



**GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL OF INTERNAL AUDIT
(INLAND REVENUE)
CDA BLOCK NO II, 1ST FLOOR, G-6 ISLAMABAD.**

OPEN FRAMEWORK AGREEMENT

**HIRING THE SERVICES OF AUTO WORKSHOPS
REGARDING REPAIR AND MAINTENANCE OF
OFFICE VEHICLES**

FINANCIAL YEAR 2026-2027

Government of Pakistan
Revenue Division
Directorate General Internal Audit
(Inland Revenue)
CDA Block No II, 1st Floor, G-6 Islamabad

No.3(77)/2026-Admn/

Islamabad, the 18th August, 2026

**HIRING THE SERVICES OF AUTO WORKSHOPS REGARDING
REPAIR AND MAINTENANCE OF OFFICE VEHICLES
FOR THE FINANCIAL YEAR 2026-2027**

The Directorate General of Internal Audit (IR), Islamabad [DGIA(IR), Islamabad] invites applications from vendors/auto-workshops based in Islamabad/Rawalpindi for Repair and Maintenance of Office Vehicles under an open framework agreement for the Financial Year 2026-2027 extendable upto one year on satisfactory performance. Services will be procured as and when required through quotations or single quotation (as the case may be). The firms must be registered with FBR (Active of Sales tax & Income Tax List) and on PPRA.

Procuring Agency	Directorate General of Internal Audit (IR), Islamabad.
Name of Tender	Hiring the services of Auto Workshops regarding Repair and Maintenance of Office Vehicles for the financial year 2026-2027.
Procurement Method	Open Framework Agreement
Publication Date	August 18, 2026, at 11:30 AM
Submission Deadline	September 2, 2026, at 12:00 PM
Opening Date	September 2, 2026, at 12:30 PM
Security Deposit	Rs. 100,000/- Pay Order, Demand Draft, or CDR in the name of Assistant Director (Admn), Directorate General of Internal Audit (IR), Islamabad. (FTN # - 9011301)
Address	Room No. 12, Directorate General of Internal Audit (IR), First Floor, CDA Block-II, G-6, Islamabad

2. Hard copy of the tender document may be obtained from the office of DGIA(IR), Islamabad during office hours upon payment of a non-refundable fee of Rs. 1,000. As the Framework Agreement is currently not available/functional on E-PADS 2.0, bidders are required to submit their duly signed and stamped bids/documents, along with a covering letter on the firm/company's letterhead, in hard copy at the above-mentioned address on or before submission deadline. The Security Deposit (in original) must be attached with the hard copy of the documents in sealed envelope.

3. Blacklisted firms or bidders are not eligible to apply. Incomplete, partial, or conditional applications shall not be accepted. Documents received after due date and time shall not be accepted. DGIA(IR), Islamabad may cancel the process in accordance with PPRA rules without assigning any reason.


(Nalla Nazir)
Assistant Director (Admn)
Ph No. 051-9210794

1. INVITATION OF APPLICATION

DGIA(IR), Islamabad invites applications on EPADS from Islamabad/Rawalpindi-based vendors/auto-workshops for provision of services of “Repair and Maintenance of Office Vehicles” through an open framework agreement for a period of one year and extendable up to one year (from the date of agreement). Services will be acquired as and when required through request for quotations/financial proposals quotation based (as the case may be). Interested suppliers, duly registered with FBR, may submit their documents.

2. OPEN FRAMEWORK AGREEMENT

An open-framework agreement means an agreement with specified terms and conditions without an agreed price, will be signed with the shortlisted suppliers for a period of one year extendable up to one year on satisfactory performance. This contractual arrangement will allow this office to procure spare parts of vehicle and services of auto-workshops that are needed at agreed terms and conditions through request for quotations. Whenever a service is required by DGIA(IR), Islamabad, the office shall request quotations/financial proposals from qualified suppliers only. The shortlisted suppliers shall be bound to provide their quotations, including all taxes. The request for quotations/financial proposals will be called on time to time basis whenever services are required by the Directorate General of Internal Audit (IR), Islamabad.

