

BIDDING DOCUMENTS/INSTRUCTION TO THE BIDDERS

1. INVITATION FOR PRE-QUALIFICATION.

Federal Government Organization, Punjab invites applications for pre-qualification from reputable registered suppliers/workshops/firms throughout Punjab for providing services related to supply of spare parts or required repair work for official cars/motorcycles and purchase/replacement of tyres of 04-wheelers.

The pre-qualification process is being conducted in accordance with the Public Procurement Rules, 2004 and will be processed electronically via E-Pak Acquisition & Disposal System (EPADS).

2. APPLICANTS SUBMISSION DEADLINE

- i **Submission:** All potential bidders are requested to submit online bids on electronic portal of e-PADS <http://eprocure.org.pk> before 05.10.2026 at 1030-hours
- ii **Deadline:** Bid/proposal closing date 05.10.2026 at 1030-hours.
- iii **Opening Date:** Bid/proposal opening date 05.10.2026 at 1100-hours.

3. ELIGIBLE BIDDERS:

- i. **PPRA Registration:** The firm/vendor must be registered with PPRA for E-procurement on “e-Pak Acquisition and Disposal System (e-PADS).
- ii. **FBR Registration:** The firm/vendor must be registered with the FBR (Federal Board of Revenue) for Income Tax/Sales Tax, NTN etc.
- iii. **VENDOR Number:** The firm/vendor must have vendor numbers issued by AGPR.
- iv. **IBAN/Account Number:** Firm must be given account maintenance certificate verified by vendor concerned Bank
- v. **Affidavit of No Blacklisting:** The firm/vendor must submit an affidavit on a stamp paper of a minimum value of Rs. 100, declaring that the bidder has not been blacklisted and not involved any litigation by any Government Department/Organization at the time of submission of e-bid. A scanned copy must be submitted via E-PADS, and the original must be provided to FGO.
- vi. **Compliance with Bidding Instruction:** The firms/vendor must carefully examine all instruction, terms and condition outlined in the bidding documents, failure to provide the required information may lead to rejection of the e-bids.

4. **EVALUATION CRITERIA.**

FOR LOT-I (VEHICLE REPAIR & MAINTENANCE SERVICES)

Evaluation parameter	Criteria breakdown	Max marks
Registration	NTN & STRN Registered	05
	Must be in active tax payer list	05
	Vendor number issued by AGPR	05
Blacklisting/litigation affidavit	- Not having been declared blacklisted/debarred by any of the Public/Private sector entity in Pakistan. - Not having been involved in any litigation during last three years.	05
		05
Bank Statement	Last 01 or 02 years bank statement duly verified.	10
Past performance	5 marks per successfully completed vehicle maintenance contract with Government/Corporate sectors over the last 3 years. 01 to 02 year= 10 02 to 04 years=15 More than 04 years=20 (Any verifiable document which may support experience claim may be accepted)	20
Infrastructure & equipment	Workshop/Technical Competence for all or any of vehicle types/makes etc. (20) - Well-equipped=20 - Medium level equipped=10 - Average level equipped=05 Secure indoor parking courtyard (05)	25
Human Resource Capacity	Number of qualified EFI engine mechanics, auto electricians and service supervisors (Attach employee profile or diploma)	20

EVALUATION CRITERIA FOR LOT-II (SUPPLY/REPLACEMENT OF TYRES)

Evaluation parameter	Criteria breakdown	Max marks
Registration	NTN & STRN Registered	05
	Must be in active tax payer list	05
	Vendor number issued by AGPR	05
Blacklisting/litigation affidavit	- Not having been declared blacklisted/debarred by any of the Public/Private sector entity in Pakistan. - Not having been involved in any litigation during last three years.	05
		05
Bank Statement	Last 01 or 02 years bank statement duly verified.	10
Past performance	5 marks per successfully completed vehicle maintenance contract with Government/Corporate sectors over the last 3 years. 01 to 02 year= 10 02 to 04 years or above =20 (Proof of supplying bulk tyre orders to other government department or corporate entities)	20
Market authority	Authorized dealership/distributorship certificate from major, well-known tyre manufacturers (e.g., General, Dunlop, Yokohama, Bridgestone)	20
Storage & inventory capacity	Proof of a commercial outlet/warehouse with adequate stock capacity to avoid long backorders.	15
Warranty & support	Written commitment to honor direct manufacturing defect warranties and replace faulty items within minimum time	10

