

President's Secretariat (Personal)

No. 580(G)-Pet/R&M/2026

Aiwan-e-Sadr,
Islamabad.

PREQUALIFICATION NOTICE

Local registered workshop(s) / firm(s) having their own workshops / stocks / manpower / expertise are invited for supply of miscellaneous MT items (Tyres, Batteries & other spare parts) and also services for repair/maintenance of official vehicles on day-to-day basis during the FY 2026-2027. The terms and conditions for prequalification of firms / workshops will be as follows:-

Terms & Conditions	
1.	The pre-qualification bid must be enclosed in sealed envelope clearly marked as "Pre-qualification for Supply of Spare Parts / Services" at the right top corner of the envelope.
2.	Firm(s) should mention detail of material and labour.
3.	All govt taxes including Income / Sales Tax will be applicable on the prescribed rates.
4.	The workshop(s) / firm(s) should provide Active Tax Payer Certificate (ATL) of FBR and must have valid GST / Income Tax registration. Tax Registration Certificate should be attached with the documents including the active tax payer certificates.
5.	The workshop(s) / firm(s) should not be blacklisted by any govt, autonomous or any other department. Non Black listing certificate be provided on a stamp paper worth 100/- be attached as per the enclosed specimen.
6.	The workshop(s)/firm(s) should be original manufacturer/authorized dealer/supplier of the specified item(s). The Broker (Third Party) will not be entertained. In case of company or firm have certificate of incorporation / registration respectively of authorized distributor or supplier, the legal authorization document to this effect must be attached with documents.
7.	The workshop(s) / firm(s) offering reasonable discounted rates will be preferred in the pre-qualification.
8.	The workshop(s)/firm(s) on the panel shall be bound to carry out the requisite work on immediate basis and even in the odd hours.
9.	Spare parts will be supplied / provided as and when required, even in odd hours and the workshop(s) / firm(s) shall be bound to supply the parts, even from other cities / country.
10.	In case, the spare parts replaced are found sub-standard or second hand, the firm / vendor shall be blacklisted from the panel of this Secretariat and the case for blacklisting from PPRA, FBR and other relevant departments will be processed in due course.
11.	There will be no compromise on quality, standard and genuineness of the spare part(s) / service(s) provided. The workshop(s) / firm(s) must have their own setup / technical expertise. (List of mechanics, technicians and other staff enrolled must be attached with proposal).
12.	The workshop(s) / firm(s) shall be bound to return the replaced / old spare parts including the tyres and batteries being replaced and shall be bound to give warranty of each item replaced or repaired. If the same defect is arisen again during warranty period; the vendor shall be responsible to replace it free of cost.
13.	The workshop(s) / firm(s) shall be bound to abide by the rules / regulations issued from time to time.
14.	Original bank draft/pay order amounting to Rs. 300,000/- (Rupees three hundred thousand only) (Refundable) as earnest money in the name of Assistant Secretary (Accounts), P.S (Personal) be attached with the documents otherwise the proposals will not be considered for pre-qualification. In case of any disqualification / non-participation of the workshop(s)/firm(s), the earnest money will be returned within 10 days of the finalization of process upon receipt of formal request for release of payment of earnest money.
15.	Proposals will be accepted upto 1100 hrs on the closing date which will be calculated from the date of first publication of the pre-qualification notice on PPRA EPMS or newspapers i.e. maximum 15 days and opened at 1300 hrs on the same day in the presence of reps/owner of firms. (Closing/opening date will be the same.)
16.	The competing firm(s) shall be informed in writing of the final decision in the matter.
17.	The qualified firm(s) / workshop(s) are bound to work with this Secretariat during the FY-2026-27.
18.	In case the workshop(s)/firm(s) back out from the proposal after completion of process, their earnest money shall be forfeited.
19.	The relevant documents for pre-qualification i.e. containing list of vehicles and criteria for repair / maintenance can be collected (free of cost) from the Dak window of President's Secretariat (Personal) during office hours i.e. 0800 hrs to 1600hrs
20.	Prequalification notice is also available on PPRA EPMS portal (https://epms.ppra.gov.pk).
21.	Prequalification shall be stand cancelled in case of any violation of the clause(s) of the laid down criteria.
22.	The competent authority, in case of submission of any false information or violation of PPRA rules, reserves the right to disqualify / reject proposal of any or all the firm (s) at evaluation or later stage.


