

PRE-QUALIFICATION DOCUMENTS

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**Pre-Qualification**  
**Automobile Workshops/Firms / Dealer Ships**  
**for Repair & Maintenance of Vehicles and Bikes along with supply of spare parts**  
**through Open Framework Agreement(s)**  
**Single stage single envelope**  
Tender No. NADRA -ISB/PRQ-12-2026



**National Database & Registration Authority**  
**Regional Head Office Islamabad**



**NATIONAL DATABASE & REGISTRATION AUTHORITY ISLAMABAD**  
**Prequalification Notice**

**National Database & Registration Authority Pakistan**  
**RHO NADRA Plot NO 30,31 Mauve Area G-10/4, Islamabad**

**Pre-Qualification of Automobile Workshops/Firms /Dealer ships**  
**for Repair & Maintenance of Vehicles and Bikes**  
**(NADRA -ISB/PRQ-12-2026)**

The NADRA RHO Islamabad intends to engage Prequalification of Workshops/Firms /Dealerships for Repair & Maintenance along with spare parts for NADRA Vehicles and Bikes for the period **of 03 (Three Year)**.

Applications / Documents are invited from well-established/ reputed and experienced parties registered with Sales Tax / Income Tax department for Prequalification of Automobile Workshops/Firms /dealer ships for Repair & Maintenance along with spare parts for NADRA Vehicles and Bikes

Prequalification Documents, containing application and detailed terms & conditions can be download from PPRA website [www.ppra.gov.pk](http://www.ppra.gov.pk)

- The Applications / Documents should be prepared in accordance with the instructions given in the Documents and must be submitted duly completed in all respect on or before **21 April, 2026 on or before 1500 hrs.**
- Proposal will be opened on **same day at 1530** hours in presence of **available** bidders. If bid opening date is on gazetted holiday, then Applications / Documents will be opened on next working day.
- Applications / Documents received after submission of due date/time mentioned above will not be entertained.
- The competent Authority may reject all proposals at any time prior to the acceptance of a proposal, as provided under Rule-33 of the PPRA Rules, 2004.

**Director (Admin)**  
**NADRA RHO, Plot NO,30/31 Mauve Area, Islamabad**  
**Ph: 051-9108124**



# Brief of the Document

This document defines the Prequalification criteria and requirements for the selection of **Automobile Workshops/Firms/Dealer ships for the Repair and Maintenance of Vehicles and Bikes along with supply of spare parts under an Open Framework Agreement, three (03) years.**

In accordance with the PPR this serves an invitation for pre-qualification of eligible

Automobile Workshops/Firms/Dealer ships intending to enter into Open Framework Agreement with NADRA RHO Islamabad for **Repair & Maintenance, along with supply of spare parts of all types of NADRA Vehicles and Bikes within the Islamabad Region**, as per the terms and condition of the agreement.



# **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

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# **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

## **PART 1 – PREQUALIFICATION PROCESS**

### **Section – I: Instructions to Applicants (ITAs)**

This Section contains detailed information for preparing and submitting the applications for Prequalification, in addition to information on opening and evaluation of the applications.

### **Section – II : Prequalification Data Sheet (PDS)**

This Section contains provisions that supplement the ITAs (in Section – I) and are specific to respective prequalification proceedings.

### **Section – III : Qualification and Evaluation Criteria**

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the applicants regarding Prequalification of **Automobile Workshops / Firms / Dealer Ships** for Repair & Maintenance including Spare Parts/Services/Works (Minor & Major Overhauling, all type of AC & Electrical work and vehicles and Bikes Body Denting/Painting Work etc.) for NADRA Vehicles and Bikes in accordance with the requirements of the National Database & Registration Authority (NADRA), with an objective to prequalify the Automobile Workshops /Dealer ships/firms for signing off the Framework Agreement(s) or Call-off Contract(s) as well as for Invitation of Bid(s) from the Pre-Qualified Automobile Workshops / Dealer ships/firms

### **Section – IV: Application Forms**

This Section contains application submission form and other allied forms required to be submitted with the Application.

### **Section – V: Eligible Countries**

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

**PART 2: PREQUALIFICATION REQUIREMENTS**

**Section – VI: Schedule of Requirements**

This Section contains the detail about the requirements regarding the Prequalification of Auto mobile Workshops /Dealer ships/Firms including supply of spare parts for NADRA Vehicles and Bikes.

**Section – VII: Scope of Services / Terms of Reference (TORs)**

This Section includes a brief description about the Scope of Services / Terms of References (TORs)



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
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**NATIONAL DATABASE & REGISTRATION AUTHORITY ISLAMABAD  
Prequalification Notice**

Invitation for Prequalification of Automobile Workshops/Dealer ships/Firms for Repair & Maintenance Services/Works (Minor & Major Overhauling, all type of AC & Electrical work and vehicles and Bikes Body Denting/Painting Work etc, including spare parts for NADRA Vehicles and Bikes: -

1. The National Database & Registration Authority (NADRA), Islamabad intends the Prequalification of Automobile Workshops/ Dealer ships/Firms for Repair & Maintenance /Services/Works (Minor & Major Overhauling, all type of AC & Electrical work, and vehicles and Bikes Body Denting/Painting Work etc, including spare parts for NADRA Vehicles and Bikes for a period of three (03) years.
2. The objective of the intended Framework Agreement(s) or Call-off Contract(s) is the Prequalification of Automobile Workshops /Dealer ships/Firms for Repair & Maintenance /Services/Works (Minor & Major Overhauling, all type of AC & Electrical work and vehicles and Bikes Body Denting/Painting Work etc, including spare parts for NADRA Vehicles and Bikes for signing off the Framework Agreement(s) or Call-off Contract(s) as well as for Invitation of Bid(s) from the Pre-Qualified Automobile Workshops/Dealer ships/Firms
3. Purpose of this Prequalification Notice is to provide very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings i.e. the Invitation to Financial Bids will be made to the Prequalified Applicants who have signed the agreement / contract with the National Database & Registration Authority (NADRA) for the period of three (03) years.
5. A Work Order/Purchase Order shall be executed between the National Database & Registration Authority (NADRA) Islamabad and prequalified applicant(s) prior to the start of the work / services & supply.
6. Prequalification process is open for all national applicant's subject to fulfilling the eligibility requirements mentioned in the respective section of prequalification documents.



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

7. A complete set of prequalification documents can be download from PPRA website.
8. Applications for Prequalification should be submitted procurement branch address.  
“CONFIDENTIAL” as per PPRA rule

Deputy Director (Admin)  
NADRA Regional Head Office  
Plot No. 30/31, Mauve Area, G-10/4  
Ph: 051-9108124

- I. Late or incomplete Applications will be rejected.
- II. The applicant(s) shall bear all the costs/expenses associated with the preparation and submission of the application and National Database & Registration Authority (NADRA) Islamabad shall not be responsible/liable for those costs/expenses.
- III. It shall be the applicants’ responsibility to determine the manner in which timely submission of the application.

## **PART 1 – PRE-QUALIFICATION PROCESS**



# **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

## **Section – I: Instructions to Applicants (ITAs)**

This Section contains detailed information for preparing and submitting the applications for Prequalification, in addition to information on opening and evaluation of the Applications.

