

# GOVERNMENT HOLDINGS (PRIVATE) LIMITED

## Bidding Documents

for

## Auction of Used Vehicles



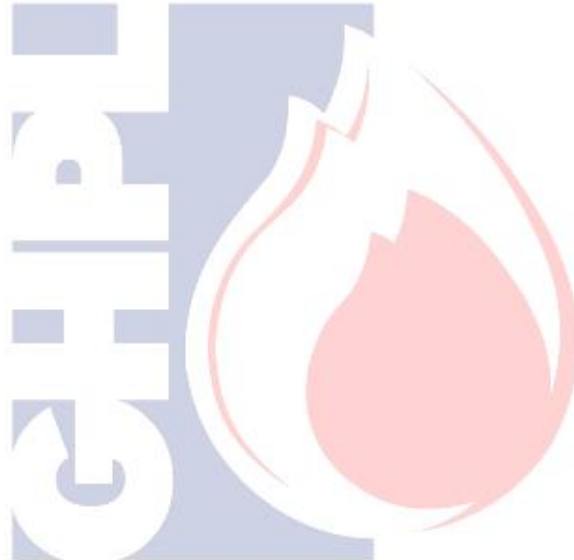
ITB Document No.: GHPL/Gen/06/06-26

Bid Submission: July 15, 2026 at 12:00 PM

Bid Opening: July 15, 2026 at 12:30 PM

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**INVITATION TO BID**  
**AUCTION OF USED VEHICLE**

1. Government Holdings (Private) Limited (GHPL) invites bids for the auction of following used vehicle registered in Islamabad on “AS IS WHERE IS” basis:

| Sr. No. | Vehicle Type   | Model | Registration No. | Specifications |
|---------|----------------|-------|------------------|----------------|
| 1       | Toyota Corolla | 2013  | ZB-621           | Manual-1300 CC |

(Note: Bidders are required to quote on a lump sum basis.)

2. Interested bidders may visit GHPL office at their own cost for the inspection of vehicle between 12:00 PM to 04:00 PM from Monday to Friday.
3. The bidders may download the tender document from the Company’s website i.e. [www.ghpl.com.pk](http://www.ghpl.com.pk) or from PPRA website i.e. [www.ppra.gov.pk](http://www.ppra.gov.pk).
4. All applicable taxes and duties shall be collected as per the law from the highest bidder apart from the bid amount.
5. Interested bidders are required to provide bid security equivalent to PKR 250,000/- (Two Hundred Fifty Thousand Pakistani Rupees Only) of quoted price in shape of a pay order/bank draft in favor of ‘Government Holdings (Private) Limited’. Any bid not accompanied by a bid security shall be considered non-responsive and shall be rejected.
6. GHPL reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids as per Public Procurement Regulatory Authority (PPRA) Rule-33.
7. Bids, prepared in accordance with the instructions provided in the bidding documents, must reach at following address on or before July 15, 2026, at 12:00 PM in a sealed envelope. Bids will be opened on the same day at 12:30 PM. In case the day of bid submission and technical bid opening falls on a public holiday, the next working day shall be considered as the deadline for the same.
8. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and GHPL.

Sincerely,

**Dy General Manager (HR & Administration),**  
Auction of Used Vehicle,  
Government Holdings (Private) Limited,  
5<sup>th</sup> & 7<sup>th</sup> Floors, Petroleum House, Ataturk Avenue, G-5/2,  
Islamabad.

