

PRE-QUALIFICATION DOCUMENTS

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. 003/ CCRA/2026-27

**Cannabis Control and Regulatory Authority (CCRA)
Headquarters
Islamabad**

CANNABIS CONTROL AND REGULATORY AUTHORITY(CCRA)
ISLAMABAD
Prequalification Notice

Cannabis Control and Regulatory Authority (CCRA)
No.25-A, Sector H-9/1, Islamabad

**Pre-Qualification of Automobile Workshops/Firms /Dealer ships for
Repair & Maintenance of Vehicles and Bikes
(No.003/CCRA/2026)**

The Cannabis Control and Regulatory Authority (CCRA), Islamabad, intends to prequalify Workshops/Firms/Dealerships for Repair & Maintenance, along with spare parts, for CCRA Vehicles and Bikes under the Open Framework Agreement for a period of 03 years.

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

Prequalification Documents, containing application and detailed terms & conditions, can be downloaded from the websites of PPRA www.ppra.gov.pk and CCRA www.ccra.gov.pk

- The Applications / Documents should be prepared in accordance with the instructions given in the Documents and must be submitted to the undersigned, duly completed in all respects on or before **12th August, 2026** on or before 11.00 AM.
- Proposals will be opened on the **same day at 11:30 AM** in the presence of **available** bidders. If the bid opening date is on a gazetted holiday, then Applications / Documents will be opened on the next working day.
- Applications / Documents received after the submission of the 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/Chief of Staff
(Ops/Lic/Vigilance)
CCRA Headquarters, 25-A, Sector H-9/1,
Islamabad Ph: 051-9204632

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

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

In accordance with the PPRA, this serves as an invitation for pre-qualification of eligible Automobile Workshops/Firms/Dealer ships intending to enter into Open Framework Agreement with CCRA Islamabad for **Repair & Maintenance, along with supply of spare parts of all types of CCRA Vehicles and Bikes within the Islamabad/Rawalpindi Region**, as per the terms and conditions of the agreement.

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

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 CCRA Vehicles and Bikes in accordance with the requirements of the CCRA, 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: Fraud and Corruption

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

PART 2: PREQUALIFICATION REQUIREMENTS

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

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

Section – VII: Schedule of Requirements

This Section contains the details about the requirements regarding the Prequalification of Automobile Workshops /Dealer ships/Firms, including supply of spare parts for CCRA Vehicles and Bikes.

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

**CANNABIS CONTROL AND REGULATORY AUTHORITY(CCRA)
ISLAMABAD**

Prequalification Notice

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

1. The Cannabis Control and Regulatory Authority (CCRA), Islamabad intends the Prequalification of Automobile Workshops/ Dealer ships/Firms for Repair & Maintenance /Services/Works (Minor & Major Overhauling, all types of AC & Electrical work, and vehicles and Bikes Body Denting/Painting Work, etc., including spare parts for CCRA Vehicles and bikes under the **Open-framework Agreement** 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 types of AC & Electrical work and vehicles and Bikes Body Denting/Painting Work etc, including spare parts for CCRA 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. The 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 CCRA for the period of three (03) years.
5. A Work Order/Purchase Order shall be executed between the Cannabis Control and Regulatory Authority (CCRA), Islamabad, and the prequalified applicant(s) before the start of the work/services & supply.
6. Prequalification process is open for all Islamabad/Rawalpindi based applicants 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 spares**

7. A complete set of prequalification documents can be downloaded from the PPRA website.

8. Applications for Prequalification may be submitted to the undersigned:
“CONFIDENTIAL” as per PPRA rule: -

Director /Chief of Staff
(Ops/Lic/Vigilance)
CCRA Headquarters
25-A, Sector H-9/1, Islamabad
Ph: 051-9204632

- 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 CCRA, 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.

**Prequalification of Automobile Workshops/Firms / Dealer Ships
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PART 1 – PRE-QUALIFICATION 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.

A. General

1. Scope of Application

- 1.1. In connection with the “Invitation for Prequalification”, the Cannabis Control and Regulatory Authority (CCRA), 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 types of AC & Electrical work, Denting/Painting Work of vehicles and Bikes Body etc, including spare parts for CCRA Vehicles and Bikes incidental thereto as specified in Section–VI (Scope of Services / Terms of Reference TORs).**

2. Source of Funds

- 2.1. CCRA Budget

3. Fraud and Corruption

- 3.1. The CCRA, 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 CCRA 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 and when required by the CCRA.