3. SCOPE OF SERVICES

i. Repairing and Maintenance of Official Vehicles

- Replacement of engine oil, oil filter, air filter, AC filter, gear oil, brake oil.
- Tuning, wheel alignment & balancing, plugs changing, brake service.
- Replacement of bearings, complete engine overhauling, gearbox, steering overhauling.
- Brake disk pad, brake shoe, drum tuning, suspension work.
- AC work, denting & painting, seal cover & poshish work.
- Replacement of batteries, replacement, tyres, servicing & polishing.
- All electrical and mechanical works etc.
- Any other work/spare-part related to repair of vehicles.

ii. Repairing and Maintenance of Official Motorcycles

- Oil change, tuning, wheel balancing.
- Replacement of brake shoes, brake cables, chain sets, head lights, indicators.
- Clutch cable, clutch lever, ignition switch, accelerator cables, plugs.
- Complete engine overhauling, replacement of tyres.
- All electrical and mechanical works etc.
- Any other work/spare-part related to repair of motorcycles.

4. ELIGIBLE SUPPLIERS

Firms/auto-workshops in Islamabad/Rawalpindi having specialized expertise to facilitate

the department in providing the services for repair & maintenance of office vehicles shall submit their proposals comprised of the following documents. The qualifying score is 60 out of 100 marks obtained on evaluation criteria given below: -

Sr. #	Parameter	Marks
1.	Experience/Services performed by vendors/auto-workshop (<i>specimen attached</i>).	30
	Minimum 03 years (Proof to be enclosed)	20
	Up to 05 years (Proof to be enclosed)	25
	Above 05 years (Proof to be enclosed)	30
2.	List of Managerial and Technical staff (<i>specimen attached</i>). (Proof of staff and their technical expertise/qualification must be provided)	35
	Minimum workforce of 05 persons	15
	Workforce of 6-10 persons	25
	Workforce above 10 persons	35
3.	Details of Machinery/Tool/Equipment.	15
4.	Proof of executing minimum three (03) contracts to ensure a proven track record in the market.	10
5.	Company Profile	10
6.	Active income tax and sales tax registration status on FBR.	Mandatory
7.	Undertaking on stamp paper confirming no blacklisting from any Federal or Provincial Government department (<i>specimen attached</i>).	Mandatory
8.	Workshop /garage in Islamabad/Rawalpindi.	Mandatory
9.	Undertaking on letter head by Owner that they have read and agreed to terms and conditions of the bidding document (<i>specimen attached</i>).	Mandatory
10.	Security Deposit of Rs. 100,000/- in form of Bank Draft, CDR or Pay Order.	Mandatory

5. BID SECURITY/PERFORMANCE GUARANTEE

The Security Deposit of the applicants will be converted into Performance Guarantee (refundable) which will be released only upon successful completion of the contract period. The security deposit of unsuccessful applicants will be returned after the award of the contract to the shortlisted firms/auto workshops. Moreover, during the course of the contract period, Performance Guarantee will be liable to deduction/forfeit on account of loss to the procuring agency due to inferior quality of services which shall be communicated in writing.

6. SUBMISSION OF PROPOSALS

The application along with the relevant required document duly signed/stamped on company's letterhead must be submitted before submission deadline. The original security deposit in the form of bank draft/CDR/pay order must be submitted at Room # 12, Directorate General of Internal Audit (IR), CDA Block No II, 1st Floor, G-6 Islamabad on or before prescribed time and date as given above. The proposals will be opened and evaluated as per the evaluation criteria.

7. EVALUATION OF PROPOSALS

The proposal submitted containing all the required documents will be opened in the office of Assistant Director (Admn), Directorate General of Internal Audit (IR), Islamabad. The proposals will be evaluated by the procurement committee as per the evaluation criteria with the documentary evidence provided by the firm/auto workshops. The procurement committee

may call the firm for a meeting to discuss the requirements and terms and conditions. The Tender Purchase Committee will conduct physical verification of the workshop during the evaluation process.

8. SIGNING OF CONTRACT

After nominating the qualified applicants by the Procurement Committee, a Letter of Intent (LOI) shall be issued to the firms/auto workshops wherein they will be directed to sign an agreement within time period mentioned in LOI. If the qualified applicant fails to sign an agreement with DGIA(IR), Islamabad within specified date and time, his security deposit will be forfeited by the procuring agency, and their selection will be cancelled. The successful applicant shall not transfer the obligations of the contract to any other contractor or supplier through sub-contracting.