**INSTRUCTIONS TO BIDDERS**

The objective of “Instructions to Bidders” is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as outlined in this BD. Bidders are required to fulfill the below requirements for their bids:

1. Sealed bids are invited under a “Single Stage One Envelope” bidding process. Bidders are required to submit a single envelope containing the bidder’s proposal as per the terms of BD and bid security.
2. Bids shall be marked as bids for “Auction of Used Vehicle (Tender No. GHPL/Gen/06/06-26)” in bold and legible letters. The envelope shall be labeled with the name, address, and contact number of the bidder.
3. Each bidder shall submit only one bid, multiple submissions of bids shall render the bidder disqualified.
4. Interested bidders may visit GHPL Office at their own cost for the inspection of vehicles between 12:00 AM to 04:00 PM from Monday to Friday.
5. The bidders must be satisfied with the actual condition of vehicle prior to commencement of bidding. By the act of bidding, the bidders shall be considered to have inspected the vehicle purchased and to have accepted the vehicle in its then condition in all respects including all its faults and defects of whatever nature (if any). Any express or implied condition or warranty whether arising by custom, law, or because of the provisions of any statute about the description of suitability or fitness for purpose, merchantable quality, or road worthiness of the vehicle is expressly excluded.
6. Bidders are required to provide bid security equivalent to to PKR 250,000/- (Two Hundred Fifty Thousand Pakistani Rupees Only) in shape of a pay order/bank draft in favor of ‘Government Holdings (Private) Limited’. Any bid not accompanied by a bid security shall be considered non-responsive and shall be rejected. Bid security of successful bidder will be released after depositing of 100% of quoted amount to the Company’s account. Whereas, bid security of unsuccessful bidders will be returned after the award.
7. The Bid Security as provided by the successful bidder will be forfeited/confiscated by GHPL without any further liability or notice if the successful bidder fails to deposit the full amount of the bid price within stipulated time i.e. three (03) working days after intimation of award. In that case, the right of successful bidder will be terminated and GHPL reserves the right to consider the next highest bidder as successful bidder or start the fresh bidding process.
8. The Bids must remain valid for ninety (90) days from the date of bid opening. Price and all other terms and conditions shall be fixed and firm throughout such period. If the last date falls on a holiday, the Bid will be considered to be valid upto GHPL’s first working day thereafter.
9. The bids must be submitted in accordance with this Invitation to Bid, and any bid not confirming thereto shall be rejected. All pages of the Bid should be signed and dated by the Authorized Signatory (including this ITB).
10. Bidders are required to provide their quotation exclusive of all applicable taxes. Financial evaluation will be made based on exclusive of taxes prices. However, successful bidder(s) shall have to pay all applicable taxes and duties in accordance with government laws, rules, and regulations prevailing on the date of award of contract. Additionally, successful bidder will bear all government taxes and duties applicable to the disposal of vehicle(s) through auction.
11. The successful bidder(s) at its/their own cost and expense shall transfer the ownership of vehicle(s) in its or their own name(s) within a period of fifteen days and furnish a copy to Administration Department, GHPL within the said period. After the fulfillment of formalities of transfer of

ownership, possession of the vehicle(s) shall be delivered to the successful bidder.

12. The bids will be evaluated by the Evaluation Committee of GHPL. During the examination, evaluation, and comparison of the bids, GHPL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered, or permitted after bid submission.
13. If there is a discrepancy between the words and figures, the amount in words shall prevail.
14. The bidder offering the highest price, shall be considered as successful bidder for final award of contract.
15. Successful bidder shall have to sign an agreement with GHPL as per Draft Agreement format in Annex-II.
16. The payments of disposed vehicles shall be made through a pay order/bank draft in the name of 'Government Holdings (Private) Limited' issued by a scheduled bank of Pakistan.
17. Successful bidder will be allowed to take out the vehicle(s) immediately after due verification from registration authority.
18. The bidder will have to comply with all laws applicable in the Islamic Republic of Pakistan.
19. The Bidder hereby undertakes to indemnify and hold the GHPL and the Government of Pakistan harmless against any loss, damages, claims, litigation, or any third-party claims, etc. whatsoever, arising out of submission of bids in response to this Invitation to Bid or the transaction contemplated therein or any Contract to be entered into between GHPL and the Bidder.
20. Neither GHPL, nor its respective directors, officers, employees, or advisors makes any representation or warranty, express or implied, as to the condition, specifications, model, operability, fitness, or working of vehicle(s). Accordingly, neither GHPL nor its respective directors, officers, employees, or advisors shall have any liability for any defect, imperfection, non-working condition, damage, or other non-operability or failure of the vehicle(s) to meet any specification or being fit for any purpose of the Bidder.

