

SENATE SECRETARIAT

F. No.5(6)/2025-26/TC

Islamabad the 15, April, 2026

To,

The Director, (Advertisements),
Press Information Department,
Islamabad,

SUBJECT: NOTICE FOR PRE-QUALIFICATION OF WORKSHOPS/VENDORS

Please arrange the publication of the enclosed advertisement under classified columns in the two national leading Urdu & English newspapers of Islamabad and Rawalpindi.

2. Bill in triplicate duly supported with relevant original tear sheets may be forwarded to this Secretariat for payment in due course.

Yours faithfully,

o/c
(MUHAMMAD ASADULLAH KHAN)
Director (Media)
Tele: No. 9022580

Copy for information & necessary action to:-

- i. The Deputy Director (IT), Senate for placing the advertisement on the website of the Senate of Pakistan.
- ii. Deputy Director-III, (PPRA), FBC Building, G-5/2, Islamabad with the request to place the advertisement on the website PPRA. Thereafter, bill for advertisement uploading fee may be sent to this Secretariat for payment.
- iii. The Deputy Director (Project), Senate for placing the Pre-Qualification Notice and Documents on the E-pads.

o/c
(MUHAMMAD ASADULLAH KHAN)
Director (Media)

pls issued R81 ps.

11.4.26

PRE-QUALIFICATION NOTICE

The Senate Secretariat invites applications for Pre-Qualification of workshops/firms for the repair/maintenance of official vehicles under following categories, in accordance with Rule 36(a) of PPRA rules, 2004:

- A. Repair & Maintenance of vehicles (major/minor repair, tuning, servicing, oil change etc.)
- B. Supply of Tyres/Tubes/Flaps.
- C. Supply of Batteries.
- D. Supply of Spare Parts & Accessories.

Eligibility Criteria:


- Minimum 03 years' relevant experience in vehicle repair/maintenance.
- Complete operational setup (garage, spare parts and qualified technical staff) in Islamabad / Rawalpindi.
- Valid NTN and STRN with proof of Active Taxpayer status (ALT certificate).
- Sound financial position (Latest audited accounts/bank statement). Affidavit on stamp paper (min Rs. 100) confirming no blacklisting by any Govt./Semi-Govt./Autonomous body.
- Availability of communication facilities (telephone/email/fax).

After-Sales Service and Warranty Obligations:

- Repair & Maintenance: Minimum 3-Months guarantee on labour/workmanship.
- Spare Parts & Accessories: Minimum 6-months warranty or as per OEM standard whichever higher.
- Batteries & Tyres: Minimum 12-months warranty or as per manufacturer's warranty, whichever higher.
- Firms shall provide written after-sales service commitments and undertake to rectify defects within 72 hours of reporting

Submission Procedure:

- Applications shall be submitted electronically via EPADs (<http://epads.gov.pk>).
- Manual submissions will not be entertained. Clarifications may be sought until seven (07) days before submission deadline.
- Interested firms may submit their applications electronically along with requisite documents as per criteria provided in the pre-qualification documents.
- Firms found qualified shall be enlisted for subsequent procurement processes during financial Year 2025-27, extendable for one subject to performance and mutual consent.
- Interested firms shall communicate with the Transport Branch on 051-9244738 to register the name and CNIC details of their representative who will attend the evaluation meeting at least two days prior to the meeting for security clearance.


(Muhammad Asghar Gondal)
Section Officer (Transport),
Tele.No.9214133

PRE-QUALIFICATION DOCUMENT (PQD)

(For Uploading on EPADS along with Notice)

1. Introduction:

The Senate Secretariat invites applications from reputable firms and workshops for pre-qualification to undertake repair / maintenance of official vehicles and supply of tyres, batteries, spare parts and accessories. This exercise aims to develop a qualified panel of vendors for future procurement.

This pre-qualification is conducted under Rule 36(a) of PPRA Rules, 2024, using the Single Stage – Single Envelope procedure. Only technical and documentary submissions are required; no financial proposals shall be entertained.

2. Scope of work:

- General repair and maintenance of vehicles (engine, body, electrical, A/C, etc.)
- Oil change, tuning, and regular servicing.
- Supply and installation of tyres, batteries, and spare parts.
- Emergency repair service within Islamabad/Rawalpindi.

3. Mandatory Requirements:

- Valid NTN, STRN, ATL proof.
- Minimum 5 years relevant experience.
- Workshop/office in Islamabad/Rawalpindi.
- Audited financials or bank solvency certificate.
- Affidavit of non-blacklisting.
- Completed checklist (anes-PQ1).