### **A. General**

#### **1. Scope of Application**

- 1.1. In connection with the “Invitation for Prequalification”, the National Database & Registration Authority (NADRA), Islamabad as defined in Section – II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for **Prequalification of Automobile Workshops /Dealer ships/Firms for Repair & Maintenance /Services/Works (Minor & Major Overhauling, all type of AC & Electrical work, Denting/Painting Work of vehicles and Bikes Body etc, including spare parts for NADRA Vehicles and Bikes** incidental thereto as specified in Section–VII (Scope of Services / Terms of Reference TORs).

#### **2. Source of Funds**

- 2.1. National Database & Registration Authority (NADRA) Budget head “Repair and Maintenance (R&M) of Vehicles and Bikes”.

#### **3. Fraud and Corruption**

- 3.1. The National Database & Registration Authority (NADRA), Islamabad requires that the Applicants / Bidders / Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such Framework Agreement(s) or Call-off Contract(s).
- 3.2. The Applicants / Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, and their personnel, to permit the National Database & Registration Authority (NADRA) Islamabad to inspect all accounts, records and other documents relating to any, Application / Bid submission, Prequalification process, Primary Procurement process, Framework agreement (s).Agreement performance, Secondary Procurement process, and /or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited if any time required by the National Database & Registration Authority (NADRA) Islamabad.



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- 3.3. Any communications between the applicant(s) and the National Database & Registration Authority (NADRA) related to matters of alleged corrupt and fraudulent practices must be made in electronic forms that provide record of the content of communication.
- 3.4. National Database & Registration Authority (NADRA) will reject any application or bid or proposal if it is established that the Applicant or the Bidder or Proposer was engaged in corrupt and fraudulent practices in competing for the contract.
- 3.5. National Database & Registration Authority (NADRA) will also declare the applicant(s) / bidder(s)/ Proposer as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

### **4. Eligible Applicants**

- 4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Agreement (if signed between the National Database & Registration Authority (NADRA) and the entity), the execution of any Contract(s) awarded (to the entity) under the Agreement in accordance with the Contract conditions that apply.
- 4.2. The Automobile Workshops /Dealer ships/Firms may authorize a representative who shall have the authority to conduct all business for and on behalf of the Automobile Workshops /Dealer ships/Firms during the Prequalification process, Bidding process (in the event the prequalified Workshop(s) / Supplier(s) submits a Bid) and during the period of agreement and contract execution (in the event the prequalified Workshop(s) / Supplier(s) is awarded the Contract). An Applicant may apply for Prequalification as an individual entity. All Bids submitted in violation of this provision will be rejected.
- 4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its application for prequalification as an individual entity. If prequalified, only the prequalified applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.
- 4.4. Applicants shall be considered to have a conflict of interest if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the National Database & Registration Authority (NADRA) for execution of subsequent Agreement(s) or Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the National Database & Registration Authority (NADRA) (or a recipient of a part of the funds) who:



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- a. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Agreement or Contract and / or the Prequalification or Bid evaluation process of such Contract; or
  - b. would be involved in the implementation or supervision of such Agreement or Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Agreement and / or Contract.
- 4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement(s) or Call-off Contract(s) for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
- 4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the National Database & Registration Authority (NADRA) Islamabad.

### **5. Eligibility (in terms of Nationality)**

- 5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

## **B. Contents of the Prequalification Documents**

### **6. Sections of Prequalification Documents**

- 6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA8:

#### **PART 1 – PREQUALIFICATION PROCESS**

- Section – I: Instructions to Applicants (ITAs)
- Section – II: Prequalification Data Sheet (PDS)
- Section – III: Qualification Criteria and Requirements
- Section – IV: Application Forms
- Section – V: Eligible Countries
- Section VI : Fraud and Corruption

#### **PART 2 – PREQUALIFICATION REQUIREMENTS**

- Section VII – Schedule of Requirements
- Section VIII – Scope of Services / Terms of Reference (TORs)
- Section IX – Technical Evaluation Criteria



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- 6.2 Unless downloaded directly from the website link referred in the Invitation for Prequalification, the National Database & Registration Authority (NADRA) accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, downloaded from the website link shall prevail.
- 6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its application all the information or documentation as is required by the Prequalification Documents.

### **7. Clarification of Prequalification Documents**

- 7.1. Any applicant seeking clarification regarding the document shall communicate in writing as specified in the PDS. THE National Database and Registration Authority (NADRA) Islamabad, shall issue its response exclusively within the time frame stipulated in PDS.

### **8. Amendment of Prequalification Documents**

- 8.1. At any time prior to the deadline for submission of Applications, the National Database & Registration Authority (NADRA) may amend the Prequalification Documents by issuing an Addendum.
- 8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the National Database & Registration Authority (NADRA). The National Database & Registration Authority (NADRA) shall promptly publish the Addendum at the EPAD /PPRA website, identified in the PDS: Provided that an Applicant who had either already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.
- 8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the National Database & Registration Authority (NADRA) may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2: Provided that the National Database & Registration Authority (NADRA) shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

#### Preparation of Applications

### **9. Cost of Applications**

- 9.1. The Applicant shall bear all costs associated with the preparation and submission of



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its Application. The National Database & Registration Authority (NADRA) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

### **10. Language of Application**

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the National Database & Registration Authority (NADRA), shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

### **11. Documents Comprising the Application**

11.1. The Application shall comprise of the following:

- a. Application Submission Letter, in accordance with ITA 12.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and any other document required as specified in the PDS.

**Follow EPADs guidelines.**

### **12. Application Submission Letter**

12.1. The Applicant shall complete an Application Submission Letter as provided in Section – IV (Application Forms). This Form must be completed without any alteration to its format.

### **13. Documents Establishing the Eligibility of the Applicant**

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section – IV (Application Forms).

14.



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

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### **15. Signing of the Application and Number of Copies**

Follow EPADs guidelines.

### **C. Submission of Applications**

#### **16. Sealing and Identification of Applications**

- 16.1. The Applicant shall enclose the original and submitted in original at procurement branch RHO Islamabad.
- 16.2. The National Database & Registration Authority (NADRA) will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

#### **17. Deadline for Submission of Applications**

- 17.1. Applicants may submit their applications in original as per PPRA rule.
- 17.2. If required in accordance with the provisions of ITA 8.3, the National Database & Registration Authority (NADRA) will extend the deadline for the submission of Applications, in which case all rights and obligations of the National Database & Registration Authority (NADRA) and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 17.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).

#### **18. Late Applications**

- 18.1. The National Database & Registration Authority (NADRA) will not accept any application which will be received after the time for submission of the Applications. Delays in transit, shall not be accepted as an excuse for failure to deliver/up load on time. It shall be the applicants' responsibility to determine the manner in which timely submission.

#### **19. Opening of Applications**

- 19.1. The National Database & Registration Authority (NADRA) shall open all Applications at the date, time and place specified in the PDS. Late Applications



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shall be treated in accordance with ITA 18.1.

- 19.2. The National Database & Registration Authority (NADRA) shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.

### **D. Procedures for Evaluation of Applications**

#### **20. Confidentiality**

- 20.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants, or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
- 20.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the National Database & Registration Authority (NADRA) on any matter related to the Prequalification process may do so only on EPAD.