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- 3.3. Any communications between the applicant(s) and the CCRA related to matters of alleged corrupt and fraudulent practices must be made in electronic forms that provide a record of the content of communication.
- 3.4. CCRA 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. CCRA 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 ITA 4.6. In case of a single (private or state-owned entity), it shall be liable for execution of all the provisions of the Agreement (if signed between the CCRA 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 CCRA 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 CCRA (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 CCRA.

B. Contents of the Prequalification Documents

5. Sections of Prequalification Documents

- 5.1 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 and evaluation Criteria
- Section – IV: Application Forms
- Section – V: Fraud and Corruption

PART 2 – PREQUALIFICATION REQUIREMENTS

- Section VI – Scope of Services / Terms of Reference (TORs)
- Section VII – Schedule of Requirements

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- 5.2 Unless downloaded directly from the website link referred to in the Invitation for Prequalification, the CCRA 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, the downloaded documents from the website link shall prevail.
- 5.3 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.

6. Clarification of Prequalification Documents

- 6.1. Any applicant seeking clarification regarding the document shall communicate in writing as specified in the PDS. The CCRA shall issue its response exclusively within the time frame stipulated in the PDS.

7. Amendment of Prequalification Documents

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

Preparation of Applications

8. Cost of Applications

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

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its application. The CCRA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

9. Language of Application

- 9.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the CCRA shall be written in the English language as also specified in the PDS.

10. Documents Comprising the Application

- 10.1. The Application shall comprise 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.
 - d. Follow PPRA guidelines.

11. Application Submission Letter

- 11.1. 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.

12. Documents Establishing the Eligibility of the Applicant

- 12.1. 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).

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13. Signing of the Application and Number of Copies

- 13.1 Follow PPRA's guidelines.

C. Submission of Applications

14. Sealing and Identification of Applications

- 14.1. The Applicant shall enclose the original and submitted in the original to the office of the Director/COS(Ops/Lic/Vigilance).
- 14.2. The CCRA will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

15. Deadline for Submission of Applications

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

16. Late Applications

- 16.1. The CCRA 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 is made.

17. Opening of Applications

- 17.1. The CCRA shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1.

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D. Procedures for Evaluation of Applications

18. Confidentiality

- 18.1. 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.
- 18.2. 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 on the any matter related to the Prequalification process may do so as per the instructions of the PPRA.

19. Clarification of Applications

- 19.1. To assist in the evaluation of Applications, the CCRA may ask an Applicant for 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 CCRA and all clarifications from the Applicant shall be in writing.
- 19.2. If an Applicant does not provide clarification(s) and/or documentary evidence(s) requested by the date and time set in the CCRA request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

- 20.1. The CCRA 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 the prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

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

22. Sub-contractor's **JV not Allowed.**

- 22.1. 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

23. Evaluation of Applications **JV not allowed.**

- 23.1. The CCRA 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. CCRA 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.
- 23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
- 23.3. In case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. CCRA 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.
- 23.4. 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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24. Procuring Agency's Right to Accept or Reject Applications

- 24.1. CCRA 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).

25. Prequalification of Applicants

- 25.1. All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the CCRA.
- 25.2. No applicant shall be allowed to alter or modify its application/bid after the application(s) / bid(s) have been opened. However, CCRA may seek and accept clarifications to the applicant that do not change the substance of the application.
- 25.3. 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.

26. Notification of Prequalification

- 26.1. CCRA 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.
- 26.2. CCRA shall communicate to those applicants who have not been pre-qualified the reasons for not pre-qualifying them.

27. Request for Bids

- 27.1. 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 basis of “as and when required”

28. Performance Guarantee

- 28.1. Pre-qualified Automobile Workshop(s)/ Firms/Dealer ships shall have to furnish the performance guarantee in favor of Cannabis Control and Regulatory Authority (CCRA).
- 28.2. The proceeds of the performance guarantee in favor of Cannabis Control and Regulatory Authority (CCRA) as 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 by the Cannabis Control and Regulatory Authority (CCRA).

