



**PRE-QUALIFICATION DOCUMENTS FOR WORKSHOPS / AUTHORIZED AGENTS OF
MANUFACTURERS**

**FEDERAL TAX OMBUDSMAN SECRETARIAT,
ISLAMABAD**

FY-2026-27

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**FEDERAL TAX OMBUDSMAN SECRETARIAT
ISLAMABAD**

**PRE-QUALIFICATION OF WORKSHOPS/AUTHORIZED AGENTS OF MANUFACTURES FOR REPAIR AND
MAINTENANCE OF THE OFFICIAL VEHICLES OF FEDERAL TAX OMBUDSMAN SECRETARIAT**



Federal Tax Ombudsman (FTO) Secretariat, HQ Islamabad invites proposals for pre-qualification of workshops / authorized agents of manufacturers having adequate technical soundness and requisite experience in connection with repair / maintenance of the official vehicles. Interested firms/authorized agents may apply through EPADS of PPRA (version 2.0).

2. Details of the official vehicles of FTO Secretariat, are as under: -

Sr.No.	Make	Model	Number of Vehicles	Engine Capacity
1.	Toyota Lexus	2016	1	5700cc
2.	Toyota Coaster	2013	1	4000cc
3.	Toyota Hilux Vigo	2011	1	2800cc
4.	Toyota Fortuner	2012	1	2700cc
5.	Honda Civic	2026	1	1800cc
6.	Toyota Axio	2007	1	1500cc
7.	Toyota Yaris	2020	1	1300cc
8.	Toyota Corolla	2011, 2017	2	1300cc
9.	Suzuki Carry Van	2020	1	800cc
10.	Suzuki WangonR	2016	1	1000cc
11.	Suzuki Cultus	2016	1	1000cc
12.	Motorcycle	2013,2020	2	125cc

3. Interested workshops / authorized agents of manufacturers who fulfill the following eligibility criteria may submit their applications for pre-qualification through EPADS (version 2.0) (www.eprocure.gov.pk) on or before 22 July 2026 11:00 a.m. along with requisite documents as mentioned below:

ELIGIBILITY CRITERIA

The workshops / authorized agents of manufacturers must have: -

- i. Income and sales tax registration certificate.
- ii. Proof of active status on FBR's Active Tax-Payers List.
- iii. At least three years' experience of repair/maintenance of vehicles. Purchase/supply orders/performance certificates from clients (Public/Private organizations) must be provided as an evidence of experience.
- iv. List of clients during the last three years.
- v. Profile in term of machinery, equipment, technical service and available resources.
- vi. The workshops/ authorized agents of manufacturers to have setup in Islamabad/ Rawalpindi.
- vii. Affidavit on stamp paper to be uploaded with bidding documents to the effect that workshop/company is not blacklisted.

TERMS AND CONDITIONS

- i. The workshop selected as pre-qualified will be bound to carry out the requisite work on immediate basis after vehicle is referred to it.
- ii. The workshops/authorized agents of manufacturers must provide undertaking on Rs.500/- judicial stamp paper, duly notarized, to complete the repair works as per the specifications mentioned in Work Order/EPADS (version 2.0). Any loss/damage done during such repair shall be compensated by the firm/workshop.

DISQUALIFICATION

Any workshop/firm under a declaration of ineligibility for corrupt fraudulent practices issued by any Federal/Provincial Government or any Public-Sector Organization will be declared "Disqualified" at first instance.

EVALUATION CRITERIA

- i. Evaluation criteria for pre-qualification of workshops/firms shall be attached as **Annex-A**.
- ii. Workshops/firms attaining 70% score shall be eligible for pre-qualification.

INSTRUCTIONS TO APPLICANTS

Submission of Applications: -

- i. Applications for pre-qualification must be uploaded on EPADS version 2.0 not later than **22** July, 2026 at latest by 11:00 a.m.
- ii. The applicants must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information may result into disqualification of the Applicant.
- iii. FTO Secretariat reserves the right to reject any or all bids and to accept the bid which in its judgment, best serves the interest of the Department/Government of Pakistan as per PPRA rules.

APPLICATION FORM (To be uploaded on EPADS version 2.0)

[Letter head paper of the Applicant on behalf of workshop/
company with full post at address, telephone, no., fax no.,
and E-mail address]

Date:.....

To:.....

.....

