



**GOVERNMENT OF PAKISTAN
OFFICE OF THE ACCOUNTANT GENERAL
PAKISTAN REVENUES, G-8/4, ISLAMABAD**

No. Admn-II/CT/Prequalification/Vehicles/2025-26/

Dated: - April 30, 2025

TENDER NOTICE

**PRE-QUALIFICATION OF FIRMS/WORKSHOPS REGARDING REPAIR AND
MAINTENANCE OF OFFICIAL VEHICLES**

1. Office of Accountant General Pakistan Revenues, G-8/4, Islamabad, invites electronic bids/proposals from firms/workshops registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR, having their own workshops/stock/manpower/expertise in Islamabad/Rawalpindi for Pre-Qualification to provide services regarding Repair and Maintenance of official vehicles required on as and when basis for a period of **one year**, further extendable up to **two years** with mutual consent.
2. Prequalification documents containing detailed terms and conditions, specification and requirements can be downloaded from AGPR's website www.agpr.gov.pk. and EPADS (<https://eprocure.gov.pk>) PPRA's website www.ppra.org.pk free of cost.
3. Each bid accompanied by earnest money in shape of pay order/demand Draft of Rs. **50,000/- (Rupees: Fifty Thousand Only)** in favour of Branch Officer (Admn), AGPR, Islamabad which shall be submitted to the undersigned in original before the bid closing time. Copy of the pay order/demand draft shall be scanned and made part of technical proposal to be submitted electronically.
4. The electronic bids must be uploaded by using EPADS on or before **27th May 2025** at 11:00 AM, which shall be opened through EPADS on the same day at 11:30 AM in presence of representative of the bidders.

**Branch officer (Admin-II) AGPR
G-8/4, Islamabad
Tel: 051-9260325/9260960**

ACCOUNTANT GENERAL PAKISTAN REVENUES
G-8/4, ISLAMABAD
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Pre-Qualification Documents

**For Hiring Services Regarding Repair and Maintenance
of Official Vehicles**

(In accordance with PPRA Rules, 2004 through EPADS)

1. Invitation for Pre-Qualification

Office of the Accountant General Pakistan Revenues, (AGPR), G-8/4, Islamabad, invites applications for pre-qualification from reputable, registered workshops/firms for providing services related to the **repair and maintenance of official vehicles**.

This pre-qualification process is being conducted in accordance with the **Public Procurement Rules, 2004** (PPRA Rules), and will be processed electronically via **E-Pak Acquisition & Disposal System (EPADS)**.

Qualified applicants will be shortlisted for issuance of Request for Proposals (RFPs).

2. Instructions to Applicants

1. **Submission** Applications must electronically be submitted through **EPADS Portal**.

2. **Deadline for Submission:**

Applications must be uploaded by **27th May 2025** not later than 11:00 AM on the **EPADS Portal**.

3. **Application Format:**

Applicants must submit scanned documents on EPADS, properly stamped, and signed.

3. Eligible bidders:

Only those companies and firms who have valid registration(s) and have a setup at Rawalpindi & Islamabad can participate. The Income Tax and Sales Tax registration certificates must be attached with the company profiles along-with evidences of relevant works.

4. Eligibility Criteria:

Sr. No	Parameter	Yes	No
i.	Valid NTN and Sales Tax Registration (Active status on FBR)		
ii.	Undertaking on judicial stamp paper that the firm is not blacklisted by any government/semi-government/autonomous body		
iii.	Workshop must be located in [Islamabad/Rawalpindi]		
iv.	List of tools, equipment, and technical staff available		
v.	Bank Statements of Business.		
vi.	(If applicable) Proof of authorization from vehicle manufacturers for genuine parts supply and repairs		
vii.	An undertaking on judicial stamp paper that the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, AGPR reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rule.		
viii.	Minimum 5 years of experience in vehicle repair and maintenance		
ix.	Assignment in Hand (Presently), (least three Government Departments or Multinational or Listed Companies/Banks)		
x.	Experience related to similar assignments (at least Five Government Departments)		
xi.	Pay order/demand Draft of Rs. 50,000/- (Rupees: Fifty Thousand Only) in favour of Branch Officer (Admn), AGPR, Islamabad (Cheques are not acceptable) shall be submitted before the bid closing time. Copy of the pay order/demand draft shall be scanned and made part of technical proposal to be submitted electronically. Original pay order/ demand Draft shall reach to the Branch Officer (Admn), AGPR, before closing time of Pre-Qualification.		

Note.

- a) Proof of aforesaid parameters must be provided.
- b) Bidders who fail to provide supporting documents will not be entertained

5 Scope of Services

The services required include but are not limited to:

- Mechanical repairs
 - Electrical repairs
 - Denting and painting
 - Engine overhauling
 - Suspension works
 - Supply and installation of genuine spare parts
 - Tyre replacement services
 - Preventive maintenance services (oil changes, filter replacements, etc.
 - Provision of new Tyers
 - Batteries (Hybrid and non-hybrid)
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6. General Conditions

1. Successful bidder(s) will submit an amount of Rs. 100,000/-, (Rupees One Hundred Thousand Only) as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
2. AGPR shall evaluate the Prequalification Proposals in a manner prescribed in advance and reject any Proposal which doesn't conform to the specified requirements.
3. For each repair work/order, AGPR shall call up quotations in sealed envelope from the prequalified suppliers on its panel and award the work to the supplier who has quoted the lowest rates; however, if two or more prequalified suppliers quote same rates for either of the job assignments, the bidder/firm who may provide the required supplies in the shortest possible time will be given preference.
4. After the prequalification, the shortlisted suppliers will have to sign the agreement with AGPR.
5. Payment will be made by AGPR within two weeks on production of the following and after deduction of all taxes as per government law:

(a) Bill(s) in original along with sale tax invoice, (if applicable)

(b) Satisfactory report duly signed by Transport in charge/Admin Officer

(c) Copy of work order issued by AGPR.

6. The bidder cannot modify or withdraw his bid after submission.
7. AGPR reserves the right to forfeit the performance security deposit in case of breach of any clause of the contract by the contractor.
8. AGPR may on need basis pre-qualify new suppliers or service providers during continuity of framework agreements in terms of Regulation 16(A)(5) of PPRA Rules, with previously pre-qualified suppliers or service providers.
9. AGPR reserves the right to accept or reject any or all bids under **Rule 33** ("Rejection of bids") of PPRA Rules.
 - AGPR reserves the right to verify any information provided by the firms etc.
 - Incomplete, unsigned, or late submissions (electronic or hardcopy) will be rejected.
 - Pre-qualification confers no right to award of contract; it only entitles applicants to participate in restricted tenders.

Accounts Officer (Admn)
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