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and it shall not be considered eligible for future dealings with CCRA whatsoever; for which no appeal shall be entertained.

- 28.3. The Performance Guarantee Declaration will be released by the **Cannabis Control and Regulatory Authority (CCRA)** to the prequalified Workshop(s) after the successful completion of the contract period.

29. Agreement

- 29.1. The prequalified Automobile Workshops/Firms/Dealer ships / will be bound to sign an agreement with the **CANNABIS CONTROL AND REGULATORY AUTHORITY (CCRA)** FOR PROVISION OF SERVICES REGARDING REPAIR / MAINTENANCE / OVERHAULING / AIR CONDITIONING / DENTING / PAINTING WORK ALONG WITH PROVISION OF SPARE PARTS

- 29.2** FOR CCRA 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.

- 29.3 If the services of prequalified Automobile Workshops/Firms/Dealer ships are not up to the satisfaction of CCRA reserves the right to cancel the agreement/contract and forfeit the 100% performance guarantee amount provided by the prequalified Automobile Workshops/Firms/Dealer Ships.

30. Request for Bids

- 30.1. After the notification of the results of the Prequalification, the Cannabis Control and Regulatory Authority (CCRA) will invite bids from all the prequalified Workshop(s) / Supplier(s) as and when required.
- 30.2. Cannabis Control and Regulatory Authority (CCRA) may invite the bid(s) where the 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) need to provide as per PPRA rules in Form ELI – 1.1.
- 30.3. Cannabis Control and Regulatory Authority (CCRA) shall invite the bid(s) where the value of the services/goods is more than Five Hundred Thousand Pakistani Rupee. For the purpose, the Workshop(s) / Supplier(s) need to provide as per PPRA in Form ELI – 1.1

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31. Mode of Payment

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

32. Changes in Qualifications of Applicants

- 32.1. 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 Cannabis Control and Regulatory Authority (CCRA) before 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 outlined in Section – III (Qualification and Evaluation Criteria); or
 - (d) in the opinion of the Cannabis Control and Regulatory Authority (CCRA), the change may
 - (e) result in a substantial reduction in competition.
- 32.2. Any such change should be submitted to the Cannabis Control and Regulatory Authority (CCRA) before the date of “Invitation to Bids”.

33. Constitution of Grievance Redressal

- 33.1. The Grievance Redressal Committee (GRC) is constituted under the Chair of the Director General, CCRA, for the resolution of disputes, if any, as per the provisions of PPRA Rules.
- 33.2. 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 the provisions of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.
- 33.3. Any Bidder feeling aggrieved by any act of the Cannabis Control and Regulatory Authority (CCRA)

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after the submission of its bid may lodge a written complaint concerning his grievances not later than seven days from the announcement of the technical evaluation report and five days after issuance of final evaluation report.

- 33.4. In case the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 33.5. In case the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on the technical evaluation of the report:
- 33.6. Provided that the complainant may raise the objection on any part of the final evaluation report in case a single-stage one-envelope bidding procedure is adopted.
- 33.7. The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 33.8. Any bidder or the Cannabis Control and Regulatory Authority (CCRA) not satisfied with the decision of the GRC may file an appeal before the Appellate Committee of the Authority on the prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.
- 33.9. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respects, shall serve notices in writing upon all the parties to the appeal.
- 33.10. The Committee shall call the record from the Cannabis Control and Regulatory Authority (CCRA) or the GRC, as the case may be, and the same shall be provided within the prescribed time.
- 33.11. The Committee may, after examination of the relevant record and hearing all the concerned parties, 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 spares**