#### **21. Clarification of Applications**

- 21.1. To assist in the evaluation of Applications, the National Database & Registration Authority (NADRA) may ask an Applicant for a clarification(s) and / or documentary evidence(s) of its application, to be submitted within a stated reasonable period of time. Any request for clarification(s) and / or documentary evidence(s) from the National Database & Registration Authority (NADRA) and all clarifications from the Applicant shall be in writing.
- 21.2. If an Applicant does not provide clarification(s) and / or documentary evidence(s) requested by the date and time set in the National Database & Registration Authority (NADRA)'s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

#### **22. Responsiveness of Applications**

- 22.1. The National Database & Registration Authority (NADRA) may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide



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satisfactory clarification and / or missing information within prescribed time, it may result in disqualification of the Applicant.

### **23. Margin of Preference**

- 23.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

### **24. Sub-contractor's JV not Allowed.**

- 24.1. Subcontractors' qualification and experience shall not be considered for the evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

## **E. Evaluation of Applications and Prequalification of Applicants**

### **25. Evaluation of Applications**

**JV not Allowed.**

- 25.1. The National Database & Registration Authority (NADRA) shall use the factors, methods, criteria, and requirements defined in Section-III (Qualification and Evaluation Criteria), to evaluate the qualifications of the Applicants, and no other method, criteria, or requirements shall be used. The National Database & Registration Authority (NADRA) reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
- 25.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
- 25.3. In case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. The National Database & Registration Authority (NADRA) shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification and Evaluation Criteria are mentioned in Section-III.
- 25.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors, or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.



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### **26. Procuring Agency's Right to Accept or Reject Applications**

26.1. The National Database & Registration Authority (NADRA) reserves the right to accept or reject any or all the Application(s), or to annul the Prequalification process at any time, without thereby incurring any liability to the Applicant(s).

### **27. Prequalification of Applicants**

All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the National Database & Registration Authority (NADRA).

27.1. No applicant shall be allowed to alter or modify its application / bid after the application(s) / bid(s) have been opened. However, the National Database & Registration Authority (NADRA) may seek and accept clarifications to the applicant that do not change the substance of the application.

27.2. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

### **28. Notification of Prequalification**

28.1. The National Database & Registration Authority (NADRA) shall notify all Applicants 'in writing' of the names of those Applicants who have been prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.2. The National Database & Registration Authority (NADRA) shall communicate to those applicants who have not been pre-qualified the reasons for not pre-qualifying them.

### **29. Request for Bids**

29.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified on the bases of "as and when required"

### **30. Performance Guarantee**

30.1. Pre-qualified Automobile Workshop(s)/ Firms/Dealer ships shall have to furnish the performance guarantee in favor of National Database & Registration Authority (NADRA).

30.2. Any Performance Guarantee submitted shall be enforceable in Pakistan.

30.3. The proceeds of the performance guarantee in favor of National Database & Registration Authority (NADRA) as a compensation for any loss resulting from the prequalified Workshop(s) failure to complete its obligations under the Contract. In such case, the prequalified Workshop(s) shall be blacklisted in National Database



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& Registration Authority (NADRA) and it shall not be considered eligible for future dealings with National Database & Registration Authority (NADRA) whatsoever; for which no appeal shall be entertained.

- 30.4. The Performance Guarantee Declaration will be released by the National Database & Registration Authority (NADRA) to the prequalified Workshop(s) after the successful completion of the contract period.

### **31. Agreement**

- 31.1. The prequalified Automobile Workshops/Firms/Dealer ships / will be bound to sign an agreement with the National Database & Registration Authority (NADRA) FOR PROVISION OF SERVICES REGARDING REPAIR / MAINTENANCE / OVERHAULING / AIR CONDITIONING / DENTING / PAINTING WORK ALONG WITH PROVISION OF SPARE PARTS

- 31.2. FOR NADRA VEHICLES AND BIKES 'as and when required basis, on stamp paper worth Rs.100/- (Rupees one hundred only) within the fifteen days from the date of issuance of the Letter of intent on standard terms and conditions.

- 31.3. If the services of prequalified Automobile Workshops/Firms/Dealer ships are not up to the satisfaction of National Database & Registration Authority (NADRA), the authority (NADRA) reserves the right to cancel the agreement / contract, forfeit the 100% performance guarantee amount provided by the prequalified Automobile Workshops/Firms/Dealer ships

### **32. Request for Bids**

- 32.1. After the notification of the results of the Prequalification, the National Database & Registration Authority (NADRA) will invite the Bids from all the prequalified Workshop(s) / Supplier(s) as and when required.
- 32.2. National Database & Registration Authority (NADRA) may invite the bid(s) where value of the Services / Goods is up to the financial limit of Five Hundred Thousand Pakistani Rupee. For the purpose, the Workshop(s) / Supplier(s) needs to provide EPAD in Form ELI – 1.1.
- 32.3. National Database & Registration Authority (NADRA) shall invite the bid(s) where value of the Services / Goods is more than the financial limit of Five Hundred Thousand Pakistani Rupee. For the purpose, the Workshop(s) / Supplier(s) as in Form ELI – 1.1.



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### **33. Mode of Payment**

- 33.1. Payments will be made by the National Database & Registration Authority (NADRA) through cross cheque against the received invoice from the successful bidders at the earliest after the receipt of the Invoice at National Database & Registration Authority (NADRA). No security deposit or advance payment FOR PROVISION OF SERVICES REGARDING REPAIR / MAINTENANCE / OVERHAULING / AIR CONDITIONING / DENTING / PAINTING WORK ALONG WITH SPARE PARTS FOR NADRA VEHICLES AND BIKES.

### **34. Changes in Qualifications of Applicants**

- 34.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid shall be subject to the written approval of the National Database & Registration Authority (NADRA) prior to the deadline for submission of Bids. Such approval shall be denied if:
- (a) a prequalified Applicant proposes to associate with a disqualified
  - (b) Applicant or in case of a disqualified joint venture, any of its members.
  - (c) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section – III (Qualification and Evaluation Criteria); or
  - (d) in the opinion of the National Database & Registration Authority (NADRA), the change may
  - (e) result in a substantial reduction in competition.
- 34.2. Any such change should be submitted to the National Database & Registration Authority (NADRA) before the date of “Invitation to Bids”.

### **35. Constitution of Grievance Redressal**

The President Grievance Redressal committee.

NADRA HQ Islamabad

- 35.1. Any party or applicant can file its written complaint against the eligibility parameters, or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to

provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application / proposal submission deadline.

- 35.2. Any Bidder feeling aggrieved by any act of the National Database & Registration



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

### Authority

- 35.3. (NADRA) after the submission of its bid may lodge a written complaint concerning his grievances not later than seven days from the announcement of technical evaluation report and five days after issuance of final evaluation report.
- 35.4. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 35.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:
- 35.6. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 35.7. The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 35.8. Any bidder or the National Database & Registration Authority (NADRA) not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.
- 35.9. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to appeal.
- 35.10. The committee shall call the record from the National Database & Registration Authority (NADRA)
- 35.11. or the GRC as the case may be, and the same shall be provided within prescribed time.
- 35.12. The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal. The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee.