9. REJECTION OF APPLICATIONS

DGIA(IR), Islamabad reserves the right to accept or reject any applications, and to withdraw the evaluation process and reject all applications/proposals, at any time prior to award of Contract, without thereby incurring any liability to the affected applicants or any obligation except that the grounds for rejection of all proposals shall upon request be communicated to any applicant who submitted a proposal and security deposit will be returned. Rejection of all applications shall be notified to all applicants promptly.

10. REDRESSAL OF GRIEVANCES

In case of grievances of the applicants, the Grievance Redressal Committee (GRC) shall address the complaints of applicants that may occur prior to the entry into force of the procurement contract. Any applicant feeling aggrieved by any act of the DGIA(IR), Islamabad, after the submission of his application may lodge a written complaint on EPADS concerning his grievances. The committee shall investigate and decide upon the complaint within 14 days of receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the process. Any applicant who is not satisfied with the decision of the committee of the DGIA(IR), Islamabad, may lodge an appeal in the relevant court of jurisdiction.

11. TERMS OF CONTRACT

1. The supplier must provide services personally, without subcontracting.
2. Only genuine and brand-new parts shall be installed upto the satisfaction of the procuring agency.
3. The workshop will be bound to return old spare parts in case of replacement with new.
4. The warranty period of each item being replaced or repaired should be clearly mentioned in quoted rates. If the same defect has arisen again within the warranty period, the workshop will be responsible for replacing it for free of cost.
5. The workshop on the panel will be bound to carry out the requisite work on an immediate basis when the vehicle is referred to it even in odd hours/days.
6. The supplier shall be responsible for all applicable taxes.

7. While submitting rates the workshop should clearly show whether GST is excluded or included in the offer rates.
8. The payment of repeated work /repair will not be payable by this office if the same work occurs during a month.
9. The use of sub-standard, defective spare parts or low-quality components shall be rejected.
10. Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss/damage caused during providing services.
11. Confidentiality of all correspondence matters must be ensured.
12. The workshop must have readily available spares, lubricants and consumables, field mechanic service and vehicle-towing facility to be made available on request whenever necessary.
13. Any supplier failing to meet obligations will have their Performance Guarantee forfeited.

APPLICATION FORM

(On Letterhead of Firm)

Name of the Supplier: _____

CNIC No.: _____

Address of Office/Workshop: _____

Business Information: _____

Date of Establishment: _____

Experience: ☐ Upto 3 years ☐ Upto 5 years ☐ More than 5 years

NTN No. & Registration Date: _____

Bank Details Bank Name and Branch Code: _____

Bank Account Title: _____

IBAN Number: _____

Operational Details Total Staff: _____

Covered Area of Office / Workshop: _____

Available Facilities: _____

Declaration I hereby confirm that the information provided is accurate and complete.

(Name)

(Signature)

(Company Stamp)

Date: _____

RELEVANT EXPERIENCE

(To be submitted on Applicant's Letterhead)

Note: Attach documentary evidence.

Sr.#	Name of the Govt. Department/ Ministry	Title and Ref. No. of Contract (with Date)	Period of the Contract	Total Worth	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Declaration I hereby confirm that the information provided is accurate and complete.

(Name)

(Signature)

(Company Stamp)

Date: _____

KEY STAFF OF FIRM
(To be submitted on Applicant's Letterhead)

Sr. #	Name of Staff	Designation	Area of Expertise	Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Declaration I hereby confirm that the information provided is accurate and complete.

(Name)

(Signature)

(Company Stamp)

Date: _____

ON STAMP PAPER – Rs. 100

UNDERTAKING

I/We hereby give a firm assurance that M/s _____
(Bidder/Auto workshop) has registered Auto workshop at _____
and is financially sound and capable of providing repair and maintenance service for official
vehicles of the Directorate General of Internal Audit (IR), Islamabad located at CDA Block-II,
First Floor, G-6, Islamabad.

2. I hereby undertake that my proprietorship has not been Blacklisted/Sanctioned by any
Federal and Provincial Government Department anywhere in Pakistan.

3. It is also certified that the information furnished here in and as per the document
submitted is true and correct and nothing has been concealed or tampered with. I have gone
through all the conditions of tender mentioned anywhere in the tender documents and are liable
to any punitive action for furnishing false information / documents.

Signature _____

Name: _____

CNIC No.
(copy enclosed) _____

Date: _____

Seal/ Stamp: _____

Witness-I

Witness-II

Sign: _____

Sign: _____

Name: _____

Name: _____

CNIC #: _____

CNIC #: _____