34. Mechanism of Blacklisting

- 34.1. The Cannabis Control and Regulatory Authority (CCRA) shall bar, for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, an 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 the bid securing declaration;
- 34.2. The Cannabis Control and Regulatory Authority (CCRA) 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, an applicant, bidder, or contractor who either:
- IV. Involved in corrupt and fraudulent practices as defined in Rule-2 of the Public Procurement Rules;
 - V. Fails to perform his contractual obligations; and
 - VI. Fails to abide by the bid securing declaration;
- 34.3. The show cause notice shall contain:
- (a) precise allegation against the applicant, bidder or contractor;
 - (b) the maximum period for which the Cannabis Control and Regulatory Authority (CCRA) propose to debar the applicant, bidder or contractor from participating in any public procurement of the CCRA; and
 - (c) the statement, if needed, about the intention of the CCRA to make a request to the Authority for debarring the applicant, bidder or contractor from participating in public procurements of all the procuring agencies.
- 34.4. The CCRA shall give a minimum of seven days to the applicant, bidder, or contractor for submission of a written reply to the show cause notice.
- 34.5. In case the bidder or contractor fails to submit a written reply within the requisite time, the CCRA may issue notice for personal hearing to the bidder or contractor/authorize representative of the bidder or contractor, and the CCRA shall decide the matter on the basis of available record and personal hearing, if availed.
- 34.6. In case the bidder or contractor submits a written reply to the show cause notice, the CCRA may decide to file the matter or direct issuance of a notice to the applicant, bidder, or contractor for personal hearing.
- 34.7. The CCRA shall give a minimum of seven days to the applicant, bidder, or contractor for appearance before the specified officer of the CCRA for personal hearing. The specified officer shall decide the matter based on the available record and personal hearing of the applicant, bidder, or contractor, if availed.

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- 34.8. The CCRA 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.
- 34.9. The CCRA shall communicate to the applicant, bidder, or contractor the order of debarring 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.
- 34.10. Such blacklisting or barring action shall be communicated by the CCRA to the Authority and respective applicant(s), bidder(s) in the form of a decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in the blacklisting and debarment mechanism has been adhered to by the CCRA
- 34.11. 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 the review petition.
- 34.12. The Committee shall serve a notice in writing upon all respondents of the review petition. The notices shall be accompanied by the copies of the review petition and all attached documents of the review petition including the decision of the CCRA. 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.
- 34.13. The Authority, on the basis of a 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.

35. Arbitration

- 35.1. 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 spares

- 35.2. In case of any dispute, the matter will be referred to the Director General, CCRA 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: **003/CCRA/2026-27**

The Procuring Agency Details are:

Director Operation/Chief of Staff (Ops/Lic/Vigilance)
CCRA Headquarters, 25-A, Street No.06
H-9/1, Islamabad
Ph: 051-9204632

ITA 2.1

The name of the Procuring Agency is:

Cannabis Control and Regulatory Authority (CCRA), Islamabad.

The name of the Procurement is:

Prequalification of Automobile **Workshops/Firms/Dealer ships** for Repair & Maintenance including spare parts for CCRA 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 PPRA’s website:

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

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

B. Contents of the Prequalification Document

ITA 7.1

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

Title/ position: Director/Chief of staff

Procuring Agency: CCRA

Address: 25-A, Sector H-9/1, Islamabad

Telephone: 051-2751395

ITA 7.1 & 8.2

CCRA Website: <http://www.ccra.gov.pk>

PPRA Web Page: 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 offences 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. CCRA 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 spares

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: **12th August 2026 at 11.00 AM**

For Application submission purposes only: submit sealed envelope at CCRA Headquarters

No 25-A, Street No. 6, Sector H-9/1, 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 12th August 2026 at 11.30 AM
at, CCRA, HQS, 25-A, Sector H/9-1, Islamabad. As per PPRA Rule.

ITA 19.2

Applicants only submit their documents at, CCRA Headquarters, 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 following:
the terms of the Prequalification Documents; and the CCRA'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 spares**

Section III - Qualification and Evaluation Criteria

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

S.#	Details of documents required	Mandatory
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 month).	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 the same name workshop setup)/ Dealer Ships (Proof)	M6
g	Declaration of Bid Security on Stamp paper Rs 100.	M7
h	Last 1 year's bank statement with at least Four (04) Hundred Thousand turnovers. Note: Missing of bank statement or less turnover leads to disqualification	M8

