

Prequalification Document



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Transport Section
Higher Education Commission

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Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Table of Contents

Prequalification Notice.....	8
PART 1 - PREQUALIFICATION PROCESS.....	11
Section - I: Instructions to Applicants (ITAs).....	12
A. General	12
1. Scope of Application.....	12
2. Source of Funds.....	12
3. Fraud and Corruption.....	12
4. Eligible Applicants.....	13
5. Eligibility (in terms of Nationality).....	14
B. Contents of the Prequalification Documents.....	14
6. Sections of Prequalification Documents.....	14
7. Clarification of Prequalification Documents and Pre-Application Meeting.....	15
8. Amendment of Prequalification Documents.....	16
C. Preparation of Applications.....	17
9. Cost of Applications.....	17
10. Language of Application.....	17
11. Documents Comprising the Application.....	17
12. Application Submission Letter.....	18
13. Documents Establishing the Eligibility of the Applicant.....	18
14. Documents Establishing the Qualifications of the Applicant.....	18
15. Signing of the Application and Number of Copies.....	18
D. Submission of Applications.....	19
16. Sealing and Identification of Applications.....	19
17. Deadline for Submission of Applications.....	19
18. Late Applications.....	20
19. Opening of Applications.....	20
E. Procedures for Evaluation of Applications.....	20
20. Confidentiality.....	20
21. Clarification of Applications.....	20
22. Responsiveness of Applications.....	21
23. Margin of Preference.....	21
24. Sub-contractors.....	21
F. Evaluation of Applications and Prequalification of Applicants.....	21



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

25.	Evaluation of Applications.....	21
26.	Procuring Agency's Right to Accept or Reject Applications	22
27.	Prequalification of Applicants.....	22
28.	Notification of Prequalification.....	22
29.	Performance Guarantee.....	22
30.	Agreement.....	23
31.	Request for Bids.....	23
32.	Mode of Payment.....	24
33.	Changes in Qualifications of Applicants.....	24
34.	Constitution of Grievance Redressal.....	24
35.	Mechanism of Blacklisting.....	26
36.	Arbitration.....	28
	Section - II: P r e q u a l i f i c a t i o n Data Sheet (PDS).....	29
A.	General	29
	ITA 1.1.....	29
	ITA 4.2.....	29
	ITA 4.5.....	29
B.	Contents of the Prequalification Document.....	29
	ITA 7.1.....	29
	ITA 7.1 & 8.2.....	30
	ITA 7.2.....	30
C.	Preparation of Applications.....	30
	ITA 10.1:.....	30
	ITA 11.1 (d).....	30
	ITA 14.2.....	30
	ITA 15.2.....	31
D.	Submission of Applications.....	31
	ITA 17.1.....	31
	ITA 19.1.....	31
	ITA 19.2.....	31
E.	Procedures for Evaluation of Applications.....	31
	ITA 23.1.....	31
	ITA 34.1.....	31
	Section - III: Q u a l i f i c a t i o n and Evaluation Criteria.....	33



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

1. Eligibility	33
2. Historical Contract Non-Performance	33
3. Financial Situation and Performance	34
4. Experience	34
Specific Experience Requirements	35
4.2(b)(i) Documentary evidence	35
4.2(b)(ii) Threshold to Passing Criteria/Document Submission Option	36
4.2(b)(iii) Experience / Evaluation Criteria	36
4.2(b)(iii)(Part - A): General Evaluation Criteria for All Categories:	37
4.2(b)(iii)(Part - B): General Evaluation for Repair and Maintenance of Vehicles at Workshop:	37
4.2(b)(iii)(Part - C): General Evaluation for Supply and Installation of Tyres or Batteries:...	39
4.2(b)(iii)(Part - D): General Evaluation for Repair and Maintenance of Vehicle AC Work...	40
Section - IV: Application Forms	41
Application Submission Letter	41
Form ELI - 1.1	44
Applicant Information Form	44
Form ELI - 1.1 (continued)	47
Applicant Information Form	47
Form FIN - 3.1	49
Financial Situation and Performance	49
Form FIN - 3.2	51
Average Annual Turnover (Annual Sales Value)	51
Form CON - 1	52
Current Contract Commitments / Contracts in Progress	52
Form EXP - 1	53
Details of All Contracts	53
Form PER - 1	54
Historical Contract Non - Performance, and Pending Litigation and Litigation History	54
Section - V: Eligible Countries	57
PART 2 -REQUIREMENTS FOR PROVISION OF SERVICES REGARDING REPAIR / MAINTENANCE / OVERHAULING / AIR CONDITIONING / DENTING / PAINTING WORK AND PROVISION OF TYRES / BATTERIES FOR HEC VEHICLES SERVICES	58
Section VII - Scope of Services / Terms of Reference (TORs)	59



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

PART 1 - PREQUALIFICATION PROCESS

Section - I: Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the applications for Prequalification, in addition to information on opening and evaluation of the applications.

Section - II: Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITAs (in Section - I) and are specific to respective prequalification proceedings.

Section - III: Qualification and Evaluation Criteria

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the applicants regarding Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles in accordance with the requirements of the Higher Education Commission (HEC), with an objective to prequalify the Workshops / Suppliers for signing off the Framework Agreement(s) or Call-off Contract(s) as well as for Invitation of Bid(s) from the Pre-qualified Workshop(s) / Supplier(s).

Section - IV: Application Forms

This Section contains application submission form and other allied forms required to be submitted with the Application.