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

### **36. Mechanism of Blacklisting**

- 36.1. The National Database & Registration Authority (NADRA) shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, applicant, bidder, or contractor who either:
- I. Involved in corrupt and fraudulent practices as defined under rule-2;
  - II. Fails to perform his contractual obligations; or
  - III. Fails to abide by bid securing declaration;
- 36.2. The National Database & Registration Authority (NADRA) shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, applicant, bidder, or contractor who either:
- IV. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;
  - V. Fails to perform his contractual obligations; and
  - VI. Fails to abide by the bid securing declaration;
- 36.3. The show cause notice shall contain:
- (a) precise allegation, against the applicant, bidder or contractor;
  - (b) the maximum period for which the National Database & Registration Authority(NADRA) proposes to debar the applicant, bidder or contractor from participating in any public procurement of the National Database & Registration Authority(NADRA); and
  - (c) the statement, if needed, about the intention of the National Database & Registration Authority(NADRA) to make a request to the Authority for debarring the applicant, bidder or contractor from participating in public procurements of all the procuring agencies.
- 36.4. The National Database & Registration Authority (NADRA) shall give minimum of seven days to the
- 36.5. applicant, bidder, or contractor for submission of written reply of the show cause notice.
- 36.6. In case, the bidder or contractor fails to submit written reply within the requisite time, the National Database & Registration Authority (NADRA) may issue notice for personal hearing to the bidder or contractor/authorize representative of the bidder or contractor and the National Database & Registration Authority (NADRA) shall decide the matter on the basis of available record and personal hearing, if availed.
- 36.7. In case the bidder or contractor submits written reply of the show cause notice, the National Database & Registration Authority (NADRA) may decide to file the matter or direct issuance of a notice to the applicant, bidder, or contractor for personal hearing.
- 36.8. The National Database & Registration Authority (NADRA) shall give minimum of



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

seven days to the applicant, bidder, or contractor for appearance before the specified officer of the National Database & Registration Authority (NADRA) for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the applicant, bidder, or contractor, if availed.

- 36.9. The National Database & Registration Authority (NADRA) shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
- 36.10. The National Database & Registration Authority (NADRA) shall communicate to the applicant, bidder, or contractor the order of debaring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.
- 36.11. Such blacklisting or barring action shall be communicated by the National Database & Registration Authority (NADRA) to the Authority and respective applicant(s), bidder(s) in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the National Database & Registration Authority (NADRA).
- 36.12. The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition.
- 36.13. The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the National Database & Registration Authority (NADRA). The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
- 36.14. The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

### **37. Arbitration**

- 37.1. After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled by arbitration.



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

37.2. In case of any dispute, the matter will be referred to the worthy Director General, (NADRA) where decision will be binding on both parties.

### **Section – II: Prequalification Data Sheet (PDS)**

This Section contains provisions that supplement the ITA (in Section-I) and are specific to respective Prequalification Proceedings.

#### **A. General**

##### **ITA 1.1**

The identification number of the Invitation for Prequalification is: **NADRA -ISB/PRQ-12-2026**

##### **The Procuring Agency Details are:**

**Deputy Director (Admin)**

NADRA RHO, Plot NO,30/31 Mauve Area,  
G-10/4, Islamabad  
Ph: 051-9108124

##### **ITA 2.1**

##### **The name of the Procuring Agency is:**

National Database & Registration Authority (NADRA), Regional Head Office, Islamabad.

##### **The name of the Procurement is:**

Prequalification of Automobile **Workshops/Firms/Dealer ships** for Repair & Maintenance including spare parts for NADRA Vehicles and Bikes.

##### **ITA 4.2**

**Maximum number of members in the JV shall be: "Not applicable."**

##### **ITA 4.5**

A list of debarred firms and individuals is available on the PPRAs website:

<http://www.ppra.org.pk>

#### **B. Contents of the Prequalification Document**



# **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

## **ITA 7.1**

For clarification purposes, the Procuring Agency's address is:

**Title/position:** Assistant Director (Procurement)  
**Procuring Agency:** RHO, Isb National Database & Registration Authority  
**(NADRA) Address:** NADRA RHO, Plot NO,30/31 Mauve Area,  
**City:** Islamabad  
**Country:** Pakistan  
**Telephone:** 051-9108175

## **ITA 7.1 & 8.2**

**NADRA Website:** <http://www.NADRA.gov.pk>  
**Authority Web Page:** [www.ppra.org.pk](http://www.ppra.org.pk)

## **ITA 7.2**

**Pre-Application Meeting will be held: No**

## **C. Preparation of Applications**

### **ITA 10.1:**

This Prequalification document has been issued in the “**English**” language.

### **ITA 11.1(d)**

The following Affidavit on stamp **paper of Rs. 100/- shall** be submitted by the Applicant with this Application stating that:

1. The applicant / bidder has never been blacklisted by any Government / Semi Government / Autonomous / Private Organization / Department due to poor services.
2. The applicant / bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
3. The applicant / bidder has never been involved in litigation with any Government / Semi Government / Autonomous / Private Organization / Department.
4. The National Database & Registration Authority (NADRA) reserves the right to reject the application/ bid of the applicant / bidder ‘without assigning any reason’ if the applicant / bidder shall be found or purported to be engaged in the aforementioned offenses.



# **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

## **ITA 14.2**

The source for determining exchange rates is [www.nbp.com.pk/RateSheet/index.aspx](http://www.nbp.com.pk/RateSheet/index.aspx)

## **ITA 15.2**

In addition to the original, the number of copies to be submitted with the Application is:

**Original application only.**

## **D. Submission of Applications**

### **ITA 17.1**

**The deadline for Application submission is on or before: 21 April 2026 at 1500 hrs**

For Application submission purposes only: submit sealed envelope at Procurement branch RHO NADRA Plot NO,30/31 Mauve Area, Islamabad. **As per PPRA Rule.**

### **ITA 18.1**

The Procuring Agency reserves the right to accept or reject late Applications

### **ITA 19.1**

**The opening of the Applications is 21 April 2026 at 1530 hrs**

at, NADRA RHO, Plot NO,30/31 Mauve Area, Islamabad.

**As per PPRA Rule.**

### **ITA 19.2**

Applicants only submit their documents at Procurement branch RHO NADRA Plot NO,30/31 Mauve Area, Islamabad.

## **E. Procedures for Evaluation of Applications**

### **ITA 23.1**

A margin of domestic preference shall not apply.

### **ITA 34.1**

In summary, at this stage, a Prequalification related Complaint may challenge any of the



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

following:

the terms of the Prequalification Documents; and the National Database & Registration Authority (NADRA)'s decision not to prequalify an Applicant.



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

## **Section III - Qualification Criteria and Requirements**

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The participating Applicants must attach following documents with their sealed bid proposal. Missing or incomplete of any or all documents lead to disqualification of bidder in further bidding process.

