

**Government of Pakistan**  
**Cabinet Secretariat**  
**Establishment Division**  
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**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:-

<b>Name of Procuring Agency</b>	<b>Establishment Division, Government of Pakistan, Islamabad</b>
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"><li>• Repair/ Maintenance of Hardware/Software e.g. Printers, Computers, LED, Scanner, etc.</li><li>• Repair/ Maintenance of Plant &amp; Machinery e.g. Photocopy Machines, Air Conditioners, oven, Water dispenser etc.</li><li>• Repair/ Maintenance of Furniture &amp; Fixture</li></ul>
Contact Officer	Section Officer (General) Ph: 051-9051249 / 9207945
Closing Time and Date & Place of receiving of bids	Upto 1100 hrs, 18 <sup>th</sup> September-2025 Room No.1094, Establishment Division, Islamabad
Time & Place of publicly opening of bids.	1130 hrs, 18 <sup>th</sup> September-2025, Establishment Division, Cabinet Block, Islamabad.

2. Bids Security amounting to **Rs.50,000/- (Rupees Fifty 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](http://www.establishment.gov.pk)) and PPRA ([www.ppra.gov.pk](http://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**

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**PRE-QUALIFICATION NOTICE FOR SELECTION OF WORKSHOPS**  
**PANEL FOR THE CFY(2025-26).**

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, 3:52:23 PM

**Bidders Name:**-----

**Signature:**-----

**Stamp:**-----