**Dy General Manager (HR & Administration)**

Government Holdings (Private) Limited

5<sup>th</sup> Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.

Phone No. 051-9211236-37

Email: [procurement@ghpl.com.pk](mailto:procurement@ghpl.com.pk)

**ANNEXURE-I: FORM OF BID****To:**

**DGM (HR & Administration),**  
Government Holdings (Private) Limited,  
Auction of Used Vehicle,  
Petroleum House, 5<sup>th</sup> & 7<sup>th</sup> Floors,  
Ataturk Avenue, G-5/2, Islamabad.  
Phone No. 051-9211236-37

Sir,

Reference your Tender No. \_\_\_\_\_ for \_\_\_\_\_.

1. I/We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). I/We acknowledge that GHPL is not bound to accept any bid in this regard and reserve the right to accept any offer and annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. I/we have inspected the vehicle and have accepted the vehicle in its then condition in all respects including all its faults and defects of whatever nature (if any).
3. I/We agree to abide by this BD for a period of ninety (90) days from the bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. I/We hereby undertake and confirm that M/s [\_\_\_\_\_] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law.
5. I/We submit herewith our bid including the requisite bid security enclosed in the respective envelope.
6. I/We do hereby appoint and authorize Mr./Ms. (\_\_\_\_\_) who is presently employed with us and holding the position of [\_\_\_\_\_] in [\_\_\_\_\_] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to GHPL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. I/We hereby agree to ratify all acts, deeds, and things lawfully done by our said authorized representative under this authorization and that all acts, deeds, and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of GHPL shall be final and GHPL will not be liable for any loss or damage to any party acting in reliance thereon.
8. I/We have gone through the terms/conditions of this BD and have found the document in a whole as non-biased to any particular company/bidder/vendor or product/ brand. I/We hereby

undertake and firmly bind ourselves to abide by/ comply with all sections/conditions of this BD. I/We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.

9. I/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 bid. In case any information is found wrong, misleading, or misstated in this bid, the same may lead to rejection of our bid and our disqualification.
10. I/We declare that our bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of the GHPL.
11. I/We acknowledge that GHPL reserves the right to blacklist any Bidder who breaches any terms and conditions of this BD.

We remain,

Yours sincerely

[Bidder's Official Stamp]

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name & Address of Firm: \_\_\_\_\_  
Cell No. of Signatory: \_\_\_\_\_  
E-mail address of Signatory: \_\_\_\_\_  
Mailing address of Signatory: \_\_\_\_\_

Acceptance by a representative authorized at Clause 6 above:

Signatures of Authorized Representative: \_\_\_\_\_  
Name and Title: \_\_\_\_\_  
Name & Address of Firm: \_\_\_\_\_  
Cell No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_

**ANNEXURE-II: FINANCIAL COMPLIANCE SHEET**

|                                                                                             |                                                                                  |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Name of the Firm/ Bidder                                                                    |                                                                                  |
| CNIC No.                                                                                    |                                                                                  |
| NTN Number (If available)                                                                   |                                                                                  |
| Status (Filer or Non-Filer)                                                                 |                                                                                  |
| An amount of earnest Money PKR 250,000/- in favor of Government Holdings (Private) Limited. | Bank Draft /Pay Order No. _____<br>Date: _____<br>Name of Bank and Branch: _____ |
| Contact Person Name and Cell No.                                                            | Name: _____<br>Cell No: _____                                                    |

| Sr. No. | Vehicle Type   | Model | Amount in Figures – Exclusive of Applicable Taxes (Rs.) | Amount in Words |
|---------|----------------|-------|---------------------------------------------------------|-----------------|
| 1       | Toyota Corolla | 2013  |                                                         |                 |

