

Government of Pakistan
PRIME MINISTER'S OFFICE (PUBLIC)
Tender No. 04/2026-27

TENDER FOR PRE-QUALIFICATION OF WORKSHOPS

INSTRUCTIONS TO E-BIDDERS

This Tender document shall be used for submission of e-Bids for pre-qualification of Repair/Maintenance and Purchase of Spare Parts (including Tyres & Batteries) for official vehicles of Prime Minister's Office (Public), Islamabad.

2. Interested firms/workshops of Rawalpindi/Islamabad having their own offices/ stock / manpower / expertise i.e. Mechanics of all kind / Electricians / Engineering / Denting & Painting / Wheel Balancing & Alignment Services may obtain the tender document from PPRA EPADs website i.e. <http://eprocure.gov.pk> and official website of Prime Minister's Office i.e. www.pmo.gov.pk.

3. This document contains the following: -
- a. Terms and conditions.
 - b. Evaluation Criteria
 - Specification of Tyres (Annex-I)
 - Specification of Batteries (Annex-II)
 - List of Vehicles (Annex-III)
 - c. Bidding Process

3 (a) TERMS AND CONDITIONS

- (i) Only registered firm/workshop with Active Taxpayers List (ATL), valid GST/NTN, Islamabad based, are eligible to apply.
- (ii) The firm/workshop must have valid Postal Address, Contact Numbers, Fax and person(s) of contact.
- (iii) Bids should be submitted through EPADS. Manual bids shall not be accepted.
- (iv) Proof of NTN / GST registration, Active Tax Payer List and a brief company Profile along with attested photocopies of all relevant documents are required to be provided.
- (v) Bid Security (Refundable) amounting to **Rs. 50,000/-** (Rupees fifty thousand only) in shape of **Bank Draft/Pay Order in favor of DDO PM's Office (Public), Islamabad** is required to be provided. The Bid Security will be returned to the unsuccessful bidder(s) immediately after finalization of the tender and in case of successful bidder(s), it will be retained as security deposit till the expiry of contract.
- (vi) An affidavit on stamp paper that the firm has not been blacklisted in the past by any Ministry/Division/Department/ Organization of Government of Pakistan is required.
- (vii) The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even at odd hours.
- (viii) While submitting rates the workshop should clearly show whether GST is excluded or included in the offered rates.



- (ix) The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect is arisen again the workshop will be responsible to replace it free of cost.
- (x) Bids will be evaluated on afore mentioned prescribed criteria. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PPRA Rules-2004.
- (xi) The bid validity period will be 30.06.2027.
- (xii) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender process shall render the bid liable to rejection.
- (xiii) The Competent Authority reserve the rights to reject all bids, distributes business among bidders or extend the date of opening of Tenders/bids. The undersigned shall upon request communicate to any firms/ workshops who submitted a tender, the grounds for rejection of tenders/bids but is not required to justify those grounds under PPRA Rule 33-2004.

3 (b) EVALUATION CRITERIA

- (i) Bid Security (Refundable) amounting to Rs. 50,000/- (Rupees fifty thousand only) in shape of Bank Draft/Pay Order in favor of DDO PM's Office (Public), Islamabad is required to be provided.
- (ii) 05 Years' experience in relevant field.
- (iii) The workshops should have their own complete setup i.e. garage, spare parts availability and technical experts in Islamabad.
- (iv) GST, NTN & Vendor No.
- (v) Active Taxpayer certificate.
- (vi) Financial position proof i.e. 01 year's bank statement.
- (vii) Non-black listing certificate on affidavit may be attached with bidding document.
- (viii) Committee for selection of workshops will conduct physical visit of all workshops before the pre-qualification.
- (ix) Following information must be provided by the firm/workshop :

Name & Address of the firm / Workshop	Person(s) of Contact & Contact Nos. (Landline / Mobile / Fax)

Sr.	Nature of Services	Availability / Non-Availability
a.	Spare Parts	
b.	Assorted Lubricants	
c.	Assorted Accessories of all Vehicles	
d.	Pick / Drop / Towing Service	

