SECTION I — INVITATION FOR PREQUALIFICATION

1. The Directorate General of DNFBPs, Islamabad, invites applications through EPADS from reputable, technically competent and financially sound automobile workshops/firms for prequalification for repair and maintenance of official vehicles during FY 2026–27, in accordance with applicable procurement rules and instructions.

2. The scope includes mechanical, electrical, engine, transmission, suspension, braking, air-conditioning, bodywork, denting, painting, routine maintenance and spare-parts replacement.

3. Only applicants fulfilling the mandatory eligibility requirements and prescribed evaluation criteria shall qualify. Prequalification shall not guarantee any contract or minimum volume of work.

SECTION II — ELIGIBILITY AND DOCUMENTS REQUIRED

Applicants must:

1. Possess valid NTN and applicable tax registrations.
2. Have an operational workshop in Islamabad/Rawalpindi or nearby areas.
3. Employ qualified technical staff and possess requisite tools, machinery and diagnostic equipment.
4. Have relevant experience in vehicle repair and maintenance.
5. Not be blacklisted or debarred by any competent authority, where applicable.
6. Submit complete and verifiable information.

Required Documents:

- Application on firm's letterhead.
- CNIC of proprietor/authorized representative.
- NTN and applicable tax registration certificates.
- Registration certificate, incorporation documents or partnership deed, as applicable.
- Workshop address and contact details.
- List of machinery, tools, diagnostic equipment and technical staff.
- Evidence of relevant experience and previous contracts.
- Financial capacity documents, where applicable.
- Declaration of non-blacklisting and undertaking regarding correctness of information.

Applications shall be submitted through EPADS before the prescribed deadline. Incomplete or materially misleading applications may be rejected under applicable rules.

SECTION III — SCOPE OF SERVICES

Prequalified workshops may be required to undertake:

- Mechanical and engine repairs.
- Electrical and electronic repairs.
- Transmission, suspension, steering and braking repairs.

- Air-conditioning servicing and repairs.
- Denting, painting and bodywork.
- Routine maintenance, including oils, filters and lubricants.
- Computerized diagnostics and fault identification.
- Supply and installation of approved spare parts.
- Repair and maintenance of official motorcycles.

SECTION IV — PREQUALIFICATION EVALUATION CRITERIA

Applications shall be assessed against the following proposed technical evaluation criteria, with a maximum score of 100 marks.

S #	Evaluation Criteria.	Maximum Marks.
1	Relevant experience and past performance in vehicle repair and maintenance	20
2	Availability of machinery, tools and diagnostic equipment	20
3	Qualified technical staff and workshop management capability	15
4	Workshop infrastructure, repair bays and vehicle-handling capacity	15
5	Location, accessibility and capacity to provide timely/emergency services	10
6	Financial capacity and ability to sustain repair operations	20
	Total;	**100**

Proposed qualifying score: 80 marks out of 100, subject to satisfaction of all mandatory eligibility requirements and approval of the final criteria before publication.

The evaluation committee shall assess applications on the basis of documentary evidence and the information submitted by each applicant. The procuring agency may verify the workshop's facilities, staff, experience and submitted documents where necessary.

Applicants failing any mandatory eligibility requirement shall not qualify merely by obtaining the minimum technical score.

SECTION V - TERMS AND CONDITIONS FOR REPAIR WORK

1. Prequalification shall establish the technical and financial capability of the applicant; it shall not, by itself, authorize the applicant to undertake any repair work.
2. Each repair job shall require a written work order or other valid authorization issued by the competent authority.
3. Before commencing work, the selected workshop shall provide a detailed estimate specifying the nature of the defect, labour charges, spare parts, quantities, unit rates, applicable taxes and estimated completion time.
4. No additional repair or replacement shall be carried out without prior approval of the competent authority.
5. Spare parts shall conform to the specifications approved by the Directorate. Genuine parts shall be supplied where specifically required, and the workshop shall provide invoices or other supporting evidence for the parts supplied.

6. The workshop shall complete repairs within the approved timeframe and shall not charge for unauthorized work.
7. The Directorate reserves the right to inspect the vehicle and verify the quality, quantity and reasonableness of the work performed before processing payment.
8. Payment shall be processed after satisfactory completion and verification of the authorized repair work, submission of the invoice and supporting documents, and observance of applicable financial rules and tax requirements.
9. The workshop shall remain responsible for rectifying, without additional labour charges, defects attributable to faulty workmanship during the warranty period specified in the approved work order.
10. No commitment regarding a minimum number of vehicles, repair jobs or expenditure shall arise solely from prequalification.
11. The applicant shall comply with all applicable laws, procurement rules, tax requirements and instructions issued by the procuring agency.
12. Any fraud, misrepresentation, collusion or material breach may result in rejection, cancellation of the relevant work order or other action permissible under the applicable rules.

SECTION VI - APPLICATION FORM

A. General Information

- Name of firm/workshop: _____
- Name of proprietor/authorized representative: _____
- Legal status: _____
- NTN: _____
- Applicable sales tax registration: _____
- Complete workshop address: _____
- Contact number: _____
- Email address: _____
- Year of establishment: _____

B. Technical Capability

- Number of qualified mechanics: _____
- Number of auto electricians/technical staff: _____
- Number of repair bays: _____
- Diagnostic equipment available: _____
- Major repair facilities available: _____

- Vehicle makes/models regularly serviced: _____
- Emergency repair facility, if available: _____

C. Relevant Experience

S #	Client Name	Description of Work	Contact Period.	Value of Work.	Supporting Document
1					
2					
3					

D. Financial Information

- Average annual turnover for the preceding three financial years, where applicable: _____
- Bank name: _____
- Financial documents attached: Yes / No

SECTION VII — DECLARATION BY THE APPLICANT

I/We hereby declare that the information and documents submitted with this application are true and correct to the best of my/our knowledge and belief. I/We understand that any material misrepresentation or concealment of facts may result in disqualification or other action under the applicable rules.

I/We further undertake to comply with the terms and conditions prescribed by the Directorate General of DNFBPs, Islamabad, and acknowledge that prequalification does not guarantee the award of any repair or maintenance contract.

Name of proprietor/authorized representative: _____

Designation: _____

Signature: _____

Name of firm/workshop: _____

Date: _____

Official stamp: _____

For and on behalf of the Procuring Agency

Directorate General of DNFBPs, Islamabad

Authorized Officer: **Mr. Sohail Akhtar Khan**

Designation: **Superintendent (Admn & Finance)**

Date: _____