV-012 (AGM)	Toyota Landcruiser	AGM
8	QAM-9081	Toyota Hilux Vego/ 2004	AGM
9	GD-526	Land Rover Defender/ 2005	AGM
10	QAM-9082	Toyota Hilux Vego/ 2004	AGM
11	QAM-5170	Toyota Hilux Vego/ 2004	AGM
12	QAM-7402 (Regular)	Land Rover Defender/ 2004	Regular
13	QAM-9080 (Reg)	Toyota Hilux Vego/ 2004	Regular
14	LSC-4356 (Reg)	Toyota Hilux/ 2002	Regular
15	IDD-9750 (Reg)	Pajero Jeep/ 1991	Regular
16	Generator	Isuzu 100 KV/ 1991	Regular

Quantity of vehicles may increase or decrease as per requirement

Terms & conditions: - (On Official Letter Head of the Bidder)

The firms on the panel shall be bound to carry out the requisite work at the earliest when repairs are referred to them even at odd hours/ public holidays while ensuring quality and timely service in a transparent manner as and when required in accordance with all applicable laws, rules and regulations. Bids must be submitted on e-Pads before 15:00 hours on **21-05-2026**. Hard copies of the bids (as per prescribed bid forms) addressed to the Director, Geoscience Advance Research Laboratories, Geological Survey of Pakistan, Park Road, Chak Shahzad, Islamabad must reach before 15:00 hrs on **21-05-2026**, and will be opened at **15:30** hours on same date in the presence of all bidders or their authorized representative who may choose to attend.

1. Bids should accompany a pay order as bid security for an amount equal to Rs. 50,000/- in the name of the Director General, Geological Survey of Pakistan. Original pay order must be submitted along with the technical bid. Failure to furnish the same shall lead to disqualification of the bid.
2. Income tax/GST (if admissible) will be charged as per prevailing laws of the Government of Pakistan by bidders.
3. Bids should be free from cutting/overwriting. The bid amount should be written both in figure as well as in words which must be clear and legible. Failure to do so shall lead to disqualification from the bid.
4. The Competent Authority/Procurement Committee reserves the right to accept or reject any or all bids after assigning proper reasons before submission and after opening of bids.
5. The Bidders to quote their full Name, Contact number, Address and National Identity Card number.
6. Conditional/Incomplete bids shall not be accepted.
7. GOVERNING LAW: This Procurement and any matter relating thereto shall be governed by the prevailing laws of Govt. of Pakistan and PPRA rule 2004.
8. WARRANTIES: Supplier/Seller warrants that all goods, material, equipment or services furnished herein above will conform strictly to the Procuring agency's specifications.
9. ARBITRATION: Any dispute, difference or question arising out of or in respect of this Purchase Order shall be settled by arbitration in accordance with the Grievances redressal committee.
10. The Firms shall be bound to return old spare parts in case of replacement with the new ones.
11. Each Firm/vendor is required to nominate a Focal person along with full contact detail, for coordination and immediate response.
12. Affidavit for non-blacklisting of the firm/vendor would be provided on stamp paper/ affidavit amounting to Rs.100/-.
13. Agreement will be signed with the successful bidder for provision of said services in the light of all applicable, laws, rules and regulations, whose compliance will be ensured in any case by the bidder till its expiry.
14. The firms will be shortlisted as per PPRA Rules 2004 and amendments time to time.
15. Successful firms shall be responsible to provide its services for repair/ maintenance after approval of their quotation during the whole year.
16. Firms shall respond on receipt of work order at the earliest.

17. Firms shall preferably make it possible to rectify the fault of certain mechanical problem at the spot otherwise at workshop at their own arrangement. If the same defect is arisen again, the workshop will be responsible to replace it free of cost.
18. Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
19. Only pre-qualified firms/companies/workshops will be eligible to do business with Geological Survey of Pakistan, Islamabad during the financial year 2025-26 & 2026-27.
20. Confidentiality of all correspondences / matters must be ensured.

I/ we have gone through each and every clause and agreed upon the above-mentioned Terms & Conditions.

Signature

(Authorized Person/Proprietor): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____



Government of Pakistan
MINISTRY OF ENERGY (PETROLEUM DIVISION)
Geological Survey of Pakistan

Tender Submission Form

The Director,
Geoscience Advance Research Laboratories
Geological Survey of Pakistan, Park Road, Chak Shahzad, Islamabad.
PH. 051-9255138/ 9269739

Reference your Advertisement No. PID _____ dated _____ regarding TENDER for PURCHASE OF ANALYTICAL AND SURVEYING EQUIPMENT,

1. We, hereby submit our bid along-with the requirements as per the TENDER document. We acknowledge that GSP is not bound to accept any proposal in this regard and reserve the right to accept or reject any offer and to annul the TENDER process and reject all proposals with/without assigning any reason or having to owe any explanation whatsoever, as per PPRA guidelines.