Section - V: Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

PART 2: PREQUALIFICATION REQUIREMENTS

Section - VI: Schedule of Requirements

This Section contains the detail about the requirements regarding the Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Section - VII: Scope of Services / Terms of Reference (TORs)

This Section includes a brief description about the Scope of Services / Terms of References (TORs)



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

HIGHER EDUCATION COMMISSION ISLAMABAD

Prequalification Notice

Invitation for Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

1. The Higher Education Commission (HEC), Islamabad intends the Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles for a period of three (03) years.
2. The objective of the intended Framework Agreement(s) or Call-off Contract(s) is the Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles for signing off the Framework Agreement(s) or Call-off Contract(s) as well as for Invitation of Bid(s) from the Pre-qualified Workshop(s) / Supplier(s).
3. Purpose of this Prequalification Notice is to provide very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings i.e. the Invitation to Financial Bids will be made to the Prequalified Applicants who have signed the agreement / contract with the Higher Education Commission (HEC) for the period of three (03) years.
5. A formal agreement on stamp paper worth Rs.100/- shall be executed between the Higher Education Commission (HEC) and prequalified applicant(s) prior to the start of the work / services & supply.
6. Prequalification process is open for all national applicants subject to fulfilling the eligibility requirements mentioned in the respective section of prequalification documents. Interested applicants may obtain further information from the Higher Education Commission (HEC) at the address mentioned below during office hours from 0800 to 1600 hrs.
7. A complete set of prequalification documents 'in English' may be purchased by interested applicants on the submission of a written application to the address



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

mentioned below and upon depositing of a nonrefundable fee Rs.500/- (Rupees Five Hundred only) in Higher Education Commission (HEC)'s Account No. 17427900133401 of Habib Bank Limited, SRC Branch, Sector H-9, Islamabad or deposited in Higher Education Commission (HEC) Finance Division. The documents will be provided directly to the potential applicants, and essential record shall be maintained by the Higher Education Commission (HEC) for providing information regarding amendment(s), if any, in Prequalification Documents.

OR

A complete set of prequalification documents can also be downloaded from HEC website www.hec.gov.pk whose document price @ Rs.500/- (Five Hundred only non-refundable) shall be submitted in the shape of Bank Challan/Bank Draft along with the prequalification application.

8. Applications for Prequalification should be submitted in clearly marked on the envelopes as per following and delivered to the address 'mentioned below' or by Hand latest by 1330 hrs on 23rd April 2024:

“CONFIDENTIAL”

“Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles”

“DO NOT OPEN BEFORE 1400 HRS ON 23rd April 2024.

9. Late or incomplete Applications will be rejected.
10. The applicant(s) shall bear all the costs/expenses associated with the preparation and submission of the application and Higher Education Commission (HEC) shall not be responsible/liable for those costs/expenses.
11. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the package at the proper place and time.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

12. It shall be the applicants' responsibility to determine the manner in which timely delivery of the application will be accomplished either in person, by messenger or by surface mail.

Yasir Irfan
Suptd (Transport)
Wednesday, 03 April, 2024, 2:58:34 PM

Yasir Irfan
Suptd (Transport)
Wednesday, 03 April, 2024, 2:58:34 PM



**Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles**

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**Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles**

PART 1 - PREQUALIFICATION PROCESS

Yasir Irfan
Suptd (Transport)
Wednesday, 03 April, 2024, 2:58:34 PM

Yasir Irfan
Suptd (Transport)
Wednesday, 03 April, 2024, 2:58:34 PM



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Section - I: Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the applications for Prequalification, in addition to information on opening and evaluation of the Applications.

A. General

1. Scope of Application

- 1.1. In connection with the “Invitation for Prequalification”, the Higher Education Commission (HEC), as defined in Section - II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles incidental thereto as specified in Section - VII (Scope of Services / Terms of Reference TORs).

2. Source of Funds

- 2.1. Higher Education Commission (HEC) Budget head “Transport Repair and Maintenance (R&M)”.

3. Fraud and Corruption

- 3.1. The Higher Education Commission (HEC) requires that the Applicants / Bidders / Suppliers / Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such Framework Agreement(s) or Call-off Contract(s).
- 3.2. The Applicants / Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Higher Education Commission (HEC) to inspect all accounts, records and other documents relating to any, Application / Bid submission, Prequalification process, Primary Procurement process, Framework



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

- Agreement performance, Secondary Procurement process, and / or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Higher Education Commission (HEC).
- 3.3. Any communications between the applicant(s) and the Higher Education Commission (HEC) related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.
 - 3.4. Higher Education Commission (HEC) will reject any application or bid or proposal if it is established that the Applicant or the Bidder or Proposer was engaged in corrupt and fraudulent practices in competing for the contract.
 - 3.5. Higher Education Commission (HEC) will also declare the applicant(s) / bidder(s) / proposer as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Applicants

- 4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Agreement (if signed between the Higher Education Commission (HEC) and the entity), the execution of any Contract(s) awarded (to the entity) under the Agreement in accordance with the Contract conditions that apply.

The Workshop(s) / Supplier(s) may authorize a representative who shall have the authority to conduct all business for and on behalf of the Workshop(s) / Supplier(s) during the Prequalification process, Bidding process (in the event the prequalified Workshop(s) / Supplier(s) submits a Bid) and during the period of agreement and contract execution (in the event the prequalified Workshop(s) / Supplier(s) is awarded the Contract).

- 4.2. An Applicant may apply for Prequalification as an individual entity. Bids submitted in violation of this provision will be rejected.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

- 4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its application for prequalification as an individual entity. If prequalified, only the prequalified applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.
- 4.4. Applicants shall be considered to have a conflict of interest if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Higher Education Commission (HEC) for execution of subsequent Agreement(s) or Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Higher Education Commission (HEC) (or a recipient of a part of the funds) who:
- (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Agreement or Contract and / or the Prequalification or Bid evaluation process of such Contract; or
 - (b) would be involved in the implementation or supervision of such Agreement or Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Agreement and / or Contract.
- 4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement(s) or Call-off Contract(s) for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
- 4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Higher Education Commission (HEC).



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

5. Eligibility (in terms of Nationality)

- 5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

- 6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8:



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

PART 1 - PREQUALIFICATION PROCESS

Section - I: Instructions to Applicants (ITAs)

Section - II: Prequalification Data Sheet (PDS)

Section - III: Qualification Criteria and Requirements

Section - IV: Application Forms

Section - V: Eligible Countries

PART 2 - PREQUALIFICATION REQUIREMENTS

Section VI - Schedule of Requirements

Section VII - Scope of Services / Terms of Reference (TORs)

Section VIII - Technical Evaluation Criteria

- 6.2. Unless obtained directly from the Higher Education Commission (HEC) or downloaded directly from the website link referred in the Invitation for Prequalification, the Higher Education Commission (HEC) accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Higher Education Commission (HEC) or downloaded from the website link shall prevail.
- 6.3. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its application all the information or documentation as is required by the Prequalification Documents.

