

No. 18/1/2021-Admin
Government of Pakistan
Ministry of Interior & Narcotics Control
Directorate General Civil Defence Islamabad

PROPOSALS FOR PRE-QUALIFICATION

1. Government of Pakistan, Ministry of Interior & Narcotics Control, Directorate General Civil Defence intends to pre-qualify Automobile Workshops/Firms/companies for repair/maintenance of vehicles during the financial year 2025-26 and 2026-27 (two financial years)
2. **Bid security will be PKR. 20,000/-.**
3. Bidding documents are available on PPRA E-PADS portal. Firms will download the said documents from e-PADS and also obtain hard copy of documents from this office. Only firms/Contractors registered with PPRA on E-PADS as vendors are eligible to purchase bidding documents.
4. The prospective bidders are also required to submit their Bids online through E-PADS at <http://eprocure.gov.pk> before opening date. Original bids in accordance with the provisions of Rule 36(a) of Public Procurement Rules-2004 and terms & conditions defined in the bidding documents must be submitted (in sealed envelope) on the address mentioned below on or before **14-03-2026 at 11:00 AM.**
5. The bids will be opened publicly on the same day **14/03/2026 at 11:30 AM** in the presence of committee & bidders authorized representatives who choose to attend the opening session to be held at the office of Director, Directorate General Civil Defence (HQ), Islamabad.
6. The firm providing unsubstantiated and/or incorrect information are liable to legal action and disqualification from the bidding.
7. The Director General, Civil Defence reserves the right to increase or decrease the quantity or scope of work, in part or in whole, at any stage during the contract period as deemed necessary. The contractor shall be bound to execute such revised quantities under the same rates, terms, and conditions of the contract.
8. The firm must provide an undertaking and original affidavit on judicial stamp paper for non-blacklisting from any Government Department and other Semi-Government firms.
9. The Authority reserves the right to reject all the applications as per PPRA Rules-2004.
10. The pre-qualification of firms shall remain valid for the financial year 2025-26 & 2026-27 and will be extendable further with the mutual consent of both parties.
11. The Advertisement is also available on DGCD and PPRA's websites.

Documents Required for Pre-qualification

Documents required to be submitted for pre-qualification of the firm/company are as under:

- a. Approved certificate of Government department.
- b. Registered with FBR (valid GST & income tax registration certificate).
- c. Bank statement/letter.
- d. Previous three years work experience details.
- e. Detail of equipment, machinery, & labor held.
- f. Certificate that the Automobile Workshop/firm/Companies has not been blacklisted ever / Certificate that there is no case/litigation against Automobile Workshop.
- g. Certificate of good reputation from Departments working with (if available).
- h. Other important documents: Copy of CNIC, IBAN, Bank Account Details, Vendor Opening Performa (AGPR), 5 x copies of firms pads (with stamp), Workshop pictures and e-mail address & Mobile / WhatsApp Nos etc.

Contact Details: Assistant Director, Admin, G-9/4, Mauve Area, Islamabad, Pakistan. Phone: 051-9106310, Website: www.dgcd.gov.pk

EVALUATION CRITERIA

Following documents will be required for evaluation of pre-qualification of the firm/company:

- a. Approved certificate of Government department.
- b. Registered with FBR (valid GST & income tax registration certificate).
- c. Bank statement/letter.
- d. Previous three years work experience details.
- e. Detail of equipment, machinery, & labor held.
- f. Certificate that the Automobile Workshop/firm/Companies has not been blacklisted ever / Certificate that there is no case/ litigation against Automobile Workshop.
- g. Certificate of good reputation from Departments working with (if available).
- h. Other important documents (Copy of CNIC, IBAN, Bank Account Details, Vendor Opening Performa (AGPR), 5 x copies of firms pads (with stamp), Workshop pictures and e-mail address & Mobile / WhatsApp Nos etc.