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

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Automobile Workshops/Firms/ Entities For repair and maintenance of vehicles and bikes of CCRA	Submission Requirements
1. Eligibility				
1.1	Entity	Must have well-standard workshops in Rawalpindi/Islamabad	Must meet the requirement	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.4	Must meet requirement	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.7 and 5.1	Must meet requirement	Application Submission Letter
1.4	State-owned enterprise of	Meet conditions of ITA 4.1	Must meet requirement	Forms ELI – 1.1 with attachments
2. Historical Contract Non-Performance				
2.1	History of Non-Performing Contracts	Not debarred due to any non-performance of contract or deviation from Bid Securing Declaration in accordance with the provisions of Rule-19 of PPRA Rules or the period of debarment has been over.	Must meet requirement	Form PER-1
2.2	Pending Litigation	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	Form PER-1
3. Financial Situation and Performance				
3.1	Financial Capabilities	Last 1-year bank statement at least 0.4 million	Must meet requirement	Form FIN – 1

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

Eligibility and Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Automobile Workshops/Firms/ Entities For repair and maintenance of vehicles and bikes of CCRA	Submission Requirements
3.2	Average Annual Turnover	0.4 million	Must meet requirement	Form FIN – 2
3.3	Current Contractual Commitments		Must meet requirement	Form CON -1
4. Experience				
4.1	General Experience	i. Repair and maintenance of vehicles and bikes, with spare parts. ii. The workshop must have qualified mechanics of 4x4 vehicles (Four-Wheel Drive)	Must meet requirement	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	Documentary evidence to this effect must be provided with the Bid, which includes a copy of contract/purchase order (verifiable from the respective Authority/Client).

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

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. 003/CCRA/2025-26

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

Page No.: Page _____ of _____ pages

To: Director /Chief of Staff
(Ops/Lic/Vigilance)
CCRA, Headquarters,
25-A, Street-06,
Sector H-9/1, 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 CCRA 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 spares**

(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 CCRA 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 spares**

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/ 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 spares**

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. 003/CCRA/2026-27

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

Page No.: Page _____ of _____ pages

Applicant's (Person) name : _____
[insert full name]

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

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

Applicant's legal address : _____
[insert street/ number/ town or city]

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

Address: _____
[insert street/ number/ town or city]

Telephone/Fax numbers: _____
[insert telephone/fax numbers, including 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 spares**

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. 003/CCRA/2026-27

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 CCRA 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 : _____

7. Contact person designation: _____

8. Workshop(s) / Supplier(s) Address : Shop #: _____

9. Floor: _____ Area / Plaza: _____

10. Sector: _____ P.O. Box and Mailing Address: _____

11. Telephone Number Landline:

12. Email Address:

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

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. 003/CCRA/2026-27

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 CCRA 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		
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PBT)					
Information from Bank Statement (If no Financial Statement)					
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 spares

1. Financial Documents

The Applicant shall provide copies of Audited Report or Bank financial statements for the last one (01) year pursuant to 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 spares**

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. 003/CCRA/2026-27

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 CCRA 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, if any.

** 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 spares**

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. 003/CCRA/2026-27

Title of Prequalification: Prequalification of Workshops/Firms for Repair & Maintenance of Vehicles and Bikes along with parts for CCRA 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/month)

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

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. 003/CCRA/2026-27

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 CCRA Vehicles and Bikes

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

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

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. 003/CCRA/2026-27

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 CCRA Vehicles and Bikes

Page No.: Page _____ of _____ pages

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

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

2. Pending Litigation, in accordance with Section III			
☐ No pending litigation in accordance with Section III, Qualification Criteria and requirements, Sub-Factor 2.3 ☐ 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]	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: [insert full name] Address of Procuring Agency: [insert street/city] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Procuring Agency" or "Supplier"] Status of dispute: [Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]	Total Contract Amount [insert amount]

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

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

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

		[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 spares

Section V - Fraud and Corruption

1. All Applicants are hereby advised not to give any favors, commission, gifts, bribes, or any other items to staff of Admin/Procurement Department/any other office of CCRA or to the end user, etc. Furthermore, if any concerned person from CCRA asks for such type of bribe/favors against qualification/bills/acceptance certificates etc., immediately inform Admin Department of CCRA Islamabad on the following e-mails.
CCRA 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 CCRA, then no Claims of foul play will be entertained, and such situation will be dealt as per PPRA instructions as per Rule-19.
3. CCRA reserves the right to initiate proceedings for blacklisting as per Rule-19 of PPRA, if a firm/supplier consistently fails 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 by a bid securing declaration, if taken in any of framework agreement(s), however without being indulged in any corrupt and fraudulent practice.