[name and address of the workshop/ company]

Sir,

1. Being duly authorized to represent and act on behalf of
(hereinafter "the Applicant"), and having reviewed and fully understood all the
prequalification information provided, the undersigned hereby apply for prequalification as a
bidder for the repair and maintenance work of the vehicles of FTO, Islamabad.
2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status:
 - (b) the principal place of business; and
 - (c) the place of incorporation (where applicants are corporations): or
 - (d) the place of registration and nationality of owners (where applicants are partnerships or
individually-owned workshops/authorized agents of manufactures).
3. FTO's authorized representatives are hereby authorized to conduct any inquiries or
investigations to verify the information and documents submitted in connection with pre-
qualification application from the following contact persons: -

Name.....

Designation.....

Telephone No.....

4. The undersigned declares that the statements made and the information provided in the duly
completed application are completed, true, and correct to the best of my knowledge. In case of
any failure, FTO shall be at liberty to take any action as per Public Procurement Rules, 2004
and the relevant Laws of the Islamic Republic of Pakistan.

Sign
Name
For and on behalf of

**CERTIFICATE OF ACKNOWLEDGMENT/ AUTHENTICITY FROM PRE-QUALIFIED
WORKSHOP/COMPANY/ AUTHORIZED AGENT OF MANUFACTURERS.**

It is to certify that the information provided in **Annexure-A** i.e. Evaluation Criteria Form is true to the best of our knowledge. If any information is found incorrect, at any period of time, the FTO shall reserve the right to cancel the contract/prequalification forthwith.

2. I/We hereby certify that I/We have read entire "terms and conditions" of the Pre-qualification documents (including instructions & annexure), which forms part of the Contract and I/We shall abide hereby the terms / conditions / clauses contained therein.

Name & CNIC of the pre-qualified workshop/company: _____

Signature and stamp of the pre-qualified workshop/company: _____

EVALUATION CRITERIA

(Annex-A)

Please provide relevant information and select YES or NO for each item listed below indicating evaluation criteria form, in respect of prequalification of Workshop/authorized agents of manufacturers for repair/maintenance of vehicles of FTO Secretariat, HQ Islamabad.