<b>S.#</b>	<b>Detail of documents required</b>	<b>Ma nda tor y</b>
a.	Proof of Sales Tax Registration Certificate.	M1
b.	Proof of NTN Certificate	M2
c.	Proof of ATL	M3
d.	Latest undertaking for not Black Listing of the firm on Stamp paper Rs 100 (not older than 01 months).	M4
e	At least 4x work order/ award letter/ project completion certificate/contracts deed of relevant/similar nature of work. Note: Missing/irrelevant work order will lead to disqualification.	M5
f	Proof of Workshops/Firms (having same name workshop setup)/ Dealer Ships (Proof)	M6
g	Declaration of Bid Security on Stamp paper Rs 100.	M7
h	Last 1-years bank statement at least Four (04) Hundred Thousand turnovers. Note: Missing of bank statement or less turn over lead to disqualification	M8



## Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	<b>Nationality</b>	Nationality in accordance with ITA 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
1.2	<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITA 4.4	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	<b>Eligibility</b>	Not having been declared ineligible as described in ITA 4.7 and 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	<b>State-owned enterprise of</b>	Meet conditions of ITA 4.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
<b>2. Historical Contract Non-Performance</b>							
2.1	<b>History of Non-Performing Contracts</b>	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Must meet requirements	Must meet requirement <sup>1</sup>	N/A	Form PER-1
2.2	<b>Pending Litigation</b>	Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form PER-1
<b>3. Financial Situation and Performance</b>							
3.1	<b>Financial Capabilities</b>	<b>Last 1-year bank statement at least 0.4 million</b>	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 1

<sup>1</sup> This requirement also applies to contracts executed by the Applicant as JV member.



## Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
3.2	Average Annual Turnover	0.4 million	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 2
3.3	Current Contractual Commitments		Must meet requirement	Must meet requirement			Form CON -1
<b>4. Experience</b>							
4.1	General Experience	Repair maintenance of vehicle and bike, with spare parts	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP –1
4.2	Specific Experience	The bidder must have At least 4x work order/ award letter/ project completion certificate/contracts deed of relevant/similar nature of work.	Must meet requirement	Must meet requirement	N/A	N/A	Documentary evidence to this effect must be provided with the Bid, which includes copy of contract/purchase order Verifiable from respective Authority/Client)

### Specific Experience Requirements

The Specific Experience Requirements under 4.2 (b) are as follows:

### 4.2 Documentary evidence



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

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## **Section – IV: Application Forms**

This Section contains Application Submission Form and other allied forms required to be submitted with the Application.

**Application Submission Letter**

**Date of this application submission:** \_\_\_\_\_  
[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.: Tender No. NADRA -ISB/PRQ-12-2026**

**Title of Prequalification:** Prequalification of Workshops/Firms for Repair & Maintenance of Vehicles and Bikes along with spare parts for NADRA Vehicles and Bikes

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

To: **Deputy Director (Admin)**  
NADRA Regional Head Office  
Plot NO,30/31 Mauve Area,  
Islamabad

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8:
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4.
- (c) **Eligibility:** We meet the eligibility requirements as stated ITA 4.1; we have not been suspended by the National Database & Registration Authority (NADRA) based on execution of a Bid/Proposal Securing Declaration.;
- (d) **State-owned enterprise or institution:** [select the appropriate option]
  - We are not a state-owned enterprise or institution
  - We are a state-owned enterprise or institution but meet the requirements



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

(e) **Application Securing Declaration (Affidavit):**

We have neither been blacklisted / suspended nor declared ineligible by Government / Semi Government / Autonomous / Private Organization / Department in Pakistan due to poor services or offence related to fraud, under- invoicing, tax evasion, concealment, money laundering or never been involved in litigation in accordance with ITA 11.1 (d);

**Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only those applicants who have been pre-qualified shall be entitled to participate further in the procurement proceedings.

**Conformity:** We offer to provide the required services / goods in conformity with the bidding document and in accordance with the Schedules specified in the Schedule of Requirements FOR PROVISION OF SERVICES REGARDING REPAIR / MAINTENANCE / OVERHAULING / AIR CONDITIONING / DENTING / PAINTING WORK ALONG WITH SPARE PARTS FOR NADRA VEHICLES AND BIKES.

(f) **Performance Guarantee:**

If our Application is accepted, we commit to deposit a Performance Guarantee in accordance with the bidding document;

(g) **One Application per Applicant:**

We are not submitting any other application (s) as an individual Applicant, and we are not participating in any other application(s) as a Joint Venture member or as a subcontractor.

(h) **Binding Contract:**

We understand that this Application, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

**True and correct:** All information, statements and description contained in the Application in all respect true, correct and complete to the best of our knowledge and belief.

**Signed:**

\_\_\_\_\_ [insert signature(s) of an authorized representative(s) of the Applicant]

**Name:**

\_\_\_\_\_ [insert full name of person signing the Application]

**In the capacity of:**

\_\_\_\_\_ [insert capacity of person signing the Application]



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

**Duly authorized to sign the Application for and on behalf of:**

[insert full name of the Applicant or the name of the Authorized person]

Address: \_\_\_\_\_  
[insert street number/town or city/country address]

Dated: \_\_\_\_\_  
[insert date the document is signed i.e. day number] day of [insert month], [insert year]

[For an authorized representative to sign on behalf of the Workshop(s) / Supplier(s), the Authority Letter shall be required]



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

**Form ELI – 1.1**

**Applicant Information Form**

**Date of this application submission:** \_\_\_\_\_  
[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.: Tender No. NADRA -ISB/PRQ-12-2026**

**Title of Prequalification:** Prequalification of Workshops/Firms for Repair & Maintenance of Vehicles and Bikes along with parts for NADRA Vehicles and Bikes

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

Applicant's (Person) name along with nationality: \_\_\_\_\_  
[insert full name]

Workshop(s)/Supplier(s)Name: \_\_\_\_\_  
[indicate the full name of Workshop(s) / Supplier(s)]

Applicant's actual or intended country of registration: \_\_\_\_\_  
[indicate country of Constitution]

Applicant's actual or intended year of incorporation: \_\_\_\_\_  
[indicate year of Constitution]

Applicant's legal address [in country of registration]: \_\_\_\_\_  
[insert street/ number/ town or city/country]

Applicant's authorized representative information:  
Name: \_\_\_\_\_  
[insert full name]

Address: \_\_\_\_\_  
[insert street/ number/ town or city/ country]

Telephone/Fax numbers: \_\_\_\_\_  
[insert telephone/fax numbers, including country and city codes]

E-mail address: \_\_\_\_\_  
[indicate e-mail address]

Website address: \_\_\_\_\_  
[indicate website of the Workshop(s) / Supplier(s)]



# Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare

## Form ELI -1.1 (continued)

### Applicant Information Form

**Date of this Application submission:** \_\_\_\_\_  
[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.: Tender No. NADRA -ISB/PRQ-12-2026**

**Title of Prequalification:** Prequalification of **Automobile** Workshops/Firms/Dealer ships for the Repair and Maintenance of Vehicles and Bikes along with supply of spare parts for NADRA Vehicles and Bikes

**Page No.:** \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Title of Business (Workshop(s) / Supplier(s) Full Name): \_\_\_\_\_
2. Date of Establishment of Business: -
3. NTN Number: \_\_\_\_\_
4. Sales Tax Registration Number (STRN): \_\_\_\_\_
5. Whether the Name of Workshop(s) / Supplier(s) is available in the Active Tax Payer (ATP) List?  
Yes, OR No
6. Contact person name (**Islamabad**): \_\_\_\_\_
7. Contact person designation (**Islamabad**): \_\_\_\_\_
8. Workshop(s) / Supplier(s) Address in **Islamabad**: Shop #: \_\_\_\_\_
9. Floor: \_\_\_\_\_ Area / Plaza: \_\_\_\_\_
10. Sector: \_\_\_\_\_ P.O. Box and Mailing Address (**Islamabad**): \_\_\_\_\_
11. Telephone Number Landline (**Islamabad**):
12. Email Address:



# Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare

## Form FIN – 3.1 Financial Situation and Performance

**Date of this Application submission:** \_\_\_\_\_  
[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.:** Tender No. **NADRA -ISB/PRQ-12-2026**

**Title of Prequalification:** Prequalification of **Automobile Workshops/Firms/Dealer ships** for the Repair and Maintenance of Vehicles and Bikes along with supply of spare parts for NADRA Vehicles and Bikes

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**1. Financial data**

Type of Financial information in (PKR)	Historic information for previous 3 Years (Amount in currency, PKR)				
	Year 1	Year 2	Year 3		
					-
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PBT)					
<b>Information from Bank Statement (If no Financial Statement)</b>					
Total Credit (of last one year statement)					
Closing Balance					



# **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

## **1. Financial Documents**

The Applicant shall provide copies of Audited Report or Bank financial statements for last one (01) year pursuant Section III (Qualification and Evaluation Criteria), Sub-factor 3.1. The financial statements shall:

- a. reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company, group member or Joint Ventures [JV] etc.).
- b. be independently audited or certified in accordance with local legislation.
- c. be complete, including all notes to the financial statements.
- d. correspond to accounting periods already completed and audited.
- e. Attached are copies of Audited Statements or Bank statements for the last one (01) year required above; and complying with the requirements.



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

**Form FIN - 3.2**

**Average Annual Turnover (Annual Sales Value)**

**Date of this Application submission:** \_\_\_\_\_  
[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.: Tender No. NADRA -ISB/PRQ-12-2026**

**Title of Prequalification:** Prequalification Automobile Workshops/Firms/Dealer ships for the Repair and Maintenance of Vehicles and Bikes along with supply of spare parts for NADRA Vehicles and Bikes

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Annual turnover		data	
Year [indicate calendar year]	Amount Currency [insert amount and indicate currency]	Exchange rate* (If applicable)	PKR equivalent
		Average Annual Turnover **	

\*Refer ITA 14 for date and source of exchange rate.

\*\* Total PKR equivalent for all years divided by the total number of years. See Section III (Qualification and Evaluation Criteria), ITA 3.2.



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

**Form CON – 1**

**Current Contract Commitments / Contracts in Progress**

**Date of this Application submission:** \_\_\_\_\_  
[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.: Tender No. NADRA -ISB/PRQ-12-2026**

**Title of Prequalification:** Prequalification of Workshops/Firms for Repair & Maintenance of Vehicles and Bikes along with parts for NADRA Vehicles and Bikes

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Name of Contract(s)	Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	monthly invoices over the last six months (PKR/mon.)



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

**Form EXP – 1 Details of  
All Contracts**

**Date of this Application submission:** \_\_\_\_\_  
[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.: Tender No. NADRA -ISB/PRQ-12-2026**

**Title of Prequalification:** Prequalification Automobile Workshops/Firms/Dealer ships  
for the Repair and Maintenance of Vehicles and Bikes  
along with supply of spare parts for NADRA Vehicles and  
Bikes

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Contracts during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



# Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare

## Form PER – 1

### Historical Contract Non - Performance, and Pending Litigation and Litigation History

**Date of this Application submission:** \_\_\_\_\_

[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.: Tender No. NADRA -ISB/PRQ-12-2026**

**Title of Prequalification:** Prequalification of Automobile Workshops/Firms/Dealer ships for the Repair and Maintenance of Vehicles and Bikes along with supply of spare parts for NADRA Vehicles and Bikes

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<b>1. Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements</b>			
<input type="checkbox"/> Not debarred due to deviation from commitment of Bid Securing Declaration <input type="checkbox"/> Not debarred due to non-performance			
Year [insert year]	Non-performed portion of contract [insert amount and percentage]	<b>Contract Identification</b> <b>Contract Identification:</b> [indicate complete contract name/number, and any other identification] <b>Name of Procuring Agency:</b> [insert full name] <b>Address of Procuring Agency:</b> [insert street/city/country] <b>Reason(s) for nonperformance:</b> [indicate main reason(s)]	<b>Total Contract Amount</b> <b>(current value, currency, exchange rate and PKR equivalent)</b> [insert amount]



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

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## Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare

2. Pending Litigation, in accordance with Section III			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 <input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute [insert year]	Amount in dispute (currency) [insert amount]	<b>Contract Identification</b> <b>Contract Identification:</b> [indicate complete contract name, number, and any other identification] <b>Name of Procuring Agency:</b> [insert full name] <b>Address of Procuring Agency:</b> [insert street/city/country] <b>Matter in dispute:</b> [indicate main issues in dispute] <b>Party who initiated the dispute:</b> [indicate "Procuring Agency" or "Supplier"] <b>Status of dispute:</b> [Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]	<b>Total Contract Amount (currency) PKR Equivalent (exchange rate)</b>  [insert amount]



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

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**3. No consistent history of court/arbitral award decisions**

- No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.
- Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

<b>Year of award</b>	<b>Outcome as percentage of</b>	<b>Contract Identification</b>	<b>Total Contract</b>
		<b>Contract Identification:</b> [indicate complete contract name, number, and any other identification] <b>Name of Procuring Agency:</b> [insert full name] <b>Address of Procuring Agency:</b> [insert street/city/country] <b>Matter in dispute:</b> [indicate main issues in dispute] <b>Party who initiated the dispute:</b> [indicate "Procuring Agency" or "Supplier"] <b>Court/ arbitral award decision:</b>	



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
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		[Indicate if the award decision was against the Applicant]	



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

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### **Section – V: Eligible Countries**

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

In reference to ITA 5.1, for the information of the Applicants, at the present time, **Automobile Workshops/Firms/Dealer ships** from the following countries are excluded from this Prequalification process:

All the applicants are allowed to participate in the subject prequalification without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

- ✓ Armenia
- ✓ Israel
- ✓ India
- ✓ Taiwan

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL), information can be accessed through following link:



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

### **Section VI - Fraud and Corruption**

1. All Applicants are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Admin/Procurement Department/any other office of NADRA or to the end user etc. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against qualification/bills/acceptance certificates etc., immediately inform Admin Department of NADRA RHO Islamabad on the following e-mails.

NADRA will protect the personal and confidential information of the Applicant, in this regard:

2. If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained and such situation will be dealt as per PPRA instructions as per Rule-19.
3. NADRA RHO Islamabad reserve the right to initiate proceedings for blacklisting as per Rule-19 of PPRA, if a firm/supplier consistently fail to provide satisfactory performance or is found to be indulging in corrupt or fraudulent practices or any other violation as per PPRA Rule-19.
4. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in any public procurement or disposal proceedings for the period of not more than ten years, if corrupt and fraudulent practice as defined in PPRA rules is established against the bidder or the bidders in pursuance of blacklisting proceedings.
5. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than three years, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise.
6. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than six months, if the bidder fails to abide with a bid securing declaration, if taken in any of framework agreement(s), however without being indulged in any corrupt and fraudulent practice.