Sr.	Nature of Services	Work Force	Availability / Non-Availability
a.	Mechanics of all kind		
b.	Mechanical		
c.	Electrical		
d.	Engineering Works		
e.	Battery works		
f.	Radiators / Bumpers		
g.	Denting & Painting		
h.	Wheel Balancing & Alignment services		
i.	Air conditioning (Heating & Cooling)		

3 (c) BIDDING PROCESS:

- (i) Bidders are required to follow Single Stage – Single Envelope Bidding procedure. The interested bidders may submit their e-bids on EPADS at <https://eprocure.gov.pk>.
- (ii) e-bid of pre-qualification of workshops for repair/maintenance of vehicles will be opened on **10, August, 2026 at 1130 hrs** in presence of the e-Bidders in the Conference Room # A-343, PM's Office (Public), Islamabad.
- (iii) Bidders are required to submit their e-bids by uploading (.pdf) file contain all relevant documents after completion/attestation through EPADS. Any correction/alteration/overwriting will not be acceptable. Each page/document must be signed / stamped properly. Incomplete and conditional bids will not be accepted.
- (iv) The contract award will be given to the lowest evaluated bidder(s) as approved by the competent authority, after recommendation of Procurement Cell, which shall be final and binding.
- (v) Prime Minister's Office (Public) shall disqualify a e-bidder if it finds at any time that the information submitted by the bidder concerning its qualification was false and materially inaccurate.
- (vi) Successful bidder would sign a contract/agreement containing all details with this office initially for the financial year 2026-27 till **30-06-2027**. The agreement may be further extended, if mutually agreed by both the parties.

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Name of Bidder: _____

Stamp: _____

Signature: _____

Date: _____

PRIME MINISTER'S OFFICE (PUBLIC)
TENDER NO. 04/2026-27

Annexure-I

SPECIFICATION OF TYRES			
S/N	Type of Vehicle	Tyre Size	Brand
1	Suzuki Cultus	175-70-R13	Bridgestone/Dunlop
2	Suzuki Bolan	165-70-R12	-do-
3	Suzuki Pickup	165-70-R12	-do-
4	Suzuki Swift	185-65-R15	-do-
5	Toyota Vitz	185-65-R15	-do-
6	Toyota Passo	155/175-65 R-14	-do-
7	Toyota Corolla	195-65-R15	-do-
8	Toyota Vego	265-70-R16	-do-
9	Honda Civic	215-55-R16	-do-
10	Toyota Hiace	195-R15	-do-
11	Toyota Land Cruiser V8	285-50 R20	-do-
12	Hino Coaster	1750-16-R14	General/Haunga
13	Hino Bus	1020	-do-
14	Honda 125 Motorcycle		Panther/service

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

PRIME MINISTER'S OFFICE (PUBLIC)
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Annexure-II

SPECIFICATION OF BATTERIES			
S/N	Type of Vehicle	Battery Size	Brand
1	Suzuki Cultus	NS-55ZL	Daewoo/FBS/AGS/Exide
2	Suzuki Bolan	GL-55	-do-
3	Suzuki Pickup	GL-55	-do-
4	Suzuki Swift	55	-do-
5	Toyota Vitz	60s	-do-
6	Toyota Passo	GL-55	-do-
7	Toyota Corolla	NS-55ZL	-do-
8	Toyota Vego	NS-105ZL	-do-
9	Honda Civic	NS-65ZL	-do-
10	Toyota Hiace	NS-105ZL	-do-
11	Toyota Land Cruiser V8	MF115 (12 voltage)	-do-
12	Hino Coaster	NS-88L	-do-
13	Hino Bus	6x120	-do-
14	Honda 125 Motorcycle		Exide