2. The decision of Selection / Evaluation Committee shall be final and the Committee will not be liable for any loss or damage to any party acting in reliance thereon.

3. We agree to respond to GSP requests within required time in case we qualify for the subject project as mentioned in TENDER documents.

4. We submit herewith our bid as one original.

5. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the TENDER. In case any information is found wrong, misleading or misstated in this TENDER, the same may lead to rejection of our bid and our disqualification for further proceedings in the subject procurement process.

6. We declare that our TENDER is our only and final and no unsolicited offer of any description shall be made for consideration of the GSP.

Authorized Signature:

Name and Title of Signatory:

Name & Address of Firm:



Annexure-2

Bid Security (Pay order/CDR)
Geoscience Advance Research Laboratories
Geological Survey of Pakistan, Park Road, Chak Shahzad, Islamabad.
PH. 051-9255138/ 9269739

Attach original pay order here

(On official letterhead of the bidder)

INTEGRITY PACT

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Dated _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of

Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Seller/Supplier:

Signature:

[Seal]

(On official letterhead of the bidder)

FAIR PRICE CERTIFICATE

WE M/S _____ HEREBY CERTIFY THAT PRICES QUOTED BY US AGAINST GEOLOGICAL SURVEY OF PAKISTAN TENDER ENQUIRY NO. PID _____ ARE THE MOST ADVANTAGEOUS AND MOST COMPETITIVE AS GENERALLY APPLICABLE TO ALL OTHER BUYERS AND OR SOLD THROUGH OUR AGENTS AS PER PREVAILING INTERNATIONAL MARKET AS ON THE DATE OF QUOTE AND IF IT IS ESTABLISHED AT ANY STAGE THAT THESE WERE HIGHER WE SHALL BE HELD RESPONSIBLE AND AGREE TO PAY IMMEDIATELY THE DIFFERENTIAL TO GEOLOGICAL SURVEY OF PAKISTAN.

SIGNATURE AND SEAL OF THE
MANUFACTURER/SOLE AGENT/AUTHORIZED DEALER

NOTE: FAIR PRICE CERTIFICATE WILL BE REQUIRED, IN CASE SINGLE BID IS FOUND TECHNICALLY RESPONSIVE IN THE RESPECTIVE TENDER.

(On official letter-head of the contractor) To be signed by the Chief Executive of the bidding company or a representative duly authorized by board resolution.

(On official letterhead of the bidder)

To be signed by the Chief Executive of the bidding company or a representative duly Authorized by board resolution.

INTEGRITY AND ETHICS UNDERTAKING

We hereby commit and undertake to observing the following principles during our participation in the tender process and during the contract execution:

- a) That we will not directly or through any other person or firm, offer promise or give to any of the employees of GSP involved in the tender process or execution of the contract any gain, pecuniary benefit or facilitation payment in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of contract.
- b) That we have not and will not enter with other bidders into any undisclosed agreement or understanding either formal or informal to restrict competitiveness or to cartelize in the bidding process.
- c) That we will ensure that the remuneration of agents (if engaged) is appropriate and for legitimate services only.
- d) That we will not use subcontracts, purchase orders or consulting agreements as means of channeling payments to employees of GSP.
- e) That we will not commit any offence under the Pakistan Penal Code, Prevention of Corruption Act or National Accountability Ordinance to achieve any advantage, gain or benefit during the tender process or the execution of contract.

We further understand and acknowledge that any violation or transgression of the above-mentioned principles will attract disqualification from the tender process and may also result in permanent exclusion from future contact award processes.

We also accept and undertake to respect and uphold GSP's absolute right to resort to and impose such disqualification, debarment or exclusion.

For and on behalf of: _____

(On Stamp paper)

Mandatory for Participation in Bidding process

AFFIDAVIT

I, _____ S/o _____ aged _____ years working as Proprietor / Managing Partner / Director of M/s _____ having its registered office at _____ do hereby solemnly affirm and declare on oath asunder:

1. That I am competent to swear this affidavit being proprietor / one or the partners / Director of M/s _____
2. That M/s _____ is a proprietorship / partnership firm / company is participating in tender process conducted by GSP.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s and my I our firm/ group/ company/ sister concern/ associate company have not been blacklisted / de-listed by any Institutional agencies / Govt. Dept/ Public Sector Undertaking.
5. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/ our firm/ company/ group/ sister concerns/ associate companies shall stand debarred from the present and future tenders of the GSP.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 5 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated there in.

(Signature of the Proprietor/ Managing Partner/ Director with Seal) DEPONENT

(Signature & Seal of Notary)