7. Clarification of Prequalification Documents and Pre-Application Meeting

- 7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Higher Education Commission (HEC) in writing at the Higher Education Commission (HEC)'s address indicated in the PDS. The Higher Education Commission (HEC) will respond in writing to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for submission of the Applications. The Higher Education Commission (HEC) shall forward a copy of its response to all prospective



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Applicants who have obtained the Prequalification Documents directly from the Higher Education Commission (HEC) (or through its website link), including a description of the inquiry but without identifying its source. If so, indicated in the PDS, the Higher Education Commission (HEC) shall also promptly publish its response at the web page identified in the PDS. Should the Higher Education Commission (HEC) deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.

- 7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria, or any other aspects of the Prequalification Documents.
- 7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Higher Education Commission (HEC) exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

- 8.1. At any time prior to the deadline for submission of Applications, the Higher Education Commission (HEC) may amend the Prequalification Documents by issuing an Addendum.
- 8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Higher Education Commission (HEC). The



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Higher Education Commission (HEC) shall promptly publish the Addendum at the Higher Education Commission (HEC)'s website identified in the **PDS**:

Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.

- 8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Higher Education Commission (HEC) may at its discretion, extend the deadline for the submission of Applications in accordance with **ITA 17.2**:

Provided that the Higher Education Commission (HEC) shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

- 9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Higher Education Commission (HEC) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. Language of Application

- 10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Higher Education Commission (HEC), shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

11. Documents Comprising the Application

11.1. The Application shall comprise of the following:

- (a) Application Submission Letter, in accordance with ITA 12.1;
- (b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;
- (c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
- (d) any other document required as specified in the PDS.

12. Application Submission Letter

12.1. The Applicant shall complete an Application Submission Letter as provided in Section - IV (Application Forms). This Form must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section - IV (Application Forms).

14. Documents Establishing the Qualifications of the Applicant

14.1. To establish its qualifications to perform the contract(s) in accordance with Section - III (Qualification and Evaluation Criteria), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

- (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amount for that year is to be converted).
- (b) value of single contract - Exchange rate prevailing on the date of the contract.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

- 14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Higher Education Commission (HEC).
- 14.4. The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and / or to perform any Call-off Contract(s) if awarded, shall establish to the Higher Education Commission (HEC)'s satisfaction as per 4.2 (b) (i), (ii) & (iii).

15. Signing of the Application and Number of Copies

- 15.1. The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.
- 15.2. The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
- 15.3. Applicants shall not have the option of submitting their Applications electronically.

D. Submission of Applications

16. Sealing and Identification of Applications

- 16.1. The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
 - (a) bear the name and address of the Applicant;
 - (b) be addressed to the Higher Education Commission (HEC), in accordance with ITA 17.1; and
 - (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1.
- 16.2. Applicants shall not have the option of submitting their Applications electronically.
- 16.3. The Higher Education Commission (HEC) will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

17. Deadline for Submission of Applications

- 17.1. Applicants may either submit their applications by mail, by courier or by hand. Applications shall be received by the Higher Education Commission (HEC) at the address and no later than the deadline indicated in the PDS. Applicants shall not have the option of submitting their Applications electronically.
- 17.2. If required in accordance with the provisions of ITA 8.3, the Higher Education Commission (HEC) will extend the deadline for the submission of Applications, in which case all rights and obligations of the Higher Education Commission (HEC) and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 17.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).

18. Late Applications

- 18.1. The Higher Education Commission (HEC) will not accept any applications which will be received after the time for submission of the Applications.
- 18.2. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the package at the proper place and time.
- 18.3. It shall be the applicants' responsibility to determine the manner in which timely delivery of the application will be accomplished either in person, by messenger or by surface mail.

19. Opening of Applications

- 19.1. The Higher Education Commission (HEC) shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1.
- 19.2. Applicants shall not have the option of submitting their Applications electronically.
- 19.3. The Higher Education Commission (HEC) shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

E. Procedures for Evaluation of Applications

20. Confidentiality

- 20.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants, or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
- 20.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Higher Education Commission (HEC) on any matter related to the Prequalification process may do so only in writing.

21. Clarification of Applications

- 21.1. To assist in the evaluation of Applications, the Higher Education Commission (HEC) may ask an Applicant for a clarification(s) and / or documentary evidence(s) of its application, to be submitted within a stated reasonable period of time. Any request for clarification(s) and / or documentary evidence(s) from the Higher Education Commission (HEC) and all clarifications from the Applicant shall be in writing.
- 21.2. If an Applicant does not provide clarification(s) and / or documentary evidence(s) requested by the date and time set in the Higher Education Commission (HEC)'s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

22. Responsiveness of Applications

- 22.1. The Higher Education Commission (HEC) may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and / or missing information within prescribed time, it may result in disqualification of the Applicant.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

23. Margin of Preference

- 23.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

24. Sub-contractors

- 24.1. Subcontractors' qualification and experience shall not be considered for the evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

25. Evaluation of Applications

- 25.1. The Higher Education Commission (HEC) shall use the factors, methods, criteria, and requirements defined in Section - III (Qualification and Evaluation Criteria), to evaluate the qualifications of the Applicants, and no other method, criteria, or requirements shall be used. The Higher Education Commission (HEC) reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
- 25.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
- 25.3. In case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. The Higher Education Commission (HEC) shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification and Evaluation Criteria are mentioned in Section - III.
- 25.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities,



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

affiliates, subcontractors, or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

26. Procuring Agency's Right to Accept or Reject Applications

26.1. The Higher Education Commission (HEC) reserves the right to accept or reject any or all the Application(s), or to annul the Prequalification process at any time, without thereby incurring any liability to the Applicant(s).

27. Prequalification of Applicants

27.1. All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Higher Education Commission (HEC).

27.2. No applicant shall be allowed to alter or modify its application / bid after the application(s) / bid(s) have been opened. However, the Higher Education Commission (HEC) may seek and accept clarifications to the applicant that do not change the substance of the application.

28. Notification of Prequalification

28.1. The Higher Education Commission (HEC) shall notify all Applicants 'in writing' of the names of those Applicants who have been prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.2. The Higher Education Commission (HEC) shall communicate to those applicants who have not been pre-qualified the reasons for not pre-qualifying them.

