GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS ENFORCEMENT
HYDERABAD
A/49, Site Area, Hyderabad Ph: 022-9250072 Fax: 022-9250073

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PRE-QUALIFICATION OF WORKSHOPS FOR REPAIR & MAINTENANCE OF OFFICIAL VEHICLES

The Collectorate of Customs Enforcement, Hyderabad intends to pre-qualify workshops for Repair & Maintenance of Official Vehicles during financial year(s) 2026-27 & 2027-28 through the E-Pak Acquisition and Disposal System (E-PADS) under Single Stage One Envelope (SSOE) procedure. Pre-qualification will be based solely on the ability of the applicants to perform the work satisfactorily, i.e. their technical, financial and managerial capability. Only pre-qualified workshops will be entitled to participate further in the procurement proceedings, i.e. financial bids/call-off orders under a framework agreement for two years.

Scope of work

Repair and maintenance of approximately **80 official vehicles** of various make and models (details of the vehicle are enclosed), comprising (list of vehicles with make, model and registration number at Annexure-I):

- Mechanical repairs.
- Engine overhauling and electrical work.
- Denting, painting, body work, and upholstery.
- Supply and replacement of genuine (OEM or equivalent quality) spare parts.
- Routine maintenance (oil change, filters, tuning, brake service, etc).

Eligibility / Pre-Qualification Criteria

Interested firms/workshops must fulfill the following conditions and provide documentary evidence thereof:

i. *Following mandatory documents must be attached with the application*

- *Valid NTN and Sales Tax Registration. (active taxpayer status and sales-tax registration applicable to repair services, with the latest return)*
- *Valid registration with firm registration (SECP / Registrar of Firms / partnership deed or proprietorship declaration) and Chamber of Commerce membership, if applicable.*
- *Proof of ownership or lease of a well-equipped workshop located within the jurisdiction of the Collectorate of Hyderabad, which has two main offices in Sukkur and Hyderabad.*
- *Experience certificate(s) for providing similar services to Government / Semi-*

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Government / reputed private organizations during the last three (03) years.

- Availability of qualified technical staff and necessary equipment.
- Proof of financial stability (Bank certificate / bank statement).Statement for the last twelve months, with the tax return.
- Undertaking that the firm has not been blacklisted or debarred by the Authority, any procuring agency or any foreign country/institution, has not engaged in corrupt or fraudulent practices, and that all information supplied is true; to be furnished on stamp paper.
- List of spare parts suppliers / sources of genuine parts.
- Authority letter showing the details of authorized person.
- CNIC of the authorized person.
- Documents showing managerial capability and past performance

ii. The Evaluation Committee will conduct a physical visit of all workshops, before qualification. Workshops will be given advance notice of the visit; marks shall be awarded on the checklist/score sheet announced in this document and recorded in a signed visit report; no criterion other than those published shall be applied

iii. Applications lacking mandatory documents will not be considered; minor omissions may be clarified in writing without changing the substance

iv. Passing Criteria is 50%. i.e. 50 out of 100 total marks Firms securing the passing marks shall be pre-qualified for FY 2026-27 and 2027-28

Terms and Conditions

1. E-Application/Documents containing detailed terms and conditions, specifications, and other requirements shall be uploaded on E-PADS at https://eprocure.gov.pk, PPRA's and FBR's official websites.

2. Interested workshops may download the pre-qualification document from E-PADS free of cost and shall submit their applications, prepared in accordance with the instructions in the document, with the key details given below:

Bid Submission Deadline:	3rd December 2026 02:00 PM
Bid Opening:	Same date 03:00 PM
Bid Security:	Pay order/bank draft/call deposit receipt in the name of Collectorate of Customs Enforcement, Hyderabad of Rs.500,000/-
Performance Guarantee:	Rs. 600,000/- (after award)
Submission Method:	
Queries / Contact:	Muhammad Iqbal, Inspector, 03003010065

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Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through E-PADS when submitting the e-bid electronically through file uploading method (Single Stage One Envelope Procedure) hard-copy submission of all documents is dispensed with. Originals of the uploaded documents shall be produced for verification, on the date notified, at the office of the Collector, Collectorate of Customs Enforcement, A-49 Site Area, Hyderabad, by the applicants called for physical verification.

4. Bids shall be evaluated by the Procurement Committee and applications lacking mandatory documents shall be marked non-responsive While the Collectorate reserves the right to accept or reject bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time. Each applicant shall be promptly notified whether it has been pre-qualified and reasons shall be given to non-qualified applicants. If only a single application is received it shall not be entertained in pre-qualification and the process shall be re-advertised.

NOTE: –If it is established, after a show-cause notice and hearing, that a workshop has knowingly supplied substandard work or spare parts or furnished false information, the work order will be cancelled, the performance guarantee forfeited and and/or blacklisting proceedings initiated under Public Procurement Rules, 2026.

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Deputy Collector
Collectorate of Customs Enforcement
Hyderabad

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SELECTION CRITERIA (Form-A)

S.No	ASSESSMENT CRITERIA	MAXIMUM MARKS	Required Documents
1	**Experience related to similar assignments (years).** 10 Years and above 20 05 to less than 10 Years 15 03 to less than 05 Years 10 Less than 03 Years: 0 (not qualified)	20	Experience Certificate & any documents showing experience and expertise.
2	**Machinery / Tools / Equipment.** Well equipped (80% or more of Format-A) 20 Medium level equipped (50%–79%) 10 Poorly equipped (less than 50%) 05 Marks will be given subsequent to physical verification.	20	List of machinery & equipments
3	**Technical staff capability.** 2 experts & above and 2 helpers 20 1 expert & above and 2 Helpers 10 Less than the above: 0	20	List of technical staff
4	**Parking/Repairing space for vehicles.** 10 vehicles or more 20 05-09 vehicles 15 Less than 5 vehicles 10 Marks will be given subsequent to physical verification. Secured premises (boundary wall/guard) will also be considered.	20	To be provided on the application form.
5	**Financial Position.** Bank statement or other evidence of financial health. Measure: average bank balance over the last twelve months. 1 million and above 20 0.5 million to less than 1 million 15 Less than 05 million 10	20	Bank statements (last 12 months) / bank certificate
	TOTAL (passing marks: 50)	**100**	

Note for the Bidders: To be successfully prequalified, bidders must obtain minimum marks in each of the five assessment fields. Securing zero marks in any single field will result in immediate disqualification, regardless of the total aggregate sore.

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DEPUTY COLLECTOR
Collectorate of Customs Enforcement
Hyderabad

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