4. Eligibility Criteria (70/100 passing marks):

Category	Criteria	Marks
Technical Experience	Similar projects during last 5 years	25
Valid office in Islamabad and Rawalpindi	Address, Sign Bord, Ownership Papers / Rent Lease Agreement, Electricity Bill	10
Workshop Setup & Technical Staff	At least 15 Qualified mechanics, equipment, store materials	15
Financial Strength	Audited accounts/bank certificate	10
Quality Assurance	OEM authorization, warranty, after-sales commitment	15
Past Performance	Client references, completion certificates	15
Legal/Tax compliance	Mandatory (pass/fail)	10

5. After-Sales Service and Warranty (All Categories):

- firms must provide written after-sales agreements, specifying the scope and turnaround time for rectification.
- Minimum warranties:
 - Repair jobs: 3 months on workmanship;
 - Spare parts: 6 months or OEM warranty, whichever higher;
 - Batteries/Tyres: 12 months or manufacturer's warranty whichever higher.



MUHAMMAD ASGHAR GONDAL
Section Officer

- c. Failure to honour warranties shall lead to delisting and forfeiture of future eligibility.

6. Administrative Instructions:

- a. PQ documents available free on EPADS.
- b. Clarifications accepted up to 7 days before deadline.
- c. Late or incomplete submissions rejected.
- d. All documents must be scanned, legible, and duly attested.

7. Post-Qualification and Validity:

The final list of prequalified firms will be published on EPADs and the Senate Secretariat website. The Procuring Agency may conduct post-qualification verification before contract award. Validity: contract agreement shall be valid for two (02) years, and further extendable up-to one year based on performance satisfaction.

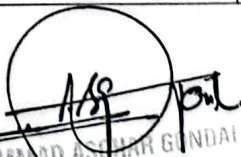
8. Rights and Conduct:

The Procuring Agency reserves the right to accept or reject any application, to relax minor deficiencies in the interest or competition, or to annul the process without assigning any reason, under PPRA Rule 33. Any attempt to influence evaluation process shall result in disqualification and legal action.


MUHAMMAD ASGHAR GONDAL
Section Officer

Annex-1: Applicant's Checklist (Mandatory Documents)

Sr. No.	Requirement	Attached ✓
1	Valid NTN & STRN Certificates	
2	Proof of Active Taxpayer Status (ATL certificate)	
3	Company Profile with Address and Contact Details	
4	Proof of Operational Workshop / Office in Islamabad / Rawalpindi (Ownership/Lease Document, Electricity bill)	
5	Experience Certificates / Copies of Work Orders for Similar Assignments (Minimum Last 3 years)	
6	List of Technical Staff with Qualifications and Experience	
7	List of Tools / Equipment Owned or Leased	
8	Audited financial statements (last 3 years) or Bank Solvency Certificate	
9	Copy of OEM / Authorized Dealership Certificate (Tyres / Batteries / Parts)	
10	Affidavit of Non-Blacklisting (Annex-PQ2)	
11	After-Sales Service Agreement (Annex-PQ3, signed & stamped)	
12	Copy of CNIC of Owner / CEO or Authorized Representative	
13	Any Additional Supporting Documents	


MUHAMMAD ASIM GHINDAI
Section Officer

Annex-2: Affidavit of Non-Blacklisting

(To be printed on minimum Rs. 100/- stamp paper and notarized)

AFFIDAVIT

I, _____ (Name), CNIC No. _____,
resident of _____,
authorized signatory of M/s _____
(name of firm), hereby solemnly affirm that:

1. our firm/company is not blacklisted, debarred, or suspended by any Government, Semi-Government, Autonomous, or International Organization in Pakistan or abroad.
2. No litigation or arbitration proceedings adversely affecting the firm's solvency or reputation are pending.
3. The information and documents submitted for pre-qualification with the Senate Secretariat are true and correct to the best of our knowledge.
4. We undertake to inform the Procuring Agency immediately if any change occurs in the above status.

DEPONENT

Signature : _____

Designation : _____


Date : _____

Official Stamp: _____

Witnesses:

1. _____ (Signature, CNIC)

2. _____ (Signature, CNIC)


MUHAMMAD ASGHAR GONDAL
Section Officer

Annex-3: After-Sale Service Agreement (Template)

AFTER-SALES SERVICE & WARRANTY AGREEMENT

The After-Sales Service Agreement is made on _____ between **The Senate Secretariat (hereinafter referred to as "the Procuring Agency")** and **M/s _____ (hereinafter referred to as "the Firm")** for the provision of repair, maintenance, and supply services as per the Pre-Qualification requirements.

1. **Scope of After-Sales Service:**

- The Firm shall provide rectification and technical support for all work or items supplied under subsequent contracts.
- The Firm shall respond to any complaint within **72 hours** or verbal notice by the Procuring Agency.

2. **Minimum Warranty Periods:**

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

3. **Replacement / Rectification:**

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

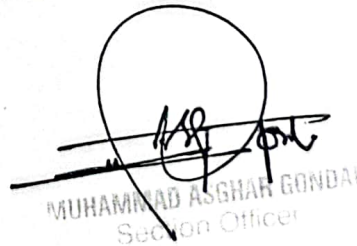
4. **Termination:**

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

Signed at Islamabad on this _____ day of _____ 2026.

For the Firm Authorized Signatory (Seal & Signature)

For Senate Secretariat Authorized Officer (Seal & Signature)


MUHAMMAD ASGHAR GONDAL
Section Officer