29. Performance Guarantee

29.1. Pre-qualified Workshop(s) / Supplier(s) shall have to furnish the performance guarantee from a scheduled Bank or Pay Order amounting to **Rs. 100,000/- (One Hundred Thousand only)** drawn in favor of **Higher Education Commission (HEC)** at the time of signing of Contract.

29.2. Any Performance Guarantee submitted shall be enforceable in Pakistan.

29.3. The proceeds of the performance guarantee shall be payable to Higher Education Commission (HEC) as a compensation for any loss resulting from the prequalified Workshop(s) / Supplier(s) failure to complete its obligations under the Contract. In such case, the prequalified Workshop(s) / Supplier(s) shall be blacklisted in



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Higher Education Commission (HEC) and it shall not be considered eligible for future dealings with Higher Education Commission (HEC) whatsoever; for which no appeal shall be entertained.

- 29.4. The Performance Bank Guarantee will be released by the Higher Education Commission (HEC) to the prequalified Workshop(s) / Supplier(s) after the successful completion of the contract period.

30. Agreement

- 30.1. The prequalified Workshop(s) / Supplier(s) will be bound to sign an agreement with the Higher Education Commission (HEC) FOR PROVISION OF SERVICES REGARDING REPAIR / MAINTENANCE / OVERHAULING / AIR CONDITIONING / DENTING / PAINTING WORK AND PROVISION OF TYRES / BATTERIES FOR HEC VEHICLES 'as and when required basis, on stamp paper worth Rs.100/- (Rupees one hundred only) within the fifteen days from the date of issuance of the Letter of intent on standard terms and conditions.
- 30.2. If the services of prequalified Workshop(s) / Supplier(s) are not up to the satisfaction of Higher Education Commission (HEC), the Executive Director (HEC) reserves the right to cancel the agreement / contract, forfeit the 100% performance guarantee amount provided by the prequalified Workshop(s) / Supplier(s).

31. Request for Bids

- 31.1. After the notification of the results of the Prequalification, the Higher Education Commission (HEC) will invite the Bids from all the prequalified Workshop(s) / Supplier(s) as and when required.
- 31.2. Higher Education Commission (HEC) may invite the bid(s) through email (soft form) where value of the Services / Goods is up to the financial limit of Five Hundred Thousand Pakistani Rupee. For the purpose, the Workshop(s) / Supplier(s) needs to provide its valid email address in Form ELI - 1.1.
- 31.3. Higher Education Commission (HEC) shall invite the bid(s) through surface mail/by hand (in hard form) where value of the Services / Goods is more than the financial limit of Five Hundred Thousand Pakistani Rupee. For the purpose, the



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Workshop(s) / Supplier(s) needs to provide its valid surface mail address in Form ELI - 1.1.

32. Mode of Payment

- 32.1. Payments will be made by the Higher Education Commission (HEC) through cross cheque against the received invoice from the successful bidders at the earliest after the receipt of the Invoice at Higher Education Commission (HEC). No security deposit or advance payment FOR PROVISION OF SERVICES REGARDING REPAIR / MAINTENANCE / OVERHAULING / AIR CONDITIONING / DENTING / PAINTING WORK AND PROVISION OF TYRES / BATTERIES FOR HEC VEHICLES will be made by the Higher Education Commission (HEC).

33. Changes in Qualifications of Applicants

- 33.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid shall be subject to the written approval of the Higher Education Commission (HEC) prior to the deadline for submission of Bids. Such approval shall be denied if:
- (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members.
 - (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section - III (Qualification and Evaluation Criteria); or
 - (c) in the opinion of the Higher Education Commission (HEC), the change may result in a substantial reduction in competition.
- 33.2. Any such change should be submitted to the Higher Education Commission (HEC) before the date of "Invitation to Bids".

34. Constitution of Grievance Redressal

- 34.1. Higher Education Commission (HEC) shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

- 34.2. Any party or applicant can file its written complaint against the eligibility parameters, or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application / proposal submission deadline.
- 34.3. Any Bidder feeling aggrieved by any act of the Higher Education Commission (HEC) after the submission of its bid may lodge a written complaint concerning his grievances not later than seven days from the announcement of technical evaluation report and five days after issuance of final evaluation report.
- 34.4. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 34.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:
- 34.6. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 34.7. The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 34.8. Any bidder or the Higher Education Commission (HEC) not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.
- 34.9. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to appeal.
- 34.10. The committee shall call the record from the Higher Education Commission (HEC) or the GRC as the case may be, and the same shall be provided within prescribed time.
- 34.11. The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

34.12. The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee.

35. Mechanism of Blacklisting

35.1. The Higher Education Commission (HEC) shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, applicant, bidder, or contractor who either:

- i. Involved in corrupt and fraudulent practices as defined under rule-2;
- ii. Fails to perform his contractual obligations; or
- iii. Fails to abide by bid securing declaration;.

35.2. The Higher Education Commission (HEC) shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, applicant, bidder, or contractor who either:

- i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;
- ii. Fails to perform his contractual obligations; and
- iii. Fails to abide by the bid securing declaration;

35.3. The show cause notice shall contain: (a) precise allegation, against the applicant, bidder or contractor; (b) the maximum period for which the Higher Education Commission (HEC) proposes to debar the applicant, bidder or contractor from participating in any public procurement of the Higher Education Commission (HEC); and (c) the statement, if needed, about the intention of the Higher Education Commission (HEC) to make a request to the Authority for debarring the applicant, bidder or contractor from participating in public procurements of all the procuring agencies.

35.4. The Higher Education Commission (HEC) shall give minimum of seven days to the applicant, bidder, or contractor for submission of written reply of the show cause notice.

