

**Application/Proposal**  
**for**  
**Pre-Qualification**

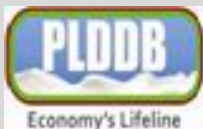
**General Information & Performa for  
Firms/Venders Prequalification**

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**Document No.**

PLDDB/P-Q/Mar-0107/2019



**Punjab Livestock & Dairy Development Board**

29-EII, Model Town Lahore

Ph: 042 – 35915346-47; URL: [www.plddb.pk](http://www.plddb.pk)



## Pre-Qualification Notice

Punjab Livestock & Dairy Development Board (PLDDB) is a non-profit Organization established under Section 42 of the Companies Ordinance, 1984. PLDDB invites sealed bids/proposals from firms/workshops registered with Sales Tax/Income Tax Departments and having their own workshops/stocks/manpower/expertise in Lahore for pre-qualification of following procurement, works and services for a period of one (01) year renewable on satisfactory performance.

Name of Procuring Agency	Punjab Livestock & Dairy Development Board (PLDDB)
Title of Procurement	<b>Pre-qualification of workshop(s):</b>  i. For Repair/Maintenance of different models of vehicles i.e. Toyota, Suzuki, Honda, FAW (Pickup), Master Fordland Truck and Yamaha/Honda Motorcycles/Generators.  ii. For purchase of tyres/batteries/spare parts for above official vehicles/generators.
Contact Person	Executive Secretary (Media & Procurement Cell) 042-35915346-7
Closing Time and Date of bid	Up to 10:00 am, 21 <sup>st</sup> March, 2019
Time and Place of publicly opening of bid	10:30 am, 21 <sup>st</sup> March, 2019 (Punjab Livestock & Dairy Development Board, 29-EII, Model Town, Lahore)

2. Bid Security of Rs. 20,000/- in shape of Bank Draft/Call Deposit Receipt (Refundable) in favor of Punjab Livestock & Dairy Development Board, must be attached with each bid separately.

3. Detailed terms & conditions can be collected free of cost from PLDDB office during working hours (09:00 am to 05:00 pm) and are also available on PLDDB official website and PPRA website. The procuring agency reserves the right to accept or reject all bids/proposals in accordance with PPRA rules.



Senior Manger Finance & Admin  
**Punjab Livestock & Dairy Development Board**

29-EII, Model Town, Lahore  
Ph: 042 – 35915346-8, URL: [www.plddb.pk](http://www.plddb.pk)



# **PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD (PLDDB), Lahore**

## **APPLICATION / PROPOSAL FOR PREQUALIFICATION**

General Information and Performa for Venders/Firms Prequalification

### **1. INTRODUCTION:**

Punjab Livestock & Dairy Development Board (PLDDB) intends to introduce the process of Pre-Qualification of venders/firms for its 28 vehicles & 2 Generators (Toyota, Suzuki, Honda, FAW (Pickup), Master Fordland Truck and 50KVA Perkin & 12 KVA QC Generator) in order to streamline its procurement procedures for repair & maintenance services.

All reputable and well established venders of generator/vehicle tyres, filters, batteries and spare parts are invited to apply for the Pre-qualification by submitting the Pre-Qualification proposal Performa.

PLDDB will process all the procurements in accordance with the policy defined and specified under PPRA Rules.

### **2. DOCUMENTS NEEDED:**

Selection for prequalification will be based on information provided in these documents and information Performa.

- a. NTN Registration Certificate.
- b. Bank statement of last six months.
- c. Statement that the bidder has not been blacklisted by any of the public sector regulatory bodies or others.
- d. Details of employees of the firm (Permanent, Temporary, Technical and non-Technical) with designation and contract numbers.
- e. Previous detail of works with documentary proof.
- f. Public/Private Client List.
- g. List of designated employee for PLDDB work.
- h. Dealership Certificate (if any)
- i. Any other information.

**PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD  
(PLDDB), Lahore**

**3. PREQUALIFICATION PERFORMA:**

Name of the Firm/vender:	
Address: Telephone Number: E-mail ID:	
Year of Establishment	
National Tax No. (attached copy of NTN)	
Bank account # Banker's Name Contact Details	
Whether the Pay Order as Security Deposit amounting to Rs. 20,000/- payable at PLDDB is attached	Yes: _____ or No.: _____ If yes please give No. & Date No. _____ Date: _____

**PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD  
(PLDDB), Lahore**

**For vehicles tyres, filters, batteries & spare parts**

<b>Managerial Capability</b> a) <b>Technical:</b> Number of Staff b) <b>Non- Technical:</b> Number of Staff	
<b>Type of:</b> Tyres, filters, batteries and spare parts (Genuine, Japanese, Local) <b>Tyres:</b> Dunlop, Bridgestone, Yokohama <b>Batteries:</b> Exide, Volta, AGS, Phoenix or equivalent	
<b>Dealership Certificate</b> (Copy of certificate of authorization from manufacturer, if any)	
<b>Affidavit</b> (that the firm has not been blacklisted by private, Government or Semi-Government Organizations)	

The information given above is true to the best of my knowledge; I undertake to inform PLDDB of any changes that may take place later in the status of workshop, business, agency or the management etc.