5. TERMS & CONDITIONS

1. Only those firms / suppliers which fulfill the eligibility criteria upto 65% shall be prequalified.
2. Copies of Income Tax & Tax Registration certificates, vendor number / accounts No. etc. must be submitted with the bid / tender.
3. Applicants shall correspond to 100% of the requirements specified and warranty shall be explicitly mentioned.
4. Interested firms should have regular place of business, landline telephone numbers and email address and must provide proof of their office in the particular business within Punjab.
5. The agency shall response to those firms/vendors only who submit their documents through online process, e-PADS.
6. The right to accept, reject or cancel any application without assigning any reason is hereby reserved. The decision of the Competent Authority would be final and binding on all matters relating to this tender.
7. Successful bidders will be required to furnish a pay order/bank draft amounting to Rs. 50,000/- as security deposit, which will be refunded on expire of the contract/agreement.
8. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even in odd hours/days.
9. The interested Auto workshops / firms should have their own complete set up of repair / maintenance of vehicles within Punjab.
10. Order of supply of spare parts/repair maintenance of vehicle or purchase/replacement of tyres shall be placed as per need/requirement which may vary from time to time.
11. The workshop will be bound to return old spare parts/tyres 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 within warranty, the workshop will be responsible to replace it at free of cost.
12. Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss/ damage caused during providing services at their premises.
13. The rates offered must be inclusive of applied taxes.
14. After pre-qualification, an open frame work agreement will be signed between successful organization and pre-qualified firms initially for 01-year and may be extended for another year or any time period mutually agreed by both parties in the light of PPRA rule No. 16(A).
15. Tender will be opened on 05-10-2024 at 1100-hours in the presence of representatives of firms/vendors in the office of Deputy Director (Admn), 94-Upper Mall, Lahore.
16. Firms must clearly mention their services on sealed envelope of proposal/bids against their participation within brackets (Prequalification of firms for **Lot-I i.e Repair work** of official 04-wheelers) or (**Lot-II i.e Supply of Tyres**) for bidding.
17. Applications received after the due date and time will not be entertained.
18. All / any payment(s) will be made through AGPR.
19. The firms/suppliers/contractors must fill and submit Proposal proforma for Firm/Supplier/Contractor (Annex-A) alongwith other requisite documents for prequalification through e-PADS.
20. Detail of all repair work/spare parts/types of vehicles of transport are given at Annex-B
21. Detail of all required size of tyres for official vehicles are given at Annex-C.
22. All other terms and conditions will be as per PPRA Rules-2004 amended from time to time.

6. **BID SUPPORTING DOCUMENTS:**

The firm/vendor must provide the following documentations:

- a) Firm/Company Profile
- b) Bank Account Details
- c) GST Certificate
- d) NTN Certificate
- e) Certificate of Active status on FBR (Sale Tax & Income Tax)
- f) Vendor Numbers registered with AGPR
- g) Tax Exemption Certificate (if any)
- h) Dealership certificate
- i) Bank statement of firm/vendor (last One or Two years)
- j) Undertaking on judicial stamp paper of Rs. 100 that the firm is not backlisted/not being involved in litigation
- k) List of tools, equipment and technical staff available.
- l) Annual Turnover supported by Income Tax return Last Year.
- m) Previous detail of works with documentary proof (if any).
- n) Must attach signed copy of Terms & Condition by Bidders.

