

Government of Pakistan
Cabinet Secretariat
Establishment Division

PREQUALIFICATION NOTICE

Sealed bids are invited from firms / contractors / dealers registered with Sales Tax / Income Tax / Professional Tax Departments and having their own offices in Islamabad / Rawalpindi for following services required by the Establishment Division, Government of Pakistan Islamabad, during the FY-2025-26. Detail is as under:-

Name of Procuring Agency	Establishment Division, Government of Pakistan, Islamabad
Number of Prequalification Notice	01
Title of procurement	Prequalification of workshop(s) for Repair / Maintenance of different make/models of vehicles (Cars)/motorcycles i.e Suzuki, Honda, Toyota.
	Prequalification of workshops(s):- <ul style="list-style-type: none">• Repair/ Maintenance of Hardware/Software e.g. Printers, Computers, LED, Scanner, etc.• Repair/ Maintenance of Plant & Machinery e.g. Photocopy Machines, Air Conditioners, oven, Water dispenser etc.• Repair/ Maintenance of Furniture & Fixture
Contact Officer	Section Officer (General) Ph: 051-9051249 / 9207945
Closing Time and Date & Place of receiving of bids	Upto 1100 hrs, 18 th September-2025 Room No.1094, Establishment Division, Islamabad
Time & Place of publicly opening of bids.	1130 hrs, 18 th September-2025, Establishment Division, Cabinet Block, Islamabad.

2. Bids Security amounting to **Rs.80,000/- (Rupees Eighty Thousand only)** in shape of Bank Draft /Pay Order (refundable) in favour of Section Officer (General) Establishment Division, Islamabad must be attached with each bid separately.

3. Tender documents, list of detail Terms & Conditions can be collected from the office of Section Officer (General) & Transport Branch during office timings, which are also available on official websites of Establishment Division (www.establishment.gov.pk) and PPRA (www.ppra.gov.pk). The procuring agency reserves the rights to accept or reject any or all bids / proposals in accordance with **Rule-33 of PPRA Rule-2004**.

(Malik Masood Ahmad)
Section Officer (General)

Government of Pakistan
Cabinet secretariat
Establishment Division

**PRE-QUALIFICATION NOTICE FOR SELECTION OF WORKSHOPS
PANEL FOR THE CFY(2024-25).**

A. **Pre-qualification Evaluation Criteria** for selection of workshops is as under:-

Experience: The interested workshops must have at least 5-years' experience in relevant field.

Quantum of Ownership: The workshops should have their own complete setup i.e Garage, Secure Parking, Spare parts availability, technical experts (Electrical & Mechanical) in Islamabad / Rawalpindi.

Communication: Telephone facility as well as other communication channels like internet should also be available.

Active Tax Payers List: The workshop should be on the active Taxpayers List of FBR and other relevant Tax Authorities (GST, Income Tax, Sales Tax)

Volume of Business/ Financial Health: The interested parties must have sound financial position ready to accommodate the payment cycle by Government of Pakistan.

No Blacklisting: The firm/workshop should not be blacklisted from any Government / Semi Government department. A certificate in this regard on affidavit should be attached with the bid.

Physical Visit: The Competent Authority will conduct physical visit of the premises of the workshop as part of Pre-Qualification.

B. **TERMS AND CONDITIONS**

- Sealed Envelope should contain the following:-
- Bidding documents/Terms and Conditions duly signed and stamped by the CEO or Rep. of the Firm
- Bank Statement / Statement of financial position etc. to prove the Financial health of the Firm.
- Non-Blacklisting Certificate in the form of an affidavit stating that the firm is not blacklisted in any Government/Semi government department/office.
- Proof of being an active taxpayer.
- Proof of Experience on its own Letterhead duly verified by CEO or Rep. of the firm.
- A separate envelope containing Bid Security amounting to **Rs. 50,000/- (Rupees Fifty Thousand only)** in shape of Bank Draft / Pay Order in favour of Section Officer (Gen) Establishment Division, Islamabad should be attached with the sealed envelope containing bidding documents.
- Firms will be evaluated on the parameters given criteria.
- The Result of prequalification will be announced under Rule-16 of PPRA.

- Consequently, the Prequalified firms will be allowed to take part in further Service / procurement process as a bidder under PPRA.
- The Prequalified workshops will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even in odd hours.
- The prequalified firms will clearly state whether GST is excluded or included while offering bids/rates under PPRA.
- The workshop will be bound to provide the services satisfactorily. In case spare parts are replaced, old s parts will be returned to Establishment Division. Warranty period of each item replaced or repaired should be clearly mentioned in the quoted bid/rates.
- All payment (s) will be made through AGPR, in the form of Cheque(s) which will be collected from the Cashier, Establishment Division when intimated.
- Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss / damage caused.
- Confidentiality of all correspondences / matters will be ensured by the firm.

Waqar Sharif
Programmer
Monday, 01 September, 2025, 3:52:59 PM

Bidders Name:-----

Signature:-----

Stamp:-----