

GOVERNMENT OF PAKISTAN
603 Base Workshop EME Lahore Cantt
INVITATION OF ELECTRONIC BIDS FOR PRE-QUALIFICATION OF
FIRMS / WORKSHOPS REPAIR / MAINTENANCE OF OFFICIAL VEHICLES

1. E-bids are invited for "Prequalification firms/ workshops" for repair / maintenance, denting, painting, supply of spare parts/ batteries for official vehicles of 603 Base Workshop EME (Internal) during Financial Year 2025-26. Tender Detail is mentioned below:-

Contract For	Closing Date/ Time for Submission of E-Bids	Opening Date / Time of E-Bids
Pre-qualification of Firms/ Workshops for Repair/ Maintenance of Official Vehicles	3rd Mar 2026 till 1100 hours	3rd Mar 2026 till 1130 hours

2. The firms/ workshops must be GST, NTN Registered and Active in Tax Payer List (ATL).
3. Interested firms / workshops must have complete setup at Lahore, may upload their E-Bids/ quotations on EPADS inclusive of all applicable taxes.
4. Bidding document containing detailed terms and conditions, list of vehicles, required services and bid format is available for registered bidders on EPADS at www.eprocure.gov.pk
5. Earnest money amounting to Rs. 850,000/- (refundable) has to be attached in the shape of bank draft.
6. Bids will be opened as per above schedule in office of the undersigned, in presence of representatives of the firms/ workshops (who wish to be present).
7. Tenders/ pre-qualification should be valid upto end of current financial year i.e. 30th June.
8. This office may reject all tenders/ quotations at any time prior to acceptance of a tender or quotation and shall upon request communicate the grounds for rejection to any firms/ workshops who submitted a Tender / pre-qualification documents but is not required to justify those grounds.
9. Further information in this regard, if any, can be sought during office hours on contact Number **0331-4037681**.

Major
Local Purchase Officer
(Muhammad Babur Ejaz)
0331-4037681

**CRITERIA FOR PRE-QUALIFICATION / EVALUATION OF FIRMS / WORKSHOPS
FOR REPAIR / MAINTENANCE OF OFFICIAL VEHICLES**

INSTRUCTIONS FOR E-BIDDERS

1. This tender document shall be used for submission of e-Bids for pre-qualification of repair / maintenance of official vehicles, purchase of spare parts and batteries for official vehicles of 603 Base Workshop EME Lahore Cantt.
2. Interested firms / workshops based in Lahore having their own offices / stock / manpower / expertise i.e Mechanics of all kind / Electricians / Engineering / denting & painting / wheel balancing & alignment services may obtain the tender document from PPRA's EPAD website i.e. www.eprocure.gov.pk
3. This document contains the following:-
 - a. Terms and conditions.
 - b. Evaluation Criteria
 - c. Bidding Process
 - d. Documents:-
 - List of Vehicles (for pre-qualification of workshops) - (Annex-I)
 - Detailed terms & conditions - (Annex-II)

3 (a) **TERMS AND CONDITIONS:-**

- i. The interested firms/ auto workshops must have minimum five (05) years experience in relevant field and past experience especially with Government Departments.
- ii. The firms/ auto workshops should have their own complete setup i.e. vehicles, spare parts, batteries availability and technical experts in Lahore with telephone/ fax facilities.
- iii. The firms/ auto workshops should be registered with Sales Tax and Income Tax Department (valid documents attached).
- iv. The firms/ auto workshops, office and technical/ professional competency may be assessed by physical visit of tender committee/ purchasing members of the committee.
- v. The repair/ maintenance work of vehicles will be awarded to the selected firms/ auto workshops on fulfilling of pre-qualification criteria who quotes lowest rates on need basis.
- vi. While submitting rates, the bidders shall clearly show the inclusion of GST and service tax etc. in offered rates.

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- vii. The firms/ auto workshops on panel will be bound to carry out the requisite work on immediate basis when vehicles are referred to it even at odd hours.
- viii. All/ any payments will be made through AGPR/ Insurance Companies.
- ix. The interested parties must have sound financial position, proof may be provided.
- x. The firm/ workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect is arisen again, the workshop will be responsible to replace it free of cost.
- xi. Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss/ damages caused.
- xii. Confidentiality of all correspondences / matters must be ensures.
- xiii. Non-black-listing certificate on affidavit may be attached with e-bidding documents.
- xiv. The authority reserves the right to accept or reject any application/ bid or cancel the process of pre-qualification without assigning any reason to the applicant/ e-bidders in accordance with Rule 33 of PPRA Rules-2024.
- xv. The bid validity period will be till the end of current financial year.

<u>Name & Address of the Firm / Workshop</u>	<u>Person(s) of Contact & Contact Nos. (Landline / Mobile / Fax)</u>

<u>Sr.</u>	<u>Nature of Services</u>	<u>Availability / Non- Availability</u>
a.	Spare Parts	
b.	Assorted Lubricants	
c.	Assorted Accessories of all Vehicles	
d.	Pick / Drop / Towing Service	

<u>Sr.</u>	<u>Nature of Service</u>	<u>Work Force</u>	<u>Availability / Non-Availability</u>
a	Mechanics of all kind		
b	Mechanical		
c	Electrical		
d	Engineering Works		
e	Radiators / Bumpers		
f	Denting & Painting		
g	Wheel Balancing & Alignment Services		
h	Air conditioning (Heating & Cooling)		
l	Supply/ Replacement/ Repair of batteries		

3 (b) BIDDING PROCESS:-

- i. Bidders are required to follow Single Stage – Single Envelope procedure through EPADS.
- ii. E-Bid of pre-qualification of firm/ workshops for repair/ maintenance of vehicles will be opened on the same day in presence of the bidders (who wish to be present) in the office of President Purchase Committee.
- iii. Bidders are required to submit their e-bids by uploading (.pdf) file contain all relevant documents after completion/ attestation through EPADS. Any correction/ alteration/ overwriting will not be acceptable. Each page/ document must be signed/ stamped properly.
- iv. Incomplete and conditional bids will not be accepted.
- v. The contract award will be given to the most advantageous/ evaluated bidder(s) as approved by the competent authority, after recommendation of Purchase Committee which shall be final and binding.
- vi. 603 Base Workshop shall disqualify e-bidder if it finds at any time that the information submitted by the bidder concerning its qualification was false and materially inaccurate.

- vii. Firms/ Workshops interested for pre-qualification will complete Annex-I to this document by marking “**Yes**” or “**No**” for services of repair/ maintenance and provision of spare parts/ batteries etc. against each listed vehicle.
- viii. Successful bidders(s) would sign a contract/ agreement containing all details with this office initially for the financial year 2025-2026 till end of the contract period. The agreement may be further extended, if mutually agreed by both the parties.
- ix. I/ We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm/Supplier: _____

Signature: _____

Date: _____