

Government of Pakistan  
Ministry of Climate Change & Environmental Coordination  
**Pakistan Environmental Protection Agency**  
Plot No # 42, Street No # 6, H-8/2, Islamabad

**PRE-QUALIFICATION OF AUTO WORKSHOPS AND FIRMS FOR REPAIR,  
MAINTENANCE WORKS OF MACHINERY EQUIPMENT AND OFFICE  
BUILDING ETC FOR PAK-EPA.**

Pakistan Environmental Protection Agency, Islamabad invites applications/proposals from well reputed automobile workshops, firms based in Rawalpindi and Islamabad and registered with Income Tax and Sales Tax Departments, for their pre-qualification for the year 2023-24. Validity of submission of proposal for pre-qualification will expire on 30.6.2024 or till next prequalification/ tender interested firms/workshops may apply for Pre-qualifications by giving the details mentioned in application Performa with supporting documents. **Applications must be furnished separately for auto works, repair/ maintenance of machinery equipment and office building** to the office of undersigned in Pakistan Environmental Protection Agency Plot No # 42, Street No # 6, H-8/2, Islamabad on or before 30-11-2023 at 1:30 hrs. The applications for prequalification will be opened on same day at 14:00 hrs. in the presence of applicants or their representatives, if like to be present. In case any information provided in the application is found incorrect, the applicant will render himself liable to disqualification from registration. Pak-EPA reserves the right to accept or reject any or all applications for Pre-qualifications on the basis of assessment criteria as per PPRA Rules 2004 and amendments made time to time. The decision of Pak-EPA as to whether or not the applicant/ firm is eligible for Pre-qualifications shall be final and binding on all the applicants/ firms. The application Performa for Pre-Qualification along with detail terms and conditions can be downloaded from official website [www.environment.gov.pk](http://www.environment.gov.pk) of Pak-EPA, Islamabad or can be obtained from the office of Assistant Director (Admn/Finance), Pak-EPA, Islamabad.

The proposal for pre-qualification must be submitted separately for each automobile workshops, firms for miscellaneous repair maintenance works of office building, machinery/ equipment and exhibition/ seminars etc. The sealed envelope must be **mentioned nature & type of proposal** (i.e. automobile works/ miscellaneous repair/ maintenance work of office building of machinery equipment/ seminars etc.) Tender shall be valid upto **30.6.2024** till next tender from the date of acceptance and firms/dealers will have to submit a call deposit in the shape of Demand Draft of **Rs.20,000/-** to DDO, Pak-EPA, Islamabad along with their Tenders.

(Muhammad Rashid Cheema)  
Assistant Director (A/F)  
Pakistan Environmental Protection Agency  
Plot No # 42, Street No # 6, H-8/2, Islamabad

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**Pre-Qualification of  
Automobile Workshops and Firms  
(For the year 2023-24)**

<b>Tender Document for</b>	<b>Pre-qualification of Workshops/ Firms</b>
<b>Tender Document No.</b>	
<b>Total Page</b>	<b>07</b>
<b>Detail of Pages</b>	<b>Page 1 Introduction</b>
	<b>Page-2,3&amp;4 Pre-qualification Performa</b>
	<b>Page-5 Assessment Criteria</b>
	<b>Pare-6&amp;7 Terms &amp; Conditions</b>

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**APPLICATION / PROPOSAL FOR PREQUALIFICATION**

**GENERAL INFORMATION AND PERFORMA FOR  
AUTOMOBILES/ FIRMS FOR REPAIR/ MAINTENANCE OF MACHINERY  
EQUIPMENT ETC. PREQUALIFICATION**

**1. INTRODUCTION**

Pakistan Environmental Protection Agency, Islamabad intends to introduce the process of Pre-Qualification of Automobile Workshops for its fleet of 12- vehicles (Suzuki APV, Toyota, Hyundai, Kia Sportage etc. in order to streamline its Procurement procedures for maintenance services. The repair/ maintenance of machinery equipment including computers, printers, fax machines, lab equipment/ office building etc.

All reputable and well established Automobile workshops/ firms are invited to apply for the Pre-qualification by submitting the Pre-Qualification proposal Performa.

Pak-EPA, Islamabad will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

**2. DOCUMENTS NEEDED**

Selection for prequalification will be based on information provided in these documents and information Performas:

- a. Sales Tax Registration Certificate.
- b. NTN Certificate
- c. Dealership Certificate (if any)
- d. Field of expertise (with detail)
- e. Last six months bank statement of firm / workshop.
- f. Certificate for being not black listed ever.
- g. Details of employees of the firm (Permanent, Temporary, Technical and non-Technical) with designation and contract numbers.
- h. Annual Turnover supported by Income Tax returns.
- i. Previous detail of works with documentary proof.

3. PREQUALIFICATION PERFORMANCE

<b>Name of the Automobile Workshop &amp; Firm</b>	
<b>Address</b> <b>(Telephone, Fax &amp; E-mail)</b>	
<b>Year of Establishment</b>	
<b>Sales Tax Registration No.</b> <b>(attach documentary evidence)</b>	
<b>Income Tax No.</b> <b>(attach documentary evidence)</b>	
<b>Banker's Name &amp; Contact Details</b>	
<b>Field of Expertise (with Complete detail)</b>	
<b>Whether the Pay Order as Security Deposit amounting to Rs.20,000/- payable to DDO, Pak-EPA, Islamabad is attached</b>	<b>Yes__</b> <b>NO__</b> <b>If yes please give No. &amp; Date</b> _____
<b>Annual turnover supported by income tax return</b> <b>(For the FY 2021-2022 &amp; 2022-23)</b>	
<b>Assignments in Hand</b>	
<b>Clientage</b> <b>Attach as separate Annexure (if necessary)</b>	

<b>Managerial Capability</b> <b>a) Technical:</b> (No. of Engineers, Supervisors, Auto Mechanics, Auto Electricians, AC technicians etc, with their qualifications and trainings etc.) <b>b) Non- Technical (Support Staff):</b> (also mention their qualification and training etc.) Attach as separate Annexure (if necessary)	
<b>Type &amp; No. of</b> Machinery / Tools / Equipment & Plant (Mention page no. if detail available in profile attached)	
<b>Dealership Certificate</b> (Copy of certificate of authorization from manufacturer, if any)	
<b>Affidavit</b> (that the firm has not been blacklisted by private, Government or Semi-Government Organizations)	

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

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

**Authorized Signature** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Date:** \_\_\_\_\_