35.5. In case, the bidder or contractor fails to submit written reply within the requisite time, the Higher Education Commission (HEC) may issue notice for personal



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

- hearing to the bidder or contractor/authorize representative of the bidder or contractor and the Higher Education Commission (HEC) shall decide the matter on the basis of available record and personal hearing, if availed.
- 35.6. In case the bidder or contractor submits written reply of the show cause notice, the Higher Education Commission (HEC) may decide to file the matter or direct issuance of a notice to the applicant, bidder, or contractor for personal hearing.
 - 35.7. The Higher Education Commission (HEC) shall give minimum of seven days to the applicant, bidder, or contractor for appearance before the specified officer of the Higher Education Commission (HEC) for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the applicant, bidder, or contractor, if availed.
 - 35.8. The Higher Education Commission (HEC) shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
 - 35.9. The Higher Education Commission (HEC) shall communicate to the applicant, bidder, or contractor the order of debaring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.
 - 35.10. Such blacklisting or barring action shall be communicated by the Higher Education Commission (HEC) to the Authority and respective applicant(s), bidder(s) in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the Higher Education Commission (HEC).
 - 35.11. The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Committee shall evaluate the case and decide within ninety days of filing of review petition.

- 35.12. The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the Higher Education Commission (HEC). The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
- 35.13. The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

36. Arbitration

- 36.1. After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled by arbitration.
- 36.2. In case of any dispute, the matter will be referred to the worthy Executive Director, (HEC) where decision will be binding on both parties.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Section - II: Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITA (in Section-I) and are specific to respective Prequalification Proceedings.

A. General

ITA 1.1

The identification number of the Invitation for Prequalification is:

4(7)/2016/Services(TPT)/HEC

The Procuring Agency is:

Malik Ghiyas Asghar

Assistant Director (Transport)

Higher Education Commission

Sector H-9, Islamabad - Pakistan

Telephone: + 92-51-9040-1501508 & 1516

Email: mghiyas@hec.gov.pk

Website: <http://www.hec.gov.pk>

The name of the Procuring Agency is:

Higher Education Commission (HEC)

The name of the Project or Procurement is:

Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and
Suppliers for Provision of Tyres / Batteries for HEC Vehicles

ITA 4.2

Maximum number of members in the JV shall be: **“Not applicable.”**

ITA 4.5

A list of debarred firms and individuals is available on the PPRA’s website:

<http://www.ppra.org.pk>

B. Contents of the Prequalification Document

ITA 7.1

For clarification purposes, the Procuring Agency’s address is:



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Attention: Malik Ghiyas Asghar

Title/ position: Assistant Director (Transport)

Procuring Agency: Higher Education Commission (HEC)

Address: Sector H-9

City: Islamabad

ZIP Code: 46000

Country: Pakistan

Telephone: + 92-51 9040-1501508 & 1516

Electronic mail address: mghiyas@hec.gov.pk

ITA 7.1 & 8.2

Website: <http://www.hec.gov.pk>

ITA 7.2

Pre-Application Meeting will be held: **No**

C. Preparation of Applications

ITA 10.1:

This Prequalification document has been issued in the “English” language.

ITA 11.1 (d)

The following Affidavit on Non-judicial stamp paper of Rs. 100/- shall be submitted by the Applicant with this Application stating that:

1. the applicant / bidder has never been blacklisted by any Government / Semi Government / Autonomous / Private Organization / Department due to poor services.
2. the applicant / bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
3. the applicant / bidder has never been involved in litigation with any Government / Semi Government / Autonomous / Private Organization / Department.
4. the Higher Education Commission (HEC) reserves the right to reject the application / bid of the applicant / bidder 'without assigning any reason' if the applicant / bidder shall be found or purported to be engaged in the aforementioned offenses.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

ITA 14.2

The source for determining exchange rates is www.nbp.com.pk/RateSheet/index.aspx

ITA 15.2

In addition to the original, the number of copies to be submitted with the Application is:

Original application only.

D. Submission of Applications

ITA 17.1

The deadline for Application submission is:

1330 hrs on 23rd April 2024

For Application submission purposes only, the Procuring Agency's address is:

Attention: Malik Ghiyas Asghar
Title/ position: Assistant Director (Transport)
Procuring Agency: Higher Education Commission (HEC)
Address: Sector H-9
City: Islamabad
ZIP Code: 46000
Country: Pakistan
Telephone: + 92-51 9040-1501508 & 1516
E-mail address: mghiyas@hec.gov.pk

ITA 19.1

The opening of the Applications shall be at 1400 hrs on 23rd April 2024 at Auditorium Block, Higher Education Commission (HEC), Sector H-9, Islamabad

ITA 19.2

Not Applicable

E. Procedures for Evaluation of Applications

ITA 23.1

A margin of domestic preference shall not apply.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

ITA 34.1

If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is by email), to:

Attention: Malik Ghiyas Asghar
Title/ position: Assistant Director (Transport)
Procuring Agency: Higher Education Commission (HEC)
Address: Sector H-9
City: Islamabad
ZIP Code: 46000
Country: Pakistan
Telephone: + 92-51 9040-1501508 & 1516
Electronic mail address: mghiyas@hec.gov.pk

In summary, at this stage, a Prequalification related Complaint may challenge any of the following:

- the terms of the Prequalification Documents; and
- the Higher Education Commission (HEC)'s decision not to prequalify an Applicant.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Section - III: Qualification and Evaluation Criteria

This Section prescribes the methodology, qualification criteria to be used to determine the capacity and capability of the Applicants for Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles in accordance with the requirements of the Higher Education Commission (HEC), with an objective to prequalify them for Invitation to Bid(s) and sign the framework agreement(s) with the selected applicant(s), for the purpose of awarding Call off Contracts.

Eligibility and Qualification Criteria				Documentati on
No	Subject	Requirement	Single Entity	Submission Requirements
1. Eligibility				
1.1	Nationality	Nationality in accordance with ITA 5.1	Must meet requirement	Forms ELI - 1.1 with attachments
1.2	Conflict of Interest	No. conflicts of interest in accordance with ITA 4.4	Must meet requirement	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.5 and 5.1	Must meet requirement	Application Submission Letter
1.4	State-owned enterprise of	Meet conditions of ITA 4.1	Must meet requirement	Forms ELI - 1.1 with attachments
2. Historical Contract Non-Performance				
2.1	History of Non-Performing Contracts	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Form PER-1
2.2	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria	Must meet requirement	Form PER-1



**Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles**

Eligibility and Qualification Criteria				Documentation
No	Subject	Requirement	Single Entity	Submission Requirements
		established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant prior to opening of applications.		
3. Financial Situation and Performance				
3.1	Financial Capabilities	Audited Report from the Chartered Accountant firm or Financial Statements/Bank Certificate (last three year) shall be submitted to the satisfaction of the Higher Education Commission (HEC) and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	Form FIN - 1
3.2	Average Annual Turnover	Minimum average annual turnover (Average Annual Sales Revenue) from provision of Services is PKR 0.5 million, calculated as total certified payments received for contracts in progress and / or completed during the last one year.	Must meet requirement	Form FIN - 2
3.3	Current Contractual Commitments	The Applicant shall also demonstrate, to the satisfaction of the Higher Education Commission (HEC), that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments by providing the List of at least two (02) clients in the Agency's credit along-with their letter of intent or agreement or performance certificates from these clients. The clients include	Must meet requirement	Form CON - 1



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Eligibility and Qualification Criteria				Documentati on
No	Subject	Requirement	Single Entity	Submission Requirements
		National, Multi-National Companies, Government Departments, Autonomous Bodies, Financial Institutions/Banks.		
4. Experience				
4.1	General Experience	Experience in provision of the relevant Services for at least the last two (02) years. Experience shall be countable since the inception of business operations as registered firm at registered with relevant Govt. Department (FBR)	Must meet requirement	Form EXP -1
4.2 (a)	Specific Experience	(i) Documentary evidence of the Applicant's qualifications to perform the Contract in accordance with 4.2 (b)(i) below	Must meet requirement	
		(ii) Technical Capability in accordance with 4.2(b)(ii) as below.	Must meet requirement	
		(iii) Experience for Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles in accordance with 4.2(b)(iii) below.	Must meet requirement	
4.2 (b)	See below for details			

Specific Experience Requirements

The Specific Experience Requirements under 4.2 (b) are as follows:



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

4.2(b)(i) Documentary evidence

The following documents are required to be included with the Application:

Documentary evidence of the Applicant's qualifications to perform the Contract for acceptance of the application that, in the case of an Applicant is offering for Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles:

- (a) having complete company profile including Name, Address, Telephone, mobile No, complete contact details of the contact person, details of branch offices (if any).
- (b) is a holder of valid NTN Registration certificate;
- (c) is a holder of valid Sales Tax Registration number (STRN) & certificate;
- (d) is a holder of certificate / documentary evidence showing that the Workshop(s) / Supplier(s) Name is showing in the Active Taxpayer (ATP) list;
- (e) have established Workshop(s) / Supplier(s) setup at Rawalpindi or Islamabad;
- (a) Stamp paper (signed and stamped by the workshop (s) / Supplier (s) and duly notarized by the Oath Commission) of Rs.100/- shall submit by the applicant with application stating that the applicant / bidder has never been blacklisted by any Government /Semi Government / Autonomous / Private Organization / Department due to poor services or any other reason.

4.2(b)(ii) Threshold to Passing Criteria/ Document Submission Option

Following is the threshold for passing Criteria and document submission for each category:

Category	Total Marks	Tick on appropriate Option
For Category B:		
General Evaluation Criteria for All Categories (4.2(b)(iii)(Part - A)	35	
General Evaluation for Repair and Maintenance of Vehicles at Workshop (4.2(b)(iii)(Part - B)	65	
Total	100	

For Category C:



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

General Evaluation Criteria for All Categories (4.2(b)(iii)(Part - A)	35	
General Evaluation for Supply and Installation of Tyres or Batteries (4.2(b)(iii)(Part - C)	65	
Total	100	

For Category D:		
General Evaluation Criteria for All Categories (4.2(b)(iii)(Part - A)	35	
General Evaluation for Repair and Maintenance of Vehicle AC Work (4.2(b)(iii)(Part - D)	65	
Total	100	

4.2(b)(iii) Experience / Evaluation Criteria

Applicant(s) complying all the mandatory requirements and securing **60% marks out of 100** for each category shall be considered as prequalified for respective category:

4.2(b)(iii)(Part - A): General Evaluation Criteria for All Categories:

S. No.	Attributes	Max. Score	Score	Criteria	Reference Page # of Document attached
1.	Company in Operations (Number of years) Documentary proof and references required	10	1-10	Two marks will be awarded for each year of experience	
2.	Location Information: Address, Phone Number Mobile No, Email Address	8	1-8	Two mark will be awarded for each information	
3.	Similar work of experience (with Public Sector Organization)	8	1-8	Appreciation letter or work order from each public sector organization (2 marks for each)	



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

4.	Similar work of experience (with Private Sector Organization) Documentary proof and references required	4	1-4	Appreciation letter or work order from private sector organizations (2 marks for each)	
5.	Financial Strength (last one year)	5	1-5	Minimum turnover required 0.5 million. 1 mark for additional 0.1 Million (Bank statement of last one year is required)	
Total		35			

4.2(b)(iii)(Part - B): General Evaluation for Repair and Maintenance of Vehicles at Workshop:

S. No.	Attributes	Max. Score	Score	Criteria	Reference Page # of Document attached
1.	Availability/arrangement of Spare Parts / Equipment/Tools:	10	1-10	To be awarded by the Committee (after visit)	
2.	Availability of Administrative/Account Staff in Company or Workshop:	10	1-10	To be awarded by the Committee (after visit)	
3.	Availability of Technical staff in Company or Workshop	15	1-15	5 Marks will be awarded in each category of staff. 5 Marks for electrician, 5 Marks for mechanical, 5 for denter/painter.	



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

				The Committee will award marks after visit.	
4.	Arrangement of Equipment/material for denting/painting of accidental repair vehicles	10	1-10	To be awarded by the Committee (after visit)	
5.	Locomotive (Recovery) Service	5	0-5	The Committee will visit and verified the arrangement of locomotive recovery service.	
6.	Hydraulic Vehicle lift or Bays or Decks or pressure Jack	5	1-5	To be awarded by the Committee (after visit)	
7.	Arrangement of AC Work (tools/equipment/technical staff) in Workshop	10	1-10	To be awarded by the committee (after visit)	
Total Marks		65			



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

4.2(b)(iii)(Part - C): General Evaluation for Supply and Installation of Tyres or Batteries :

S. No.	Attributes	Max. Score	Score	Criteria	Reference Page # of Document attached
1.	Availability of Tyres or Batteries of different sizes of different companies	10	0-10	To be awarded by the Committee (after visit)	.
2.	Store of Tyres or Batteries	10	0-10	In-operation Stores for tyres or Batteries in Islamabad / Rawalpindi (verified and awarded by Committee)	
3.	Supply of Tyres or Battery (in days)	10	0-10	Ensure by the company or dealer for Supply of tyre or battery in five working days. (verified and awarded by Committee)	
4.	Wheel alignment and balancing machines or electric tools for battery recharge/installation	15	0-15	5 Marks will be awarded in each category of instrument/machine. 5 Marks for wheel alignment machine, 5 Marks for wheel balancing machine, 5 for relevant tools/equipment.	