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

TENDER NO. 04/2026-27

LIST OF VEHICLE



S/N	Type of Vehicle	Model	S/N	Type of Vehicle	Model
1	Toyota Land Cruiser Jeep	2016	51	Suzuki Cultus 1000cc	2020
2	Toyota Revo, 2800cc	2022	52	Suzuki Cultus 1000cc	2020
3	Honda Civic Turbo 1500cc	2015	53	Suzuki Bolan 800cc	2017
4	Honda Civic 1800cc	2020	54	Suzuki Cultus, 1000cc	2020
5	Toyota Revo, 2800cc	2022	55	Suzuki Swift 1328cc	2009
6	Toyota Land Cruiser Jeep	2016	56	Suzuki Cultus 1000cc	2013
7	Honda Civic Turbo 1500cc	2015	57	Toyota Yaris, 1329cc	2020
8	Honda Civic Turbo 1500cc	2015	58	Toyota Yaris, 1329cc	2020
9	Toyota Corolla Altis 1800cc	2016	59	Toyota Yaris, 1329cc	2020
10	Honda Civic 1800cc	2018	60	Toyota Yaris, 1329cc,	2020
11	Toyota Corolla 1800cc	2016	61	Suzuki Bolan 800cc	2020
12	Honda Civic Turbo 1500cc	2014	62	Suzuki Bolan 800cc	2020
13	Toyota Yaris, 1329cc,	2020	63	Suzuki Ravi Pickup 800cc	2017
14	Toyota Revo, 2800cc	2022	64	Suzuki Swift 1328cc	2010
15	Toyota Corolla Altis 1800cc	2017	65	Hino Coaster	2016
16	Toyota Yaris, 1329cc	2020	66	Hino Bus	2016
17	Toyota Corolla 1800cc	2016	67	Hino Coaster	2016
18	Toyota Corolla Altis 1800cc	2015	68	Toyota Hiace HSD	2013
19	Toyota Corolla Altis 1800cc	2015	69	Toyota Hiace HSD	2013
20	Toyota Corolla Altis 1800cc	2015	70	Honda Motorcycle 125cc	2017
21	Toyota Corolla 1300cc	2010	71	Honda Motorcycle 125cc	2017
22	Toyota Corolla 1600cc	2012	72	Honda Motorcycle 125cc	2017
23	Toyota Corolla 1300cc	2013	73	Honda Motorcycle 125cc	2017
24	Honda Civic 1800cc	2017	74	Honda Motorcycle 125cc	2017
25	Toyota Corolla Altis 1800cc	2015	75	Honda Motorcycle 70cc	2020
26	Honda Civic Turbo 1800cc	2017	76	Honda Motorcycle 70cc	2020
27	Honda Civic Turbo 1500cc	2014	77	Toyota Corolla 1300cc	2015
28	Honda Civic 1800cc	2010	78	Toyota Corolla 1600	2012
29	Toyota Corolla 1800cc	2017	79	Toyota Revo, 2800cc	2020
30	Toyota Corolla 1300cc	2015	80	Honda Civic 1800cc	2017
31	Toyota Yaris, 1329cc	2020	81	Toyota Revo, 2800cc	2022
32	Suzuki Cultus 1000cc	2016	82	Toyota Corolla 1300cc	2009
33	Suzuki Cultus 1000cc	2021	83	Suzuki Cultus 1000cc	2016
34	Suzuki Cultus, 1000cc	2020	84	Suzuki Cultus 1000cc	2016
35	Suzuki Cultus, 1000cc	2020	85	Suzuki Cultus 1000cc	2016
36	Suzuki Cultus, 1000cc	2020	86	Toyota Corolla Altis 1500cc	2006
37	Suzuki Cultus, 1000cc	2020	87	Suzuki Cultus 1000cc	2020
38	Suzuki Cultus, 1000cc	2020	88	Honda Civic 1800cc	2015
39	Suzuki Cultus, 1000cc	2020	89	Suzuki Cultus 1000cc	2020
40	Suzuki Cultus, 1000cc	2020	90	Toyota Hi Roof	2022
41	Suzuki Cultus, 1000cc	2020	91	Toyota Hi Roof	2022
42	Suzuki Cultus, 1000cc	2020	92	Toyota Prius	2007
43	Suzuki Cultus, 1000cc	2020	93	Toyota Aqua	2013
44	Suzuki Cultus, 1000cc	2020	94	Toyota Aqua	2012
45	Suzuki Cultus 1000cc	2020	95	Suzuki Cultus 1000cc	2020
46	Suzuki Cultus 1000cc	2016	96	Suzuki Cultus 1000cc	2013
47	Suzuki Cultus 1000cc	2020	97	Suzuki Cultus 1000cc	2016
48	Suzuki Cultus 1000cc	2020			
49	Suzuki Cultus 1000cc	2020			
50	Suzuki Cultus 1000cc	2020			

Name of Bidder _____

Date _____

Signature _____ Stamp _____ Cell/Phone _____