S.No	Description	Marks Obtained	Total Marks																																																																																				
1.	Minimum three years (3) experience in the relevant field duly supported with documentary evidence.		10																																																																																				
2.	Strength in terms of machinery & equipment, on the basis of documentary evidence, in the form of pictures/work orders. Each item contains (01) mark: whether available as desired. Yes/No. i. Oil & Lubricants (5 marks) <table border="1"> <thead> <tr> <th></th><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr> <td>(a) (Oil) Engine, Brake, ATF/MTF, CVTF, Gear</td><td></td><td></td></tr> <tr> <td>(b) Fuel Additives</td><td></td><td></td></tr> <tr> <td>(c) Multipurpose Grease</td><td></td><td></td></tr> <tr> <td>(d) Oil Additives</td><td></td><td></td></tr> <tr> <td>(e) PSF Oil</td><td></td><td></td></tr> </tbody> </table> ii. Engine Works. (03 Marks) <table border="1"> <thead> <tr> <th></th><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr> <td>(a) Engine Repair</td><td></td><td></td></tr> <tr> <td>(b) Gasket, Seals</td><td></td><td></td></tr> <tr> <td>(c) Crank, Pistons & Components</td><td></td><td></td></tr> </tbody> </table> iii. Brakes (02 Marks) <table border="1"> <thead> <tr> <th></th><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr> <td>(a) Brake Pads, Drums, Master Brake Cylinders</td><td></td><td></td></tr> <tr> <td>(b) Other Brake Parts</td><td></td><td></td></tr> </tbody> </table> iv. Other Mechanical Works (14 Marks) <table border="1"> <thead> <tr> <th></th><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr> <td>(a) Suspension</td><td></td><td></td></tr> <tr> <td>(b) Shocks</td><td></td><td></td></tr> <tr> <td>(c) Oil Filters</td><td></td><td></td></tr> <tr> <td>(d) Air Filter</td><td></td><td></td></tr> <tr> <td>(e) Fuel Filters</td><td></td><td></td></tr> <tr> <td>(f) Fuel Pump</td><td></td><td></td></tr> <tr> <td>(g) Spark Plugs</td><td></td><td></td></tr> <tr> <td>(h) Radiator, Coolant, Fans, Fan Belt & Cooling Parts</td><td></td><td></td></tr> <tr> <td>(i) Hoses & Pipes</td><td></td><td></td></tr> <tr> <td>(j) Oxygen Sensors</td><td></td><td></td></tr> <tr> <td>(k) Air Conditioning. AC Filters & Heating</td><td></td><td></td></tr> <tr> <td>(l) Clutches</td><td></td><td></td></tr> <tr> <td>(m) Timing Belts</td><td></td><td></td></tr> <tr> <td>(n) Ball Joints</td><td></td><td></td></tr> </tbody> </table>		YES	NO	(a) (Oil) Engine, Brake, ATF/MTF, CVTF, Gear			(b) Fuel Additives			(c) Multipurpose Grease			(d) Oil Additives			(e) PSF Oil				YES	NO	(a) Engine Repair			(b) Gasket, Seals			(c) Crank, Pistons & Components				YES	NO	(a) Brake Pads, Drums, Master Brake Cylinders			(b) Other Brake Parts				YES	NO	(a) Suspension			(b) Shocks			(c) Oil Filters			(d) Air Filter			(e) Fuel Filters			(f) Fuel Pump			(g) Spark Plugs			(h) Radiator, Coolant, Fans, Fan Belt & Cooling Parts			(i) Hoses & Pipes			(j) Oxygen Sensors			(k) Air Conditioning. AC Filters & Heating			(l) Clutches			(m) Timing Belts			(n) Ball Joints				50
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	v. Tyres & Wheels (01 Marks)	<table><tr><th>YES</th><th>NO</th></tr><tr><td></td><td></td></tr></table>	YES	NO																				
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	a) Complete Wheels & Tyres work/Parts	<table><tr><td></td><td></td></tr></table>																						
	vi. Body Works (02 Marks)	<table><tr><th>YES</th><th>NO</th></tr><tr><td></td><td></td></tr></table>	YES	NO																				
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	a) Denting & Painting work	<table><tr><td></td><td></td></tr></table>																						
	b) Fittings of window glasses, Wind Screen, Rubber etc.	<table><tr><td></td><td></td></tr></table>																						
	vii. Electric Accessories (09 Marks)	<table><tr><th>YES</th><th>NO</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	YES	NO																				
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	a) All Lights & Electrical	<table><tr><td></td><td></td></tr></table>																						
	b) Batteries	<table><tr><td></td><td></td></tr></table>																						
	c) Horns	<table><tr><td></td><td></td></tr></table>																						
	d) Cables	<table><tr><td></td><td></td></tr></table>																						
e) Ignition Switch	<table><tr><td></td><td></td></tr></table>																							
f) Cruise Control Kits	<table><tr><td></td><td></td></tr></table>																							
g) Switches & Buttons	<table><tr><td></td><td></td></tr></table>																							
h) Alarm System	<table><tr><td></td><td></td></tr></table>																							
i) Central Locking	<table><tr><td></td><td></td></tr></table>																							
viii. Interior Accessories (07 Marks)	<table><tr><th>YES</th><th>NO</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	YES	NO																					
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a) Floor Mats	<table><tr><td></td><td></td></tr></table>																							
b) Shades	<table><tr><td></td><td></td></tr></table>																							
c) Door Parts	<table><tr><td></td><td></td></tr></table>																							
d) Dashboard Carpet	<table><tr><td></td><td></td></tr></table>																							
e) Seat Covers	<table><tr><td></td><td></td></tr></table>																							
f) Back view Mirror	<table><tr><td></td><td></td></tr></table>																							
g) Steering Covers	<table><tr><td></td><td></td></tr></table>																							
x. Exterior Accessories (07 Marks)	<table><tr><th>YES</th><th>NO</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	YES	NO																					
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a) Mirrors/Screens	<table><tr><td></td><td></td></tr></table>																							
b) Wiper Blades	<table><tr><td></td><td></td></tr></table>																							
c) Mud Guards	<table><tr><td></td><td></td></tr></table>																							
d) Sun Visors	<table><tr><td></td><td></td></tr></table>																							
e) Fenders	<table><tr><td></td><td></td></tr></table>																							
f) Side Mirrors	<table><tr><td></td><td></td></tr></table>																							
g) Bumpers & Components	<table><tr><td></td><td></td></tr></table>																							
3.	Detail of Clients (minimum 5 Clients) (one marks for each client)			10																				
4.	Past performance with clients (evidence be enclosed) (zero mark for poor past Performance & 10 marks for satisfactory Performance)			10																				
Total Marks				80																				