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

				The Committee will award marks after visit.	
5.	Availability of Administrative/Account Staff in Company or shop:	10	0-10	To be awarded by the Committee (after visit)	
6.	Availability of Technical staff in Company or shop	10	0-10	To be awarded by the Committee (after visit)	
Total Marks		65			

4.2(b)(iii)(Part - D): General Evaluation for Repair and Maintenance of Vehicle AC Work

S. No.	Attributes	Max. Score	Weightage	Criteria	Reference Page # Documentary Proof
1.	Availability of AC Parts / AC Compressor/condenser Service	15	0-15	To be awarded by the Committee (after visit)	
2.	Gas Refilling System / Gas Standard	15	0-15	To be awarded by the Committee (after visit)	
3.	Availability of necessary components / tools	15	0-15	To be awarded by the Committee (after visit)	
	Availability of technical staff in workshop	10	0-10	To be awarded by the Committee (after visit)	
	Availability of Administrative/Account Staff in Company or Workshop:	10	0-10	To be awarded by the Committee	



**Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles**

S. No.	Attributes	Max. Score	Weightage	Criteria	Reference Page # Documentary Proof
				(after visit)	
	Total Marks	65			

Yasir Irfan
Suptd (Transport)
Wednesday, 03 April, 2024, 2:58:34 PM



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Section - IV: Application Forms

This Section contains Application Submission Form and other allied forms required to be submitted with the Application.

Application Submission Letter

Date of this Application submission: _____

[insert date (as day, month, and year) of Application
submission]

Request for Prequalification No.: _____

Title of Prequalification : Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles

Page No.: Page _____ of _____ pages

To: **Malik Ghiyas Asghar**
Assistant Director (Transport)
Higher Education Commission
Sector H-9, Islamabad

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8:
- (b) **No conflict of interest :** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Higher Education Commission (HEC) based on execution of a Bid/Proposal Securing Declaration.;
- (d) **State-owned enterprise or institution:** [select the appropriate option]
m We are not a state-owned enterprise or institution
m We are a state-owned enterprise or institution but meet the requirements



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

(e) **Application Securing Declaration (Affidavit) :**

We have neither been blacklisted / suspended nor declared ineligible by Government / Semi Government / Autonomous / Private Organization / Department in **Pakistan** due to poor services or offence related to fraud, under-invoicing, tax evasion, concealment, money laundering or never been involved in litigation in accordance with ITA 11.1 (d);

(f) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only those applicants who have been pre-qualified shall be entitled to participate further in the procurement proceedings.

(g) **Conformity:** We offer to provide the required services / goods in conformity with the bidding document and in accordance with the Schedules specified in the Schedule of Requirements FOR PROVISION OF SERVICES REGARDING REPAIR / MAINTENANCE / OVERHAULING / AIR CONDITIONING / DENTING / PAINTING WORK AND PROVISION OF TYRES / BATTERIES FOR HEC VEHICLES .

(h) **Performance Guarantee:**

If our Applicant is accepted, we commit to deposit a Performance Guarantee in accordance with the bidding document;

(i) **One Application per Applicant:**

We are not submitting any other application (s) as an individual Applicant, and we are not participating in any other application(s) as a Joint Venture member or as a subcontractor.

(j) **Binding Contract :**

We understand that this Application, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(k) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed:

[insert signature(s) of an authorized representative(s) of the Applicant]



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Name: _____

[insert full name of person signing the Application]

In the capacity of: _____

[insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of:

[insert full name of the Applicant or the name of the Authorized person]

Address: _____
[insert street number/town or city/country address]

Dated: _____

[insert date the document is signed i.e. day number] day of [insert month], [insert year]

[For an authorized representative to sign on behalf of the Workshop(s) / Supplier(s), the Authority Letter shall be required]



**Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles**

Form ELI - 1.1

Applicant Information Form

Date of this Application submission: _____
[insert date (as day, month, and year) of Application
submission]

Request for Prequalification No.: _____

Title of Prequalification : Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles

Page No.: Page _____ of _____ pages

Applicant's (Person) name along with nationality: _____
[insert full name]

Workshop(s) / Supplier(s)Name: _____
[indicate the full name of Workshop(s) /
Supplier(s)]

Applicant's actual or intended country of registration: _____
[indicate country of Constitution]

Applicant's actual or intended year of incorporation: _____
[indicate year of Constitution]

Applicant's legal address [in country of registration]: _____
[insert street/ number/ town or city/
country]

Applicant's authorized representative information:

Name: _____
[insert full name]

Address: _____
[insert street/ number/ town or city/ country]



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Telephone/Fax numbers: _____
[insert telephone/fax numbers, including country and city
codes]

E-mail address: _____
[indicate e-mail address]

Website address: _____
[indicate website of the Workshop(s) / Supplier(s)]

1. Attached are copies of original documents of:
 - o Complete company profile including Name, Registered Office, Address, Telephone, Fax and e-mail address, complete contact details of the contact person, details of branch offices and staff details (branch-wise)
 - o NTN Registration Certificate
 - o Sales Tax Registration (GST) Certificate
 - o Certificate / documentary evidence showing that the Workshop(s) / Supplier(s)'s Name is showing in the Active Taxpayer (ATP) list
 - o Documentary evidence regarding date of Establishment of business (GST / SECP / EOBI / any Govt. Body etc.
 - o Established Workshop(s) / Supplier(s)'s setup at Rawalpindi/Islamabad;
 - o Audited Report from the Chartered Accountant firm or Financial Statements or Bank Statements / Certificate for last three year.
 - o List of at least two (02) Clients in the Workshop(s) / Supplier(s)'s credit along-with their letter of intent / award or agreement or performance certificate from these clients for verification. The clients include National, Multi-National Companies, Government Departments, Autonomous Bodies, Financial Institutions/Banks.
 - o Signed Cover Letter with Official Stamp affixed on it as per the format given above.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

