

**NATIONAL ASSEMBLY SECRETARIAT**


F.No. 1(4)/2025-26/Pre-qualification/T-Cell

Islamabad, the 15<sup>th</sup> July, 2025

**OFFICE MEMORANDUM**

Subject:- **INVITATION OF BIDS FOR PRE-QUALIFICATION OF FIRMS/WORKSHOPS REGARDING REPAIR AND MAINTENANCE OF OFFICIAL VEHICLES.**

The undersigned is directed to enclose herewith a copy of Tender Notice and Tender Document for Pre-Qualification of Firms/Workshops regarding Repair and Maintenance of Official Vehicles of the National Assembly Secretariat for uploading on PPRA Website.

  
**(ABDUL SATTAR)**  
**Section Officer (Procurement)**  
Telephone No. 9022360

Public Procurement Regulatory Authority,  
Mr. Muhammad Farooq-Deputy Director (Admn),  
F.B.C Building, G-5/2,  
Islamabad.

✓ Copy to Director (IT), National Assembly Secretariat along-with a copy of above Tender Notice for uploading on National Assembly Secretariat Website.

  
**(ABDUL SATTAR)**  
**Section Officer (Procurement)**



# NATIONAL ASSEMBLY SECRETARIAT

F.No. 1(4)/2025-26/Pre-qualification/T-Cell

Dated 15<sup>th</sup> July, 2025

## TENDER NOTICE

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

National Assembly Secretariat invites electronic bids/proposals from firms/workshops registered with Sales Tax / Income Tax Departments, 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 as and when required for a period of **two years**.

2. Prequalification documents containing detailed terms and conditions, specification and requirements can be downloaded from National Assembly Secretariat's website [www.na.gov.pk](http://www.na.gov.pk), EPADS (<http://eprocure.gov.pk>) and PPRA's website [www.ppra.org.pk](http://www.ppra.org.pk) free of cost.
3. Each bid shall be submitted with earnest money/bid security in shape of pay order/demand Draft of Rs. **50,000/- (Rupees fifty thousand only)** in favour of Officer Officer (Procurement), National Assembly Secretariat, Islamabad. The original pay order/demand draft shall be submitted to the undersigned 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 **30<sup>th</sup> July, 2025 at 11:00 a.m.**, which shall be opened through EPADS on the same day at **11:30 a.m** in presence of representatives of the bidders.
5. National Assembly Secretariat reserves the right to accept or reject any or all bids under the rule in vogue.

(ABDUL SATFAR)  
Section Officer (Procurement)  
Telephone No. 9022360

NATIONAL ASSEMBLY SECRETARIAT  
G-5, ISLAMABAD  
Ph: 051-9022360

**Pre-Qualification Documents  
For Hiring of Services Regarding Repair and Maintenance of  
Official Vehicles  
(In accordance with PPRA Rules, 2004 through EPADS)**

---

*[Handwritten Signature]*

## 1. Invitation for Pre-Qualification

National Assembly Secretariat, 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 **30<sup>th</sup> July, 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) with FBR 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.

## 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, National Assembly Secretariat reserves the right to disqualify the bidder from existing and all of the future Contract.		
viii.	Minimum <u>5 years</u> of experience in vehicle repair and maintenance		
ix.	Assignment in Hand (Presently), (at least three Government Departments or Multinational or Listed Companies/Banks etc).		
x.	Experience related to similar assignments (at least Five Government Departments)		
xi.	Pay order/demand Draft of <b>Rs. 50,000/- (Rupees: Fifty Thousand Only)</b> in favour of Transport Officer, National Assembly Secretariat, 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 Transport Officer, National Assembly Secretariat, 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

#### **4. 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 (wet cell and dry cell)

## 5. General Conditions

1. Successful bidder(s) will submit an amount of Rs. 150,000/-, (Rupees One Hundred fifty 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. National Assembly Secretariat 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, National Assembly Secretariat 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 and have their workshop near to the National Assembly Secretariat will be given preference.
4. After the prequalification, the shortlisted suppliers will have to sign the agreement with National Assembly Secretariat.
5. Payment will be made by National Assembly Secretariat 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 Officer /Section Officer
  - (c) Copy of work order issued by National Assembly Secretariat.
6. The bidder cannot modify or withdraw his bid after submission.
7. National Assembly Secretariat reserves the right to forfeit the performance security deposit in case of breach of any clause of the contract by the contractor.
8. National Assembly Secretariat reserves the right to accept or reject any or all bids under **Rule 33** ("Rejection of bids") of PPRA Rules.
  - National Assembly Secretariat reserves the right to verify any information provided by the firms.
  - 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.

  
(ABDUL SATTAR)  
Section Officer (Procurement)  
Telephone No. 051- 9022360