PERFORMA FOR FIRM/SUPPLIER/CONTRACTOR
FOR THE SUPPLY/REPAIR OF ALL TYPES OF _____

Name of Firm/Company/Supplier/Contractor	
Address	
Name (s) of owner/Director (s)	
Contact No.	
Email ID	
Year of incorporation/registration	
NTN No./STN No.	
Vendor number issued by AGPR	
Previous Experience in year (s)	

Document submission check list:

Sr No.	Details of Document submission	Yes/No
1.	CNIC copies of owner/directors of firms/companies/suppliers/contractor	
2.	NTN/GST/STN certificate	
3.	ATL (Active Taxpayer List) proof	
4.	Original affidavit for not blacklisting /not being involved in litigation	
5.	List of clients	
6.	List of managerial/technical staff	
7.	Dealership certificate for tyres / Market reputation for repair work	
8.	Financial Statement of last 02 years	
9.	Past experience: copies of work/supply orders/agreements with organizations/departments/ministries etc.	

Please tick mark (✓) in relevant work you are participating:

Sr. #	Proposal	Description/Detail	Tick ✓
01	Lot-I	Spare parts of vehicles/motorcycles, repair/maintenance, batteries, wheel alignment, denting/painting, electrical work, AC service	
02	Lot-II	Tyres of vehicles	

Note: I/We have gone through each and every clauses and agreed upon all the terms & Conditions mentioned in Tender Notice.

Authorized Signature

Name:

Designation:

**COMPLETE ENGINE OVERHAULING
PARTS OF TOYOTA SUZUKI HONDA
CITY/CIVIC NISSAN ISUZU**

Sr.	PARTS
1.	Piston Set
2.	Rin Set
3.	Main Bigend Set
4.	Thrust
5.	Valve Set
6.	Valve Guide Set
7.	Engine Kit
8.	Chain
9.	Chain Tensioner
10.	Chain Damper Small
11.	Chain Damper Big
12.	Oil Filter
13.	Air Filter
	Spark Plug
15.	Fuel Filter
16.	Fuel Filter Pump
17.	Igniter Coil Set
18.	ATF Oil Recommended
19.	Engine Mounting
20.	Clutch Plate
21.	Pressure Plate
22.	Clutch Bearing
23.	Oil Pump Assembly

**FRONT SUSPENSION/REAR SUSPENSION
OF TOYOTA SUZUKI HONDA NISSAN
ISUZU**

Sr.	PARTS
1.	Tie Rod End Set
2.	Rackend Set
3.	Ball Joint
4.	Z-Link
5.	Lower Arm Bush
6.	Front Shock Mounting
7.	Stabilizer Bush
8.	Front Wheel Bearing
9.	Steering Boot
10.	Front Shock
11.	Steering Cross Rod
12.	Front Disk Pad
13.	Front Shock Dust Cover
14.	Radiator Assembly
15.	Rear Shock Set
16.	Rear Disk Pad Set
17.	Rear Wheel Hub
18.	Radiator Upper Support
19.	Radiator Water T
20.	Radiator cup
21.	Steering Assembly
22.	Brake Master Cylinder
23.	Clutch Master Cylinder
24.	Caliper Kit

AC work of Toyota Suzuki, Honda, Nissan, Isuzu	
s.#	ITEM NAME
1.	AC Compressor
2.	AC Condenser
3.	AC Evaporator Unit
4.	AC Discharge Solution Liquid Pipe Line Set
5.	AC Expansion Valve
6.	AC Belt
7.	AC Central Kit
8.	AC Gas Charging (Genetron USA)
9.	Complete AC Unit Fitting + Labour
10.	Air Divider Cable (GEN)
11.	AC Liquid Pipe
12.	AC Compressor Oil
13.	AC Filter
AC work of Toyota Land Cruiser Jeep, Toyota Hiace, Honda, Isuzu, Nissan	
S.#	ITEM NAME
1.	AC Compressor
2.	AC Condenser
3.	AC Evaporator Unit
4.	AC Discharge Solution Liquid Pipe Line Set
5.	AC Expansion Valve
6.	AC Belt
7.	AC Central Kit
8.	AC Gas Charging (Genetron USA)
9.	Complete AC Unit Fitting + Labor
10.	Air Divider Cable
11.	AC Liquid Pipe GEN/JAP
12.	AC Compressor Oil
13.	AC Filter

