



GILGIT BALTISTAN DISASTER MANAGEMENT AUTHORITY SHIGAR

Notice Inviting Tender

Gilgit-Baltistan Disaster Management Authority (GBDMA) Shigar invites sealed tender/bids from all interested Firms/contractor under mentioned categories against the head/classification for the Financial Year 2026-27.

Category	Head/Classification	Last Date of submission/Closing Time	Opening Time	Call Deposit Amount
A	Transport (A131001)	16-9-2026 (10:30 am)	11:00 am	72,000/-

GENERAL TERMS & CONDITIONS:

- A **Single-Stage Two-Envelope** procedure shall be adopted for evaluation of this tender, in accordance with the GB Public Procurement Regulatory Authority (GB PPRA) Rules. Bidders shall submit Envelope-I (Technical/Eligibility Documents) and Envelope-II (Financial Proposal / Schedule of Rates) separately, sealed within one outer envelope, as detailed in Section D below.
- Bid security as mentioned above must be attached with the technical bid in form of Call Deposit (CDR) in the name of Assistant Director GBDMA Shigar from any schedule bank. The CDR must be in the name of shop/company. Ambiguous call deposits will be rejected. Bid Security of non-successful bidders shall be released after finalization of the tender; that of the successful bidder shall be retained/converted into Performance Security as per the contract agreement and released on satisfactory completion of the contract period.
- Bids shall remain valid for a period of 90 days from the date of bid opening. Any bid found valid for a shorter period shall be treated as non-responsive.
- An affidavit on stamp paper of Rs. 100/- must be accompanied with the tender documents to the effect that the bidder has never been blacklisted by any Government/Semi-Government organization/PPRA.
- The Schedule of Rates for Repair & Maintenance of Heavy Machinery is attached as Annex-A, and for Light Vehicles & Generator as Annex-B. Bidders must quote firm rates against every applicable item in both annexures.
- Evaluation and award of contract shall be made strictly on the grand total (composite bid) basis, i.e. the sum of the quoted grand totals of Annex-A and Annex-B combined - and NOT on an item-wise lowest-rate basis. The bidder quoting the lowest responsive and technically qualified grand total (Annex-A + Annex-B) shall be considered for award of the contract.
- If the rates quoted by a firm are found inconsistent with prevailing market rates at any stage - including after contract award, during execution - GBDMA reserves the authority to cancel/revise the rates, terminate the contract, and take further action as admissible under the GB PPRA Rules and the contract agreement, including forfeiture of security.
- It is the firm's responsibility to ensure supply of quality, genuine/OEM-equivalent spare parts and workmanship throughout the contract period. Substandard supply may result in rejection of the bill, penalty, and/or blacklisting as per the GB PPRA Rules.
- Preference shall be given to firms having their own workshop/spare-parts outlet established in all districts of Gilgit-Baltistan, or demonstrating the widest district-level coverage/service network, given GBDMA's district-wide fleet.
- The department reserves right to accept or reject tender according to GB PPRA Rule-36.



GILGIT BALTISTAN DISASTER MANAGEMENT AUTHORITY SHIGAR

- k. The contract period shall be one financial year (2026-27), extendable by mutual consent on the same rates and terms for a further period not exceeding six months, subject to satisfactory performance.
- l. For further details regarding submission deadline, venue, and bid opening schedule, bidders are advised to consult the published tender advertisement/NIT.

Required Documents

In accordance with GB PPRA Rules, bidders shall submit the following documents in two separate, clearly marked and sealed envelopes within one outer envelope, superscripted with the tender reference and "Repair & Maintenance of GBDMA Light Vehicles & Heavy Machinery - FY 2026-27".

Envelop-I: Technical/Eligibility Proposal

- a. Copy of valid CNIC of the tender applicant / authorized signatory.
- b. Certificate of Firm/Company Registration or Incorporation under the applicable laws of Pakistan (e.g., Registrar of Firms, SECP, as applicable).
- c. Proof of firm's vendor registration number with the relevant Government department(s), if already registered.
- d. Firm's active telephone/contact number, office address, and email address on official letterhead.
- e. Firm owner's/authorized signatory's signature and stamp on all pages of the tender documents and on the Schedule of Rates, on the firm's official letterhead.
- a. Proof of at least two (2) years work experience in projects of similar size, nature, and complexity (i.e., repair & maintenance of vehicles/heavy machinery for a government or private organization).
- b. At least two (2) supply/work orders and corresponding work-completion certificates evidencing satisfactory completion of assignments of similar nature, size, and complexity, issued by the concerned procuring agency/client.
- c. Firm's bank statement for the last one (1) year, issued by a scheduled bank, reflecting the firm's financial standing/turnover.
- d. Original Call Deposit Receipt (CDR) / Bank Guarantee / Pay Order of Rs. 72,000/- as Bid Security, in favor of GBDMA.
- e. An undertaking/affidavit on judicial stamp paper that the firm is not currently blacklisted or debarred by any Government department, PPRA, or other regulatory authority in Pakistan.
- f. An undertaking/affidavit that the information and documents furnished are true and correct to the best of the firm's knowledge, and that submission of false documents shall render the bid liable to rejection and the firm liable to blacklisting/legal action.
- g. An undertaking confirming acceptance of all Terms & Conditions of this tender, including the anti-manipulation and billing integrity clauses in the accompanying Notice Inviting Tender (NIT).
- h. Power of Attorney or Board Resolution authorizing the signatory to bind the firm, where the bid is signed by a representative other than the sole proprietor/CEO.
- i. List of workshop/outlet locations across Gilgit-Baltistan districts, with addresses, in support of the district-coverage preference criterion at Clause 1.10 above.
- j. Duly filled and signed Tender Application/Bidding Form, if a separate prescribed format is issued with the advertisement.



GILGIT BALTISTAN DISASTER MANAGEMENT AUTHORITY SHIGAR

Envelop-II Financial Proposal

- Schedule of Rates - Heavy Machinery (Annex-A), duly filled against every applicable item, computer-printed, signed and stamped on the firm's letterhead.
- Schedule of Rates - Light Vehicles & Generator (Annex-B), duly filled against every applicable item, computer-printed, signed and stamped on the firm's letterhead.
- A one-page summary sheet stating the Grand Total of Annex-A, Grand Total of Annex-B, and the Combined Grand Total (Annex-A + Annex-B), in both figures and words, signed and stamped by the authorized signatory.
- No conditional, alternative, or variable rates shall be entertained; rates must be firm and fixed for the full contract period.

Note on Compliance

Bids found deficient in any of the mandatory documents listed shall be treated as non-responsive at the technical evaluation stage and shall not proceed to financial evaluation, except where GB PPRA Rules permit a limited, time-bound opportunity for curable deficiencies (e.g., minor documentation clarifications not affecting the substance of the bid), at the sole discretion of the Procurement Committee.

Acknowledgement

I/We have read, understood, and hereby accept all the Terms & Conditions stated above in full, without reservation.

Name of Firm: _____

Name & Designation of Authorized Signatory: _____

Signature & Official Stamp: _____

Date: _____


(Assistant Director)
GBDMA Shigar