

PRESIDENT’S SECRETARIAT (PUBLIC)
AIWAN-E-SADR

PRE-QUALIFICATION NOTICE

President’s Secretariat (Public intends to pre-qualify auto workshops/ firms/ vendors through E-Pak Acquisition and Disposal System (**EPADS**). Firms/vendors/service providers should be registered with Sales Tax and Income Tax Departments and on Active Taxpayer List (ATL) of FBR having their own Auto Workshops /Stock/ manpower/Firms expertise in Rawalpindi / Islamabad for following procurements, works and services required for financial years 2025-26 under Rule-15 & 16 of Public Procurement Rules, 2004 amended from time to time. Details of services required are given as under:-

Pre-qualification Description	Bid Security/Earnest Money in shape of pay order
Pre-qualification of the repair/maintenance work of maintenance of vehicles/motorcycles, all machinery items, Hardware items, furniture and electric items.	Rs.100,000/- (In Favour of Deputy Director (General) Aiwan-e-Sadr, Islamabad

2. Pre-qualification bids would be collected and opened as per the following schedule: -

Submission of bidding documents	The Interested and eligible bidders may obtain Pre-Qualification documents containing terms & conditions, or may download from Aiwan-e-Sadr (www. president.gov.pk & https://eprocare.gov.pk free of cost. Bids should be submitted only through (EPADS), manual submission of bids is not allowed. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on (EPADS). Original sealed bids and earnest money in favour of Deputy Director (General) President’s Secretariat (Public), Islamabad submitted before closing date and time.
Closing date and time	06-10-2025 upto 11:00 A.M
Date and time for opening of Bids	On 06-10-2025 at 11:30 A.M through (EPADS).
Contact of Officer	Deputy Director (Gen) Ph: 051-9010140-9010155

3. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules, 2004 shall apply.

4. Procuring agency reserves the right to accept or reject any or all bids/ proposals in accordance with Rule- 33 of PPRA Rules 2004.

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CRITERIA FOR PRE-QUALIFICATION OF FIRMS

In pursuance of Rules 16 and Sub Rule (16-A) inserted in Rule 15 (Pre-Qualification) of Public Procurement Rules-2004. For repair, maintenance of vehicles/motorcycles, Machinery & Equipment, Computer Hardware items, furniture and fixture, electronic items etc., the e-bids are invited from the registered/eligible firms according to the following terms and conditions: -

TERMS & CONDITIONS

- i. The interested firms must have minimum 06 years' experience in relevant field.
- ii. The firms should have their own complete setup in Islamabad/Rawalpindi.
- iii. Telephone/fax facilities etc. in Islamabad/Rawalpindi.
- iv. The firm should be registered with Sales Tax and Income Tax Department and EPADS. (Valid documents may be attached).
- v. The interested parties must have sound financial position, proof may be provided.
- vi. Affidavit regarding Non-black listing of workshop/firm on stamp paper at least of Rs.100/- value may be attached with bidding document.
- vii. Earnest Money of Rs.100,000/- (refundable) in the shape of Bank Draft/Pay Order in the favour of Deputy Director (General), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad. **Cheques will not be accepted.**
- viii. The repair/maintenance work of maintenance of vehicles/motorcycles, all machinery items, Hardware items, furniture and electric items will be awarded to the firms on fulfillment of pre-qualification criteria who quotes lowest rates on need basis.
- ix. The (Pre-qualified) firm (s) on the panel will be bound to carry out the requisite work on immediate basis as per work order.
- x. While submitting rates, the firms should clearly show that the quoted rates are without GST.
- xi. In case of any dispute regarding quantity, quality of service and specification, the decision of the President's Secretariat (Public) shall be final & binding. Warranty period of each item replaced or repaired, should clearly be mentioned in the quotation.
- xii. The bid validity period will be 30-06-2026.
- xiii. The authority reserves the right to accept or reject any application/bid or cancel the process of prequalification without assigning any reason to the applicant/bidder(s) in accordance with Rule-33 of PPRA Rules-2004.

ORGANIZATION INFORMATION

Serial No.	Required information	Response with Documentary Proof	
1	Legal name of the Auto Workshop/ repair Shop/Firm		
2	Year of Registration / Establishment of the organization		
3	National Tax Number with year of issuance		
4	General Sales Tax Number and year of registration		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Sole proprietor	
		Private Limited Company	
		Public limited Company	
6	Name and Designation of Head of organization		
	Mobile		
	Phone		
	Email(if any)		
	Address of Organization		
	Bank IBAN No		
	AGPR Vender No		
7	Name and Designation of Contact Person		
	Mobile		
	Phone		
	Fax(if any)		
	Fax number		