- Authority Letter for the appointment of an authorized representative as per the given format.
- Affidavit on Non-judicial stamp paper (Signed and Stamped by the Workshop(s) / Supplier(s) and duly notarized by the Oath Commissioner) having worth Rs.100/- stating that:
 1. the applicant / bidder has never been blacklisted by any Government / Semi Government / Autonomous / Private Organization / Department due to poor services.
 2. the applicant / bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
 3. the applicant / bidder has never been involved in litigation with any Government / Semi Government / Autonomous / Private Organization / Department.
 4. the Higher Education Commission (HEC) reserves the right to reject the application / bid of the applicant / bidder 'without assigning any reason' if the applicant / bidder shall be found or purported to be engaged in the aforementioned offenses.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Form ELI -1.1 (continued)

Applicant Information Form

Date of this Application submission: _____
[insert date (as day, month, and year) of Application
submission]

Request for Prequalification No.: _____

Title of Prequalification : Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles

Page No.: Page _____ of _____ pages

1. Title of Business (Workshop(s) / Supplier(s) Full Name): _____
2. Date of Establishment of Business: _____
3. NTN Number: _____
4. Sales Tax Registration Number (STRN): _____
5. Whether the Name of Workshop(s) / Supplier(s) is available in the Active Tax
Payer (ATP) List? Yes OR No
6. Contact person name (**Islamabad**): _____
7. Contact person designation (**Islamabad**): _____
8. Workshop(s) / Supplier(s) Address in **Islamabad** : Shop #: _____
9. Floor: _____ Area / Plaza: _____
10. Sector: _____ P.O. Box and Mailing Address (**Islamabad**): _____
11. Telephone Number Landline (**Islamabad**): _____



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

12. Mobile Number (**Islamabad**): _____
13. Fax Number (**Islamabad**): _____
14. E-mail Address (**Islamabad**): _____
15. Contact person name (**Rawalpindi**): _____
16. Contact person designation (**Rawalpindi**): _____
17. Workshop(s) / Supplier(s) Address in **Rawalpindi**: Shop / House #:
18. Floor: _____ Area / Plaza: _____
19. Sector: _____ P.O. Box and Mailing Address (**Rawalpindi**): _____
20. Telephone Number Landline (**Rawalpindi**): _____
21. Mobile Number (**Rawalpindi**): _____
22. Fax Number (**Rawalpindi**): _____
23. E-mail Address (**Rawalpindi**): _____
- Yasir Irfan Suptd (Transport) Wednesday, 03 April, 2024, 2:58:34 PM*



**Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles**

**Form FIN - 3.1
Financial Situation and Performance**

[The following table shall be filled in for the Applicant]

Request for Prequalification No.: _____

Title of Prequalification : Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles

Page No.: Page _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate* , PKR-				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate.



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

2. Financial documents

The Applicant shall provide copies of Audited Report or Bank financial statements for last three (03) years pursuant Section III (Qualification and Evaluation Criteria), Sub-factor 3.1.

The financial statements shall:

- (a) reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company, group member or Joint Ventures [JV] etc.).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

.. Attached are copies of Audited Statements or Bank financial statements¹ for the last three (03) years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.



**Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles**

Form CON - 1

Current Contract Commitments / Contracts in Progress

[The following table shall be filled in for the Applicant]

Request for Prequalification No.: _____

Title of Prequalification : Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles

Page No.: Page _____ of _____ pages

Name of Contract(s)	Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	/ monthly invoices over the last six months (PKR/mon.)



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

<p>** Pending litigation in accordance with Section III (Qualification and Evaluation Criteria), Sub-Factor 2.3 as indicated below.</p>			
Year of dispute [insert year]	Amount in dispute (currency) [insert amount]	Contract Identification Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: [insert full name] Address of Procuring Agency: [insert street/city/country] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Procuring Agency" or "Supplier"] Status of dispute: [Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]	Total Contract Amount (currency) PKR Equivalent (exchange rate) [insert amount]
<p>** No consistent history of court/arbitral award decisions in accordance with Section III (Qualification and Evaluation Criteria), Sub-Factor 2.4.</p>			



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

** Consistent history of court/arbitral award decisions in accordance with Section III (Qualification and Evaluation Criteria), Sub-Factor 2.4 as indicated below.			
Year of award [insert year]	Outcome as percentage of Net Worth [insert percentage]	Contract Identification Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: [insert full name] Address of Procuring Agency: [insert street/city/country] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Procuring Agency" or "Supplier"] Court/ arbitral award decision: [Indicate if the award decision was against the Applicant]	Total Contract Amount (currency), PKR Equivalent (exchange rate) [insert amount]



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Section - V: Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

In reference to ITA 5.1, for the information of the Applicants, at the present time, Workshop(s) / Supplier(s) from the following countries are excluded from this Prequalification process:

All the applicants are allowed to participate in the subject prequalification without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government. Following countries are ineligible to participate in the procurement process:

- Armenia
- Israel
- India
- Taiwan



**Prequalification of Workshops for Repair & Maintenance /
Air Conditioning / and Suppliers for Provision of Tyres /
Batteries for HEC Vehicles**

**PART 2 –REQUIREMENTS FOR PROVISION
OF SERVICES REGARDING REPAIR /
MAINTENANCE / OVERHAULING / AIR
CONDITIONING / DENTING / PAINTING
WORK AND PROVISION OF TYRES /
BATTERIES FOR HEC VEHICLES SERVICES**



Prequalification of Workshops for Repair & Maintenance / Air Conditioning / and Suppliers for Provision of Tyres / Batteries for HEC Vehicles

Section VII - Scope of Services / Terms of Reference (TORs)

The prequalified applicant shall provide services as per the following.

- Repair And Maintenance of vehicles at Workshop
- Supply and Installation of Tyres
- Supply and Installation of Batteries
- Repair And Maintenance of vehicle AC Work
- Repair And Maintenance of vehicle Body and Denting/Painting Work