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

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**REQUIREMENTS FOR PROVISION OF SERVICES  
REGARDING REPAIR /  
MAINTENANCE / OVERHAULING / AIR  
CONDITIONING / DENTING / PAINTING  
WORK WITH PROVISION OF SPARE PARTS  
FOR NADRA VEHICLES AND BIKES**



## Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare

### Section VII – Scope of Services / Terms of Reference (TORs)

The prequalified applicant shall provide services of Repair & Maintenance of Vehicles and Bikes of NADRA Islamabad Region.

Details are as under: -

#### Detail of Running Repair & Maintenance Work of Vehicles and Bikes

S#	Labor/Service Detail of Patrol Vehicles and Bikes	Labor/Service Detail of Diesel Vehicles and Bikes
1	Engine Tuning	Brake Service
2	Brake Service	Brake Leather/Brake Disc Pad Fitting
3	Vehicles and Bikes Alignment	Drum Tool
4	Wheel Balance	Disc Plate Tool
5	Front Suspension Removal/Fitting	Fuel Pump Service, Fuel Injector Service
6	Tappet Clearance	Self-Starter Service
7	Radiator Service	Generator Service
8	Self Service	Tappet Clearance
9	Generator Service	Timing Belt Fitting
10	Leather Fitting	Front Suspension Removal/Fitting
11	Brake Wheel Drum Tool Lathe Work	Vehicles and Bikes Alignment
12	Front Suspension Lathe Work	Wheel Balance
13	Clutch Plate Removal/Fitting	Fuel Pump Removal/Fitting
14	Clutch Cable Removal/Fitting	Fuel Injector Removal/Fitting
15	Timing Belt Replacement	Fuel Tank Service
16	Fan Belt Replacement	Brake Cylinder Removal/Fitting
17	Water Pump Replacement	Fan Belt Removal/Fitting
18	Road Spring (Kamani) Service	Front/Rear Shock Removal/Fitting
19	Door Handle Removal/Fitting	Wheel Bearing Removal/Fitting
20	Door Lock Repairing/Service	Brake Servo Removal/Fitting
21	Door Lock Removal/Fitting	Vehicles and Bikes Greasing
22	Electrician Work	Scanner Clearance
23	Scanner Clearance	Clutch Plate Removal/Fitting
24	Front Wheel Bearing Fitting	Gear Box Removal/Fitting
25	Rear Axle Bearing Fitting	Steering Assembly Removal/Fitting
26	Brake Master Cylinder Removal/Fitting	Engine Foundation Removal/Fitting



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

27	Rear Differential Removal/Fitting	Gear Foundation Removal/Fitting
28	AC Service	AC Service
29	Seat Poshish	Seat Poshish
30	Any Other related service/Work	Any Other related service/Work

**Detail of Repair & Maintenance Parts of Vehicles and Bikes**

<b>S#</b>	<b>Parts Detail of Patrol Vehicles and Bikes</b>	<b>Parts Detail of Diesel Vehicles and Bikes</b>
1	Plug Set	Engine Oil
2	Plug Wire Set	Oil Filter
3	Timing Belt	Fuel Filter
4	Timing Bearing	Air Filter
5	Brake Oil Bottle	Brake Oil
6	Coolant Bottle	C.L /Gear Oil
7	Front Wheel Bearing	Transmission Oil
8	Axel Bearing	Differential Gear Oil
9	Axel Seal	Auto Transmission Oil
10	Axel Cone	Timing Belt
11	Brake Leather Set Front Wheel	Timing Bearing
12	Brake Leather Set Rear Wheel	Arm Bush
13	Fan Belt	Brake Wheel Cylinder
14	Water Pump	Brake Master Cylinder
15	Tappet Cover Jain	Power Oil
16	Radiator Cap	Silencer Rubber Foundation
17	Oil Cup	Engine Foundation
18	Engine Oil	Gear Foundation
19	Oil Filter	Front Shock
20	Fuel Filter	Rear Shock
21	Air Filter	Steering Assembly
22	Rooter	Head Light Tube
23	Distributor Cup	Brake Servo
24	Head Light Tube	Brake Master Cylinder
25	Head Light Grip	Clutch Cylinder Upper
26	Light/Indicator Assembly	Clutch Cylinder Lower
27	Horn Pair	Axel Seal



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

28	Kamani Bush Set	Timing Seal
29	Road Spring (Kamani)	Main Oil Seal
30	Clutch Plate	Tappet Adjuster
31	Pressure Plate	Tappet Cover Jain
32	Clutch Bearing	Silicone Tube
33	Clutch Cable	Bumper Spacer
34	Brake Washer	Bumper Lock
35	Brake Wheel Cylinder	Back Light Bulb
36	Brake Master Cylinder	Back Light Complete
37	C.L Oil	Head Light Complete
38	Side View Mirror	Head Light Tube
39	Shaft Cross	Head Light Complete
40	Differential Seal	Head Light Cover
41	Suspension Arm	Fan Belt
42	Suspension Arm Bush	Generator Belt
43	Center Bush	AC Compressor (New or Qabli/Old)
44	Tie Rod End	Clutch Plate
45	Tie Rod Link	Pressure Plate
46	Steering Box	Clutch Bearing
47	Cutout	Wheel Stud/Nut
48	Air Pipe	Brake Clipper Boot
49	Radiator Pipe	Front Brake Disc Plate
50	Brake Nozzle	Wheel Drum
51	Radiator Fan	Side View Mirror
52	Seat Covers	Inside View Mirror
53	Seat Belt	Mudguard Shield
54	Hand Brake Cable	Bumper Lock
55	Door Handle	Shield Lock
56	Engine Foundation	Front Bumper Light
57	Gear Foundation	Seat Cover Front Cabin
58	Any other related Parts	Seat Cover Back Cabin
59	Engine overall complete	Engine overall complete
60	Body work(Denting painting)	Body work(Denting painting)
	Any other related parts	Any other related parts
61	All types of Parts	



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

**Section VIII – Schedule of Requirements**

**A- Provision of Vehicles and Bikes Repair/ Maintenance Services**

<b>Sr</b>	<b>Description</b>	<b>Types of Vehicles and Bikes</b>	<b>Estimated Work</b>	<b>Tentative Date of Supply/Order</b>	<b>Tentative Delivery Date</b>	<b>Delivery Locations</b>
<b>I</b>	<b>Vehicles and Bikes</b>	1x Toyota Car 1x Toyota Hilux Revo 7x Toyota Hilux (D/C) 12x Toyota Hilux (S/C) 8x Toyota Commuter Deluxe (MRVs) 1x Suzuki Mehran Car 7x Suzuki Bolan Van 6x Suzuki Ravi Pick Up 2x Suzuki Cultus Car 20x HINO MRVs 3x HINO Trucks 1x Hino Coaster 11x Isuzu MRVs 9x Honda CD-70 Motorcycle	<b>As per requirement</b>	<b>As per identification of need.</b>	<b>Within 02 days of order</b>	<b>RHO NADRA Islamabad,</b>



**Prequalification of Automobile Workshops/Firms / Dealer Ships  
for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