PART-II

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

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

SECTION VI – Scope of Services / Terms of Reference (TORs)

The prequalified applicant shall provide services of Repair & Maintenance of Vehicles and Bikes of CCRA HQs, Islamabad.

Details are as under: -

Details 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

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

Detail of Repair & Maintenance Parts of Vehicles and Bikes

S#	Parts Detail of Petrol Vehicles and Bikes	Parts Detail of Diesel Vehicles and Bikes
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	Axle Bearing	Differential Gear Oil
9	Axle Seal	Auto Transmission Oil
10	Axle 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	Valve Cover Gasket	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	Router	Head Light Tube
23	Distributor Cap	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	Axle Seal

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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	

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SECTION VII– Schedule of Requirements

A- Provision of Vehicles and Bikes Repair/ Maintenance Services

S r	Description	Types of Vehicles and Bikes	Estimated Work	Tentative Date of Supply/ Order	Tentative Deliver y Date	Delivery Locations
1	Vehicles and Bikes	03x Toyota Hilux 01x Toyota Hilux (2010) 01x Honda Civic 01x Honda City 03xHonda CD- 70 Motorcycle The following vehicles are proposed to be purchased during CFY2026-27: - 04x Toyota Hilux 4xVehicles for Labs 01xHunda 15cc Car	As per requirement	As per identificatio n and need.	Within 02 days of order	CCRA, Hqs, 25-A, Sector H 9/1 Islamabad,

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Note:-

- The Type/Model/Quantity of Vehicles and Bikes (4x wheel / 2xwheels) may increase or decrease.
- Open Framework will be concluded with more than one most evaluated bidder on the basis of 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 CCRA.

Scope of Supply

Vehicles and Bikes Repair/Maintenance/Service with parts,

Vehicles and Bikes Repair & Maintenance services with parts are required in CCRA Offices Islamabad during the Open Framework Agreement period. The Contractor/Firm/Vendors must be capable of executing and completing the subject work(s). The work includes, but is not limited to the following (complete details are available in pre-qualification documents for Proposals). The firm/contractor/vendor should be capable of executing the requisite work in time as specified. Any other related spare parts

- a) shall be responsible to provide Vehicles and Bikes Repair & Maintenance services with spare parts, at CCRA, Headquarters, H-9-I, Islamabad.

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- 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 the Primary Procurement Process, and 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 CCRA requirements.
- 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 CCRA, 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 the inspection committee as per the scope of work, and if any irregularity is found during inspection, then the committee has the right to reject the entire executed work and the payment process can be retained till the rectification of work.

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- 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 goods and services/works in the market should be 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 the 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 the 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 the vendor.
- n.** Delivery charges of material & other costs during work will be the responsibility of the bidder firm/contractor.
- o.** The successful bidder will be bound to deliver goods/ works within the 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 the In-charge of concerned office and after inspection report submitted by CCRA inspection committee as the case may be. It is the 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).

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- r. In case the CONTRACTOR fails to provide the Works/ goods at the time of execution, CCRA will deduct a percentage (0.2 %) of the gross amount mentioned in SCC (Liquidated Damages) from CONTRACTOR's bill.
- a. The CONTRACTOR shall submit his invoice/bills completed in all respects to CCRA for the work carried.
- b. CCRA shall have the power to withhold 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 / CCRA Tender Documents "Schedule of Requirements/ scope of work".
- c. The CONTRACTOR shall be responsible 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.
- d. The Contractor shall be responsible for providing standard warranty as per market/OEM standards for provided Works/ goods/Services.
- e. The CONTRACTOR shall be responsible for the payment of all other taxes announced by the Government of Pakistan on services arising out of the contract.
- f. CCRA 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 CCRA Competent Authority, the CONTRACTOR's performance is unsatisfactory.

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- ii. The CONTRACTOR fails to abide by any of the conditions of the contract or the instructions of CCRA.
- iii. CCRA 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.
- g.** The CONTRACTOR shall also have the right to withdraw from the contract with CCRA by giving a notice of sixty (60) days if the CONTRACTOR fails to comply or is incapable of performing as per the standards / defined scope of works by CCRA.
- h.** CCRA 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.