(Nafeh Bin Naeem)
Assistant Secretary (Admn)
Tel: 9206065

President's Secretariat (Personal)

CRITERIA FOR EVALUATION OF WORKSHOPS

EVALUATION CRITERIA

Following parameters will be considered for evaluation: -

- i. **Experience:** The interested workshops must have at least 5-years' experience in relevant field.
- ii. **Quantum of Ownership:** The firm/workshop should have their own setup i.e. Garage, Secure Parking, Denting & painting facility, availability of spare parts, technical experts (Electrical & Mechanical) in Islamabad / Rawalpindi.
- iii. **Communication:** Telephone facility as well as other communication channels like WhatsApp & email should also be available.
- iv. **Active Tax Payers List:** The firm/workshop should be on the active Taxpayers List of FBR and other relevant Tax Authorities.
- v. **Volume of Business/ Financial Health:** The interested parties must have sound financial position ready to accommodate the payment cycle by Government of Pakistan.
- vi. **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.
- vii. **Physical Visit:** The Competent Authority will conduct physical visit of the premises of the workshop as part of Process.

TERMS AND CONDITIONS

Sealed Envelope should contain the following: -

Category	S.No	Type
Admin Docs	1.	Covering letter of interest or a Brief one page about your Company / Firm. (Appendix-A)
	2.	Bidding documents/Terms and Conditions duly signed and stamped by the CEO or Rep. of the Firm (Appendix-B)
	3.	Bidders Information Form (Appendix-C)
	4.	Capabilities with respect to personnel and equipment. (Appendix-D)
	5.	Attach the copies of past performance certificates of Public/Private Depts/Organizations alongwith contact number of depts. (Appendix-E)
	6.	Attach the copy of work orders of Public / Private Departments / Organizations with which your firm is already working. (Appendix-F)
Financial Docs	1.	Rs.300,000/- as bid security in the form of Pay Order / Bank Draft in the name of Assistant Secretary (Accounts), PS Personal, Aiwan-e-Sadr, Islamabad in separate envelope (Appendix-G)
	2.	Bank Statement and Account maintaining certificate by the bank. (Appendix-H)
	3.	Copy of firm's registration, NTN, GST, Active Tax Payer List (ATL) & Vendor Number Certificates (Appendix-I)
	4.	Power of attorney authorizing the signatory of the bidder (if required) (Appendix-J)
	5.	Provide following undertaking on judicial stamp paper:- a. The firm had not been black listed by the Govt / Semi Govt /Public Sector / Autonomous Body. (Appendix-K) b. The firm will provide services / items as per demand and make delivery as per given timelines in the Purchase Order otherwise the firm will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad. (Appendix-L) c. After-Sale Certificate / Warranty Agreement (Appendix-M)

Note: Incomplete checklists will be rejected; use of separators / flagging is mandatory between each point.

Appendix – A

(1). **OFFER LETTER/ BRIEF OF COMPANY**

Appendix – B

Note: Staple Bidding Documents/Terms and Conditions duly signed and stamped by CEO or Rep. of the firm. (Do not use gum/ glue)

BIDDERS INFORMATION FORM

Please fill-in-the following details (Use Capital Letters and with Blue Pen)

M/s : _____

Company Owner's Name : _____

Company's Business Address : _____

National Tax Number (NTN) : _____

Sales Tax Registration Number : _____

Vendor Number : _____

Date of Registration

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Owner's CNIC No.

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Owner's Signature _____

Landline No : _____ Mobile No : _____

Fax No : _____ Email ID : _____

Authorized Person Details:-

Name : _____

Designation : _____

CNIC : _____

Signature : _____

Note: Please staple prove of managerial capabilities, list of technical experts (Technical / Mechanical) and Pictures of Complete Setup. (Do not use gum/ glue)

SATISFACTORY PERFORMANCE CERTIFICATES

Satisfactory Performance Certificates of Public / Private Departments / Ministries / Divisions / Organizations in support of the firm during the last 3 years.
(Minimum 2 certificates of different departments)

WORK ORDERS

Attach copies of work orders of Public/ Private Departments/ Ministries/ Divisions / Organizations with which your firm is already working. (Minimum 3 work orders of different departments)

EARNEST MONEY / BID SECURITY

Rs.300,000/- as bid security in the form of Pay Order / Bank Draft in the name of **Assistant Secretary (Accounts)**, President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad.