External Body parts of Toyota, Suzuki, Honda, Nissan, Isuzu	
S.#	ITEM NAME
1.	Hood
2.	Front Bumper
3.	Bumper Stay
4.	Grill
5.	Grill Lining
6.	Grill Molding Upper
7.	Grill Monogram
8.	Front Bumper Grill Lower
9.	Fender Left/Right Hand
10.	Head Lam Thailand
11.	Wind Screen
12.	Back Lamp
13.	Trunk Lam
14.	Rear Bumper
15.	Lock Kit
16.	Crystal Matt
17.	Jack Rod Pana
18.	Back View Mirror
19.	Driver View Mirror
20.	Spiral Cable
21.	Horn
23.	Battery
24.	Seat Poshish (Leatheriest/Fabric)
25.	Floor Mattin (Leatheriest)
26.	Tented Paper
27.	Diggi Trim Board
28.	Door Trim
29.	Steering Cover

Misc. Parts of Toyota, Suzuki, Honda, Nissan, Isuzu

Sr. #	Item Name	Sr. #	Item Name	Sr. #	Item Name
1.	Back Light	33.	HT Lead Set	65.	Reverse Camera
2.	Head Light Tube	34.	Distributor	66.	Speaker
3.	Fog Lamp Set	35.	Distributor Cap	67.	Number Plates (PK)
4.	Mirror Indicator	36.	Battery Terminal	68.	Gear Oil
5.	Engine Main Pulley	37.	Bulb	69.	Shaft Cross
6.	Steering Lock	38.	Air Press	70.	Grill Light
7.	Diggig Lock	39.	Radiator Tank Upper/Lower	71.	Duster
8.	Door Glass Set	40.	Wiper Blade Set	72.	Injector Cleaner
9.	Body Polish & 7CF	41.	Wiper Arm	73.	Wiper Motor
10.	Crystal Matt	42.	Radiator Fan Motor	74.	Radiator Fan
11.	Carpet Matt	43.	Power Steering Motor	75.	AC Heater
12.	Oil Seal Set	44.	Self-Starter	76.	Water Motor
13.	Axel Seal	45.	Generator	77.	Throttle
14.	Door Channel	46.	Fan Belt Set	78.	Indicator Flasher
15.	Cam Sensor	47.	Adjuster Pulley	79.	Gear Garrari
16.	Crank Sensor	48.	Sound Bottle	80.	Timing Bearing
17.	Knock Sensor	49.	Wiring	81.	Timing Belt
18.	Water Sensor	50.	Disc Plate	82.	Timing Bearing
19.	Water Sending Unit	51.	Hand Brake Cable & Shoes	83.	Wheel Brake Cylinder
20.	Oil Sending Unit	52.	Diggi Cable	84.	Computer Box
21.	Ignition coil	53.	Wiper Shawar Bottle	85.	Map Sensor
22.	Injector	54.	ABS Sensor	86.	Differential
23.	Accelerator Paddle	55.	Air Cleaner Pipe	87.	Propeller Shaft
24.	Gear Lever Seal	56.	Mudguard Shield	88.	Hooter
25.	Lower Clutch Cylinder	57.	Door catcher Inner/Outer	89.	Safe guard
26.	Fuse Box	58.	Mudguard Shield	90.	Towel Duster
27.	Brake Oil	59.	Engine Shield	91.	Door Master Panel
28.	ATF Oil	60.	Mud Flapper	92.	Horn Strip
29.	LCD Panel	61.	Regulator Handel	93.	AC Blower & Motor
30.	Wheel Drum	62.	Cylinder Block	94.	Steering Shock
31.	Timing Adjuster	63.	Speedometer Cable	95.	Fuel Tank
32.	Brake Washers	64.	Wheel Stud & Nut	96.	Cylinder Head & Block