Name &amp; Designation: \_\_\_\_\_

Authorized Signature &amp; Stamp of Bidder: \_\_\_\_\_





**ANNEXURE–III: LETTER OF AWARD**

[Date]

[Recipient's Name]

[Recipient's Address] [City, State, Zip Code]

Subject: **Letter of Award - Successful Bidder for Vehicle Auction**

Dear [Recipient's Name],

Government Holdings (Private) Limited (GHPL) is pleased to inform you that your bid for [the vehicle(s)] through our recent auction process has been declared successful.

The details of your successful bid are as follows:

- Vehicle Description:
- Payment Terms: The Buyer shall pay the full purchase price of vehicle(s) to the Seller i.e. Rs. \_\_\_\_\_ / within three (03) working days in the shape of a pay order/bank draft in favor of 'Government Holdings (Private) Limited. **Failing to make the aforesaid payment within stipulated time shall result in forfeit of the bid security.**

In accordance with the terms and conditions outlined in the bidding documents, GHPL hereby awards you the right to acquire the aforementioned vehicle(s) at the winning bid price. Therefore, you are requested to make payment within the time described above followed by signing the sale agreement and transfer of the ownership and delivery of the vehicle.

We look forward to a successful transaction.

Best regards,

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**ANNEXURE-IV: FORM OF CONTRACT**

This contract for Vehicle Sales (hereinafter called the “**Contract**”) is made the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2026, by and between

Government Holdings (Private) Limited (GHPL), a company established under the laws of Pakistan, having its registered office at Floor (5<sup>th</sup> & 7<sup>th</sup>), Petroleum House, Ataturk Avenue, G-5/2, Islamabad (hereinafter referred to as “**Seller**”) which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assigns, of the one part;

and  
\_\_\_\_\_, having its registered office (address) at \_\_\_\_\_ (hereinafter called “**Buyer**”) which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assigns, on the other part.

Both Seller and Buyer may be collectively referred to hereinafter as the “Parties” and individually as the “Party”.

**WHEREAS:**

1. Seller invited bids for auction of vehicles vide press advertisement no. \_\_\_\_\_ dated \_\_\_\_\_;
2. Seller participated in the auction of vehicles as described herein and turned out to be highest bidder;
3. Buyer, being successful bidder, has agreed and warranted to Seller that it shall buy the vehicle in accordance with the terms and conditions set forth hereinafter and included in the bidding document;

**NOW THEREFORE**, in consideration of the mutual covenants and agreements the Parties hereto enter into this Contract on the following terms and conditions:

**1. Particulars of Vehicle**

- i. Manufacturer’s Name: \_\_\_\_\_
- ii. Year of Manufacture: \_\_\_\_\_
- iii. Registration No: \_\_\_\_\_
- iv. Chassis No: \_\_\_\_\_
- v. Engine No: \_\_\_\_\_

**2. Price and Payment**

The Buyer has paid the full purchase price of vehicle(s) to the Seller i.e. Rs. \_\_\_\_\_/ in the form of a pay order/bank draft no. \_\_\_\_\_ in favor of ‘Government Holdings (Private) Limited’, receipt of which is hereby acknowledged by the Seller.

**3. Delivery of Vehicle**

Buyer agrees to immediately commence registration of transfer of ownership with the relevant Government offices at its own cost and expense including payment of related taxes and duties. The Seller, upon submission of proof of registration of transfer of ownership of vehicle(s) by the relevant Government offices, shall hand over possession of the vehicle(s) to the Buyer.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be signed in their respective



names the date first written above.

For and on behalf of the **Seller**

For and on behalf of the **Buyer**

.....

(Signature)

.....

(Signature)

.....

(Name in block capitals)

.....

(Name in block capitals)

.....

(Designation)

.....

(Designation)

Witness 1: \_\_\_\_\_

Witness 1: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