The terms and conditions attached below have also been read and certificate signed.

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD  
(PLDDB), Lahore**

**4. OTHER INFORMATION (must be filled)**

**Detail Regarding Nature and Type of Services / Works Being Carried Out By the Firm/Vender**

<b>S.#</b>	<b>Nature &amp; Type of Services /Works</b>	<b>Remarks (If any)</b>
01		
02		
03		
04		
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**PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD  
(PLDDB), Lahore**

**5. ASSESSMENT CRITERIA**

The Pre-qualification proposal / application will be evaluated as per the following criteria;

<b>Assessment/Evaluation Criteria</b>				<b>Mark Obtained</b>
Machinery/Tools/ Staff Capability	Firms will be evaluated based on the facilities, Services provided and latest equipment number of employees, level of security of the garage they have on site /complementary services	Very well equipped	15	
		Medium level equipped	10	
		Below level equipped	05	
Managerial & Technical Staff Capability	Firm will be evaluated on experience based mechanics, electricians, denters, painters, scanning master and helpers	Good management with experience mechanics	15	
		Only experience mechanics	10	
		Management with inexperience mechanics	05	
Past Experience, performance and security	The bidders background and experience in the vehicle repair industry, will be assessed to determine the ability of the offer to successfully perform the contract requirements	above 10 years	15	
		Less 10 years	05	
Cost of the proposal	The cost evaluation will determine whether the proposed costs are realistic and reasonable in relation to the solicitation requirements.	Lowest rate	15	
		Good service with reasonable cost / rates	03	
		Good service with higher cost / rates	02	
<b>Technical &amp; Financial Score</b>		<b>Total Score= 60</b>		
Bidders are required minimum 45 scores out of 60 for pre-qualification of workshop.				

# **PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD (PLDDB), Lahore**

## **TERMS AND CONDITIONS FOR THE PRE-QUALIFICATIONS OF FIRMS/WORKSHOPS**

1. The interested Firms/workshops must have minimum 5 years' experience in relevant field.
2. PLDDB encourages the legal business in the country so only NTN registered Firms/Venders/Workshops may participate in the pre-qualification process.
3. The workshops should have their own complete setup i.e garage, spare parts availability and technical experts.
4. The firm should have proper office /setup at Lahore.
5. The bidder is responsible to inspect the vehicles/generators at Foot and Mouth, Lahore Office at his own expenses for the purpose of estimate of repair & maintenance work before submission of technical and financial proposals.
6. A separate agreement shall be executed with successful bidder.
7. Performance Guarantee of Rs. 50,000/- deposited by the successful bidder shall be retained by this office up to the completion of contract/agreement period. It will be forfeited in case of failure to comply with the conditions as specified in this document as well as contract/agreement.
8. Items which will not be found according to required specifications/standard shall not be accepted.
9. In case of any of the terms and conditions of the agreement/contract is violated, the responsibility for any loss or damage will lie on the supplier firm.
10. All items should be brand new and in original manufacturers packing.
11. Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
12. The bidders shall enclose catalogues /leaflets/literature and other technical data, if any in respect of store offered by them.
13. The pre-qualified firms would be required to submit Security Deposit in the shape of **CDR for RS. 20,000/-** (Rupees twenty thousand only) in favor of **Punjab Livestock & Dairy Development Board** and in case of failure, the firm will be treated as non-prequalified. The security will be released to the firms within 30 days after expiry of



the period of Pre-qualification. Cash/Cheque and less amount of security deposit will not be accepted.