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ACCOUNT MAINTAINING CERTIFICATE

1. Account maintaining certificate (in original) by the bank in favor of firm showing financial soundness of the firm.
2. ***Bank Statement (Bank's Round Stamp) / E-Bank statement will not be accepted.***

**FIRM REGISTRATION, NTN, GST, ACTIVE TAX PAYER LIST &
VENDOR NUMBER CERTIFICATES**

Please attach copies of following:-

- a. Firm registration certificate
- b. NTN registration certificate
- c. GST Certificate (for last financial year)
- d. Active Tax Payer List (ATL) - FBR
- e. Vendor number certificate (AGPR)

POWER OF ATTORNEY

Power of attorney, authorizing the signatory of the bidder by the owner of firm on letter head alongwith copy of CNIC of the authorized person and specimen signature of the authorized person. ***(If required)***

(Must be printed on Rs. 100/- or above stamp paper)

NON-BLACKLISTED DECLARATION

I, _____, being the owner of the firm M/s _____
_____ certifies that my firm has never been
blacklisted by any government, semi government/ autonomous body or any other
department in Pakistan.

M/s : _____

Owner Name : _____

Firm's Address : _____

Telephone No. : _____

Mobile : _____

Signature of Owner : _____

Date : _____

BIDDER'S SEAL

ATTESTED BY NOTARY PUBLIC

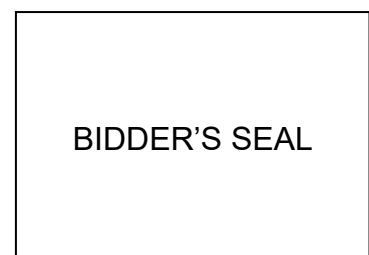
(Must be printed on Rs. 50/- or above stamp paper)

UNDERTAKING BY THE FIRM

I, _____ the undersigned being owner of the firm do hereby declare and affirm as under:-

- a. That my firm has never been blacklisted by any public or private sector organization in Pakistan.
- b. That if my firm considered for prequalification for the **“Supply of Miscellaneous MT Items (Tyres / Batteries and other spare parts) and services for Repair/Maintenance of Official Vehicles”** to President’s Secretariat (Personal) during the **FY 2026-27**, I will provide all the items and services as per the requirements mentioned in the **Prequalification Notice** (i.e. rates, standards quoted against each in my Technical & Financial Proposals & time framework mention in Purchase Order) for the FY 2026-27.
- c. That, I will provide items and services as approved by the purchase committee of President’s Secretariat (Personal) and if I do not adhere the principals set by the procuring agency not only the letter of award of my firm be immediately withdrawn also payment against the bills (if any) in process may also be withdrawn.
- d. That, I will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad under intimation to President’s Secretariat (Personal) in case of non-provision of items as per purchase order / work order on due date. I will not challenge the same in any court of law.
- e. That, the performance / bid security submitted by my firm may also be confiscated and I have no objection on declaration of my firm black listed by FBR, SECP & PPRA.

M/s : _____
Owner Name : _____
Firms Address : _____
Telephone No. : _____
Mobile : _____
Signature : _____
Date : _____



ATTESTED BY NOTARY PUBLIC

AFTER-SALES SERVICE & WARRANTY AGREEMENT

The After-Sales Service Agreement is made on _____ between **The President's Secretariat (Personal) (hereinafter referred to as "the Procuring Agency")** and **M/s _____ (hereinafter referred to as "the Firm")** for the Supply of miscellaneous MT Items (Tyres, Batteries & Other Spare Parts) and also services repair/maintenance as per the Pre-Qualification requirements.

1. Scope of After-Sales Services:

- The Firm shall provide rectification and technical support for all work or items supplied under subsequent terms and conditions.
- The Firm shall respond to any complaint immediately and rectify fault with **72 hours** or verbal notice by the Procuring Agency.

2. Minimum Warranty Periods:

- Repair & Maintenance work – Minimum 03 months on workmanship.
- Spare Parts & Accessories - 06 months or manufacturer's warranty, whichever is higher.
- Batteries & Tyres - 12 months or manufacturer's warranty, whichever is higher.

3. Replacement / Rectification:

- The Firm shall, at its own cost, replace or repair any defective work or part during the warranty period.
- If defects are not rectified within the specified period, the Procuring Agency may engage alternate sources at the Firm's risk and cost.

4. Termination:

- Failure to comply with after-sales obligations may lead to removal from the pre-qualified list and legal action under PPRA Rules.

Signed at Islamabad on this _____ day of _____ 2026.

For the Firm

Authorized Signatory (Seal & Signature)

For President's Secretariat (Personal)

Authorized Officer (Seal & Signature)