		7x Honda CD-100 Motorcycle 18x Honda CG-125 Motorcycle 6x Suzuki GD-110S 2XScotti				
2	Vehicles and Bikes	Any other make and model				

**Details of Vehicles and  
Bikes**

S#	Make & Type	Model	Location/District of RHO Islamabad Region
1.	1 x Toyota Hilux Revo	2023	RHO NADRA Islamabad,
2.	4 x Toyota Hilux D/C	2011,2016	
3.	1 x Corolla GLI Car	2020	
4.	3 x Toyota Hilux Modified D/C	2016,2020	
5.	1 x Toyota Hilux S/C	2016	
6.	5 x Suzuki Culuts Car	2017,2020	
7.	05 x Suzuki Bolan Van	2016,2020	
8.	1 x Toyota Hiace	2011	
9.	3x Hino coaster	2011 ,2016	
10.	1 x Suzuki Mehran Car	2012	
11.	7 x Hino Dutro Coaster	2016	
12.	3 x Hino Dutro Loader Truck	2016	
13.	6 x Toyota Hilux(HR)	2020, 2022	
14.	1xIsuzu NPR66P	2020	



## Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare

15.	5 x Suzuki Ravi Pick Up	2011,2016
16.	Honda CD-70/100 Motor Cycle	2009 to 2022
17.	Honda CG-125 Motor Cycle	2009 to 2023,
18.	Suzuki GD-110S Motor Cycle	2023
19.	Yamaha	2021
20.	Scoti united US 100	2022
21.	Any other make and model	

**Note:-**

- The Type/Model/Quantity of Vehicles and Bikes (4x wheel / 2xwheels) may increase or decrease.
- Open Frame work will be concluded with more than one most evaluated bidders on the basis on Most advantageous bidders with respect to cost, work reliability, near to approach etc.

### **Duration and Type of Agreements**

- Detailed scope of works, Contract Duration and Type of Works for Framework Agreement will be shared with the prequalified firms in bidding documents by the NADRA RHO Islamabad.

### **Scope of Supply**

#### **Vehicles and Bikes Repair/Maintenance/Service with parts,**

Vehicles and Bikes Repair & Maintenance services with parts, are required in NADRA Offices / DAUs across RHO Islamabad (Any District/Tehsil) during the Open Framework Agreement period. The Contractor/Firm/Vendors must be capable to execute and complete subject work(s) in any office (NADRA Registration Centers)/ RHO Islamabad. The work includes but not limited to the following (Complete detail is available in Pre-Qualification documents for Proposals). The firm/contractor/vendor should be capable of executing the requisite work in time as specified. The Any other related spare parts

- a) shall be responsible to provide Vehicles and Bikes Repair & Maintenance services with spare parts, at NADRA Offices/ DAUs, located at Islamabad Region



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

- b) The Contractor/Firm/Vendors shall be required to have the skilled/ trained staff capable of handling all Tasks and Maintenance Works.

### **Terms & Conditions**

For Vehicles and Bikes Repair/Maintenance/Services with spare parts, Pre-Qualified Workshops/ Firms will participate in Primary Procurement Process an Open Framework Agreement will be signed with successful **Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes** for further call of **quotations for 03 Years.**

- a. The quantity of work may increase or decrease as per NADRA requirements (as per requirement or due to financial constraint (if any)).
- b. The bid will have a minimum validity period of 120 x days from the last date of submission of the Bid.
- c. The Financial Bid shall be considered as inclusive of all applicable taxes.
- d. The company shall bear all costs associated with the preparation and submission of its documents, while the NADRA, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- e. The executed work will be matched by inspection committee as per scope of work and if any irregularity found during inspection, then the committee has right to reject the entire executed work and payment process can be retained till the rectification of work.



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

- f.** The price / bid rate in words should be final and clearly written / typed without any ambiguity.
- g.** The Bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the Framework Agreement.
- h.** The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.
- i.** While making a price quote, trend/inflation in the rate of good and services/works in the market should kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.
- j.** If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If bidder does not accept the correction of errors, its bid shall be rejected and its bid security shall be forfeited.
- k.** Incomplete/conditional bids will not be accepted, and furnishing of incorrect information shall be liable to legal action.
  
- l.** Any type of corrupt or fraudulent practices and provision of false information will lead to the blacklisting of firm.
- m.** In case the selected bidders do not accept the work order/contract, the bid security will be confiscated and a poor performance certificate will be issued to vendor.
- n.** Delivery charges of material & other cost during work will be the responsibility of the bidder firm/contractor.
- o.** The successful bidder will be bound to deliver goods/ works within stipulated time. In case of failure LD would be applicable as per (SCC Liquidated damages).
- p.** Payments will be made after successful completion of services and job completion certificate duly (Signed and Stamped) by In-charge of concerned office/DAU and after inspection report submitted by RHO NADRA Islamabad inspection committee as the case may be. It is responsibility of the contractor to submit completion/ satisfactory certificate after completion of job.
- q.** The scope of services/ supplies will be strictly followed by the CONTRACTOR as described in (Schedule of Requirements/ Scope of Work).



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

- r. In case the CONTRACTOR fails to provide the Works/ goods at the time of execution, NADRA RHO Islamabad will deduct percentage (0.2 %) of gross amount mentioned in SCC (Liquidated Damages) from CONTRACTOR's bill.
- s. The CONTRACTOR shall submit his invoice / bills completed in all respects to Admin Branch NADRA RHO Islamabad for the work carried.
- t. NADRA RHO Islamabad shall have the power to withheld any invoice / bill if the works or any parts thereof are not being carried out to its satisfaction or according to the defined scope of work / NADRA Tender Documents "Schedule of Requirements/ scope of work".
- u. The CONTRACTOR shall be responsible to for the payment of income tax, on income arising out of the contract and the rates / prices stated in Schedule of Tender Prices shall be deemed to cover all taxes.
  
- v. The Contractor shall be responsible to provide standard warranty as per market/OEM standards for provided Works/ goods/Services.
- w. The CONTRACTOR shall be responsible for the payment of all other taxes announced by Government of Pakistan on services arising out of the contract.
- x. NADRA RHO Islamabad shall have the right to terminate the contract by giving a notice of thirty (30) days to the CONTRACTOR if:
  - i. In the opinion of the NADRA RHO Islamabad / NADRA Competent Authority, the CONTRACTOR's performance is unsatisfactory.



## **Prequalification of Automobile Workshops/Firms / Dealer Ships for Repair & Maintenance of Vehicles and Bikes along with supply of spare**

- ii. The CONTRACTOR fails to abide by any of the conditions of the contract or the instructions of NADRA RHO Islamabad.
- iii. NADRA RHO Islamabad shall also have the right to terminate the contract by giving a 30 days' notice if it decides to discontinue the services of the CONTRACTOR due to any reason other than those mentioned above.
- y. The CONTRACTOR shall also have the right to withdraw from the contract with NADRA RHO Islamabad by giving a notice of sixty (60) days if the CONTRACTOR fails to comply or is incapable to perform as per the standards / defined scope of works by NADRA RHO Islamabad.
- z. NADRA RHO Islamabad will have the right to forfeit the performance guarantee in the scenarios given at "aa" and "bb" for (withdrawal / termination) of contract and blacklisting of the contractor as per Public Procurement Rules 2004.