FRONT SUSPENSION/REAR SUSPENSION
OF Toyota Land Cruiser Jeep, HIACE HINO MINI BUS

s.#	PARTS
1.	Front shock/Shock Bush
2.	Helper Rod/Helper Rod Bush
3.	Tie Rod End
4.	Leaf Spring Kamani Patta/Bush/Iron Bush/ Jhola/Clip/Nipple/Rear Shock/Dumper Shock/Kin Pin Bearing
5.	Steering Box/Rod/Steering Wheel /Steering Hydraulic Pipe/Hydraulic Filter, Steering Cross
6.	Radiator/House Pipe/Radiator Bottle/Radiator Cap/Radiator Fan (PK) Water Pump Radiator Sensor/ Thermostat Body Thermostat Valve
7.	Oil Filter/Oil Seal Set
8.	Front Wheel Bearing/Seal/Brake Washer/Brake Shoes Brake Cylinder/Brake Valve/Brake Servo/ Brake Servo Kit/Wheel Cylinder Plate Wheel Drum/Rim Wheel Stud
9.	Clutch Plate/Pressure Plate/Fly Wheel Bearing /Clutch Bearing/Clutch Bearing Pipe Clutch Booster/Clutch Kit Lower & Upper/Clutch Paddle/Clutch Cylinder Upper & Lower Gear Box/Gear Lever/Gear Lever End/Hand Brake Lever/Propeller Shaft/Drum/T) Propeller / Propeller Shaft Cross Hand Brake Cable /Hand Brake Shoes Roof Rubber
10.	Rear Differential Axel/ Accelerator Paddle / Stopper Motor Rear Wheel Bearing Accelerator Cable/Chowk Cable
11.	Fuel Tank, Fuel Pipe, Fuel Filter Upper & Lower, Fuel Pump nozzle, Nozzle Pipe
12.	Dipper Assembly/Pressure Horn/Relay Pipe/Head Light/Indicator/Fog Light/Parking Light/Rear Brake Parking Reverse Stop Light Main Switch Ignition Switch/Fuse Box/Chowk Motor/Wiper Motor/Wiper Blade/Wiper Rod Flasher/Fawara/Fawara Motor/Lower Fuse Box/Fuse/Relay/Self Starter/Generator/Dash Board Meter Oil Pressure Gauge/Fan Belt/Roof Light/ (Fuel Gauge/Temperature Gauge/Air Press Gauge
13.	Exhaust Stopper/ Exhaust Manifold/ Exhaust Pipe/Muffler Exhaust Pipe Bush/Blow Pipe
14.	Air Intake Manifold/ Air Filter/Air Filter Box/Air Filter Pipe/Air Storage Tank/Air Pressure Head/Pressure Pipe/ Pressure Control Valve/Pressure Release Valve/Gear Oil/Brake Oil/Power Steering Oil/ Coolant
15.	Front & Rear Bumper & Stay, Front Show/ Wind Screen with Bidding/Front Screen Upper Show/Doors/Door Lock/Catcher/Side Window Glass/Slide/Biding/Glass Spot/Dash Board/Seat/Engine Tappa/Roof Sheet with Bidding/Rear Screen With Bidding/Side Sheets/Side Mudguard with Extension/Safeguard/Rear Mudguard/Mud Flapper/Lock Set/Side View Mirror/Horn/Door trim/Steering Cover
16.	Piston/Connecting Rod/Sleeve/Connecting Rod Bush/Main Bigend/Crank Shaft/ Shaft/Cylinder/Head Valve/Seal/Kamani Bush/ Timing Garrari Set/Crank Case/Ring Set/Jain Kit Complete/Kam Shaft/Head Gas Kit/Thrust/Heater/Cylinder Bearing/Valve Guide/Bush/Oil Pump Assembly
17.	Heater Glow Plug
18.	Driver View Mirror & Back View Mirror K
19.	Battery