14. Warranty of tyres must be mentioned against each size of tyres.
15. Ply rating of offered tyres must also be mentioned against each size.
16. All the items quoted will not be demanded at once, rather than will be demanded on need basis during the contract.
17. Tyres must not be old than six months from the date of manufacturing.
18. Quantity of items mentioned in the tender documents may increase or decrease during the contract.
19. Warranty of stores should be as under:
  - a. Tyres one year/60,000 km from the date of fitment in the vehicle.
  - b. Batteries 06 months free replacement warranty from the date of fitment in the vehicle.
20. Each prequalified workshop performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.
21. The proposal /application shall be submitted in sealed envelope marked as under:  
**Senior Manager Finance & Admin, Punjab Livestock & Dairy Development Board (PLDDB) Lahore.**
22. The envelopes shall also bear the word “**CONFIDENTIAL**” and following identifications Pre-Qualification of Firms/Venders.
23. If the envelopes are not marked, as instructed above, the procuring agency will assume no responsibility for the misplacement or premature opening of the documents.
24. The applications should reach this office up to 10:00 am. The bid will be opened at 10:30 am at PLDDB office, 29-EII, Model Town, Lahore.
25. The proposals should not have any over-writing or cutting. The application(s) with any of the aforementioned defects may not be considered.
26. The bids/proposals will be opened, in front of the bidders or their authorized representatives, on the dates and times mentioned above. Late, incomplete or telegraphic/electronic bids will not be accepted.

27. The repair/maintenance work of vehicles will be awarded to the workshops amongst the selected workshops on fulfillment of pre-qualification criteria who quote lowest rate on need basis.
28. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even at odd hours.
29. The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired, should clearly be mentioned in quoted rates.
30. After supply / commissioning a maximum of 10 to 15 days should be given for trial & checking of repair & maintenance work.
31. The rates will be changed as per market fluctuation.
32. Only short listed firms will be contacted for detailed discussion and analysis.

**Spare parts, Filters, tyres and batteries rates for office vehicles/generators;**

Please fill in the list for spare parts provided below with the corresponding prices.

**Parts for Toyota Corolla XLI & GLI**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Cleaner				
Fuel Filter				
Engine Oil				
Engine Coolant				
Gear Oil				
Differential Oil				
Brake Pads				
Spark Plug				

**Parts for Toyota Hilux**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Cleaner				
Diesel Filter				
Engine Oil				
Engine Coolant				
Gear Oil				
Differential Oil				
Brake Pads/Brake Shoe				

**Parts for Suzuki Liana**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Cleaner				

Fuel Filter				
Engine Oil				
Engine Coolant				
Gear Oil				
Differential Oil				
Brake Pads/Brake Shoe				
Spark Plug				

**Parts for Suzuki Alto-1000cc**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Cleaner				
Fuel Filter				
Engine Oil				
Engine Coolant				
Gear Oil				
Differential Oil				
Brake Pads/Brake Shoe				
Spark Plug				

**Parts for Suzuki Cultus**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Cleaner				
Fuel Filter				
Engine Oil				
Engine Coolant				
Gear Oil				
Differential Oil				
Brake Pads/Brake Shoe				
Spark Plug				

**Parts for Suzuki Mehran**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Cleaner				
Fuel Filter				
Engine Oil				
Engine Coolant				
Gear Oil				
Differential Oil				
Brake Pads/Brake Shoe				
Spark Plug				

**Parts for Faw (Pickup) CA1024V**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Cleaner				
Fuel Filter				
Engine Oil				
Engine Coolant				
Gear Oil				
Differential Oil				
Brake Pads/Brake Shoe				
Spark Plug				

**Parts for Master Fordland M-330 Truck**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Cleaner				
Diesel Filter				
Engine Oil				
Engine Coolant				
Gear Oil				
Differential Oil				
Brake Pads/Brake Shoe				

**Service/spare parts of Generator (50 KVA Perkin & 12 KVA QC)**

<b>Genuine Spare part</b>	<b>Quality (Gen, Jap, Others)</b>			<b>Unit Price</b>
Oil Filter				
Air Filter				
Diesel Filter				
Engine Oil				
Engine Coolant				

**Specification of Tyres;**

Sr. No.	Type of Vehicles	Size of Tyre	Type of Brand	Unit Price
01	Toyota Corolla XLI/GLI	as per requirement/demand of PLDDB	Bridgestone / Dunlop / Yokohama	
02	Toyota Hilux			
03	Suzuki Liana			
04	Suzuki Cultus			
05	Suzuki Alto			
06	Suzuki Mehran			
07	Faw (Pickup)/CA1024V			
08	Master Fordland Truck			

**Specification of Batteries;**

Sr. No.	Type of Vehicles	Battery Size	Type of Brand	Unit Price
01	Toyota Corolla XLI/GLI	as per requirement/demand of PLDDB	Exide/AGS/Phoenix/Daewoo/Osaka/Atlas (dry & wet)	
02	Toyota Hilux			
03	Suzuki Liana			
04	Suzuki Cultus			
05	Suzuki Alto			
06	Suzuki Mehran			
07	Faw (Pickup)/CA1024V			
08	Master Fordland Truck			
09	Generators (50 & 12 KVA)			

\_\_\_\_\_  
**Authorized Signature /Stamp**

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



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