SECTION I — INVITATION FOR PREQUALIFICATION

1. The Directorate General of DNFBPs, Islamabad, invites applications from reputable, technically competent and financially sound automobile workshops/firms for prequalification for the repair and maintenance of operational official vehicles during Financial Year 2026–27, in accordance with the applicable Public Procurement Rules, 2026, and other relevant procurement instructions.
2. Interested firms/workshops possessing the requisite technical expertise, qualified mechanics, diagnostic equipment, workshop facilities and relevant experience are invited to submit their prequalification applications through EPADS within the prescribed deadline.
3. The scope of services shall include mechanical repairs, electrical and electronic repairs, engine and transmission work, suspension and braking systems, air-conditioning, bodywork, denting and painting, replacement of spare parts, routine maintenance and other vehicle-related repair services as and when required by the Directorate.
4. Applications shall be evaluated strictly in accordance with the eligibility conditions and evaluation criteria specified in this document. Only applicants meeting the prescribed prequalification requirements shall be considered for subsequent procurement proceedings.
5. The prequalification process shall not constitute a commitment to award any contract or guarantee any minimum volume of work. Individual repair jobs shall be undertaken only after authorization by the competent authority, subject to the applicable procurement procedure and availability of funds.

The procuring agency reserves its rights under the applicable procurement rules, including the right to accept or reject applications in accordance with the law.

SECTION II — INSTRUCTIONS TO APPLICANTS

1. General Instructions

Applicants shall carefully examine all requirements contained in this document and submit complete, accurate and verifiable information.

2. Eligibility Requirements

The applicant must:

a. Be a legally established workshop, firm, partnership or company authorized to undertake automobile repair and maintenance services.

b. Possess a valid National Tax Number (NTN) and other applicable tax registrations.

c. Have an operational workshop with suitable repair facilities in Islamabad/Rawalpindi or within a reasonable distance enabling timely service to official vehicles.

d. Employ qualified mechanics, auto electricians and other technical personnel relevant to the services offered.

e. Possess the tools, machinery and diagnostic equipment necessary for the proposed scope of work.

f. Have relevant experience in the repair and maintenance of automobiles.

g. Not be blacklisted or debarred by a competent government authority or procuring agency, where such debarment remains applicable.

h. Submit an undertaking confirming the correctness of the information provided and willingness to comply with the prescribed terms and conditions.

3. Documents Required

Each applicant shall submit the following documents:

1. Application on the firm's letterhead, duly signed by the authorized representative.
2. Copy of CNIC of the proprietor/authorized representative.
3. NTN certificate and evidence of applicable tax registration.
4. Certificate of registration/incorporation or partnership deed, where applicable.
5. Details of the workshop's complete address, contact numbers and authorized contact person.
6. List of available machinery, tools, diagnostic equipment and repair facilities.
7. Details of qualified technical staff and their relevant experience.
8. Documentary evidence of previous experience in automobile repair and maintenance, including work orders, completion certificates or client references, where available.
9. Financial capacity documents, such as bank statements, bank certificate or financial statements, as applicable.
10. List of major repair and maintenance contracts undertaken during the preceding three years.
11. Declaration of non-blacklisting/non-debarment.
12. Affidavit/undertaking that the applicant has not provided false or misleading information.
13. Any additional document expressly required in the EPADS notice or applicable standard bidding document.

4. Submission of Applications

Applications shall be submitted electronically through EPADS in the prescribed manner before the closing date and time. Applicants shall ensure that all mandatory documents are uploaded and that their vendor registration is valid.

Incomplete applications, applications containing materially false information, or applications not submitted in accordance with the stated requirements may be rejected in accordance with the applicable rules.

5. Clarification of Documents

Any request for clarification shall be submitted through the prescribed channel within the period allowed by the procuring agency. Clarifications shall not be used to permit material changes to an application after the submission deadline.

SECTION III — SCOPE OF SERVICES

The prequalified workshops may be required to provide the following services, subject to the requirements of the Directorate:

1. **Mechanical Repairs:** Engine, clutch, gearbox, transmission, suspension, steering, braking system and related mechanical components.
2. **Electrical Repairs:** Batteries, alternators, starters, wiring, lights, sensors and electrical systems.
3. **Air-Conditioning:** Inspection, servicing, gas charging, compressor repairs and replacement of related components.
4. **Body Repairs:** Denting, painting, bumper repairs, replacement of damaged body parts and associated work.
5. **Routine Maintenance:** Engine oil, filters, lubricants, coolant, brake fluid and other scheduled maintenance items.
6. **Diagnostic Services:** Computerized scanning, fault identification and technical inspection.
7. **Spare Parts:** Supply and installation of genuine or otherwise approved quality spare parts, as specified in the authorized repair estimate.
8. **Motorcycle Repairs:** Repair and maintenance of official motorcycles, where required.
9. **Other Services:** Any additional automobile repair or maintenance work specifically authorized by the competent authority.

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

Sr. No.	Client/department	Description of work	Contract 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 (ADMIN & FINANCE)

Date: 30.10.2026