TERMS AND CONDITIONS FOR THE PRE-QUALIFICATIONS FOR REPAIR/ MAINTENANCE OF VEHICLES FOR FINANCIAL YEAR 2025-2026 & 2026-27

1. The firm be registered with income tax and sales tax department (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
2. The firm should have proper Firm/setup at Rawalpindi / Islamabad.
3. The firm must be manned with experienced mechanics, technicians and workers with at least one relatively higher qualified and experienced person preferably heading the team of mechanics/technicians at the firm.
4. The firm must be equipped with the modern gadgetry system and equipment for maintenance, repairs (minor & major), servicing of all models and make.
5. The firm must have provision of preventive/ routine maintenance including all preventive checks.
6. The firm must have readily available spares to be made available on request whenever necessary.
7. A certificate shall be given by the bidder that he will be responsible for the free replacement of store/Items/Spare parts if the same are found to be substandard.
8. All parts should be brand new and in original manufacturers packing.
9. A certificate should be given by the vendors that the spare parts / stores shall be genuine, brand new and in the original packing of the manufactures.

10. Each prequalified Firm performance in terms of quality, delivery, after sales, service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.
11. Firm(s) who will qualify the pre-qualification stage and our terms and conditions, will be bound to respond/execute the work within an hour of verbal/ telephonic call followed by written work order.
12. Firm(s) will sign an agreement with Directorate General Civil Defence to follow all terms and conditions and execute the quality work as per requirement.
13. The firms shall submit only the bid marked as '**Technical Proposal**'. The Financial Bid from Pre-qualified firms will be requested separately on a case-to-case basis, as and when the specified work of repair and maintenance of vehicles is required to be carried out.
14. If the envelope(s) is not marked, as instructed above, Directorate General Civil Defence, Islamabad will assume no responsibility for the misplacement or premature opening of the documents.
15. The proposal/application shall be submitted in sealed envelope marked as under:

Assistant Director (Admin), Directorate General Civil Defence, G-9/4, Mauve Area, Islamabad,

16. All bidders participating in the tender should be registered with FBR and must be included in active tax payer list maintained by FBR. Payment shall be made through AGPR cheque after receipt of your bill within appropriate time after completion of necessary official procedures.
17. All currency in the proposal shall be quoted in Pakistan Rupees (PKR) inclusive of all applicable taxes.
18. The bidder is hereby informed that the Government shall deduct taxes at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any vendor who signs a contract with the Government.
19. Bidder should clearly indicate the duration of delivery of equipment/completion of work after the award of contract.
20. Proposals shall be delivered by hand or courier so as to reach the address given below before closing date and time. **PROPOSAL RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**
21. The successful bidder will have to provide the items as and when required, failing which, order will be canceled.
22. Directorate General Civil Defence, Islamabad reserves the right to reject all bids or proposal at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds.
23. Technical bid should contain the technical expertise held with the firm, their past experience and any projects related to the tender under taken.

24. The proposals, prepared in accordance with the instructions in the pre-qualification documents, must reach by **1100 hours on or before 14th March, 2026**. Applications received after 1100 hours will not be accepted. Proposals will be opened in presence of representative of the firm on **14th March, 2026 at 11:30 hours**.

25. The proposals should not have any over-writing or cutting. The application(s) with any of the aforementioned defects may not be considered.

PREQUALIFICATION PROFORMA

S #	Detail required	Remarks
1	Name of the Vendors / Firm	
2	Address	
3	Telephone, Fax & Email	
4	Year of Establishment	
5	Salex Tax Registration No. (Attached documentary evidence)	
6	Income Tax No. (Attached documentary evidence)	
7	Bank Name & Contact details	
8	Whether the pay order as Security Deposit Amounting to Rs. 20000/- at Dte. General Civil Defence is attached if required	
9	Annual turnover supported by income tax return (for the year -- -----)	
10	Assignment in hand	
11	Clientage	
12	Attach as separate Annexure (if necessary)	

Forfeiture of Earnest Money and Blacklisting of firm/vender

In case of submission of any false information / documents and any deficiency found in deliverables the earnest Money will be forfeited and the firm / vender would also be disqualified / blacklisted.

Corrupt or Fraudulent Practices

The purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the purchaser:-

- i. Define for purposes of this provision, the terms set forth below as follows:
- ii. “corrupt and fraudulent practices” includes the offer in, giving receiving or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies, or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial , non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything or value by any public official in the course of the exercise of his duty.

UNDERTAKING

I / we have read and agree with the above-mentioned terms and conditions.

Name of Bidders/ Firm

Signature