Complete outer body of Motorcycle Honda CG-125					
Sr.	Parts	Sr.	Parts	Sr.	Parts
1.	Tanky & Tappay Set & Rubber and Lock	25.	Battery	48.	Foot Rest
2.	Front Tyre & Tube	26.	Mirror Set	49.	Handel Lock
3.	Rear Tyre & Tube	27.	Rectifier	50.	Cylinder Head
4.	Front Shock Complete	28.	Coil Kara and Plate	51.	Insulator
5.	Rear Shock Complete	29.	Head Light Complete	52.	Filter Foam & Jali
6.	Indicator	30.	Back Light Complete	53.	Petrol Kock & Pipe
7.	Meter Complete & Bolt and Rubber	31.	Brake Switch	54.	Front Wheel Axel
8.	Meter Cable	32.	Horn	55.	Rear Wheel Axel
9.	RPM Cable	33.	Foot Bar & Rubber and Bolt	56.	Chain Cover & Bolt
10.	Clutch Cable	34.	Side Stand & Bolt and Spring	57.	Main Stand & Spring & Pin
11.	Front Brake Cable	35.	Brake Paddle and Spring	58.	Chain Pattari Main Stand
12.	Accelerator Cable	36.	Front Mudguard	59.	Chain Garrari Set
13.	Grip Set	37.	Rear Mudguard & Bolt and Rubber	60.	Drum Bush Set
14.	Rubber Grip Set	38.	Front & Rear Mud Flapper Set & Bolt	61.	Chain Adjuster
15.	Handel Goli and Cone Set	39.	Ignition Switch Kit	62.	Plug Adopter
16.	Front Rim and Spokes	40.	Font Brake Shoes	63.	Rear Wheel Rim & Spokes
17.	Front Wheel Drum and Plate Complete	41.	Rear Brake Shoes	64.	Spark Plug
18.	Meter Garrari	42.	Rear Brake Rod	65.	Rotary Filter
19.	Seat Complete and Bolt	43.	Carburetor	66.	Kick
20.	Wiring Complete	44.	Hose Pipe	67.	Kick Shaft Spring
21.	Flasher	45.	Below Pipe	68.	Gear Lever & Shaft
22.	CDI Unit	46.	Silencer	69.	Head Light Wiser
23.	Visor for Dream CG-125	47.	Wire Lock	70.	Shock Lock
24.	Back light for Dream CG-125				

COMPLETE ENGINE OVERHAULING OF MOTORCYCLE HONDA-125

Sr.	Parts	Sr.	Parts	Sr.	Parts
01.	Piston Kit	10.	Clutch Verm	19.	Gear Garrari Set
02.	Valve Set	11.	Clutch Spring	20.	Clutch Roller Bearing
03.	Valve Guide Set	12.	Magnet O Ring	21.	RPM Garrari
04.	Valve Seal Set	13.	Engine Seal Set	22.	Neutral Switch.
05.	Push Rod Set	14.	Tappet Screw	23.	Kick Shaft Spring
06.	Rocker Arm	15.	Full Jain Kit	24.	Tappet Cover Jain
07.	Rocker Pin Set	16.	Gear Box Bearing Set	25.	Cam Garrari Set
08.	Connecting Rod	17.	Clutch Plate	26.	Clutch Box Complete
09.	Weight Bearing Set	18.	Clutch Couple	27.	Miscellaneous spare parts

Annex-C

(Bridgestone, Dunlop, Yokohama or Equivalent Brand of Tyre)	
S. No	Tyres Size
1.	265/60R18 (for Bullet Proof)
2.	285/60R18 (for Bullet Proof)
3.	235/65R16C
4.	255/70R15
5.	165/70R14
6.	215/55R16
7.	175/65R14
8.	265/65R17
9.	265/60R18
10.	185/70R14
11.	185/70R13
12.	205R16C
13.	235/75R15
14.	175/70R13
15.	195/65R15
16.	145/70R12
17.	165/65R14
18.	31x10.50R15LT
19.	7.50-16LT
20.	265/70R16