

**NATIONAL ASSEMBLY SECRETARIAT**

No.F.1(4)/2026-27-Pre-Qualification/T.Cell

Islamabad, the 23<sup>rd</sup> June, 2026

**INVITATION TO BID**

**PRE-QUALIFICATION OF FIRMS/WORKSHOPS FOR REPAIR AND  
MAINTENANCE OF OFFICIAL VEHICLES**

National Assembly Secretariat, Islamabad, invites applications in accordance with Rule 36(a) of the Public Procurement Rules, 2004 i.e. Single Stage One Envelope Procedure for Pre-Qualification of reputable, workshops/firms registered with Sales Tax/Income Tax Departments and are on Active Taxpayers List (ATPL) of FBR, having their own setup in Rawalpindi/Islamabad for the repair and maintenance of official vehicles of different makes and models under following categories for a period of two years extendable for a further period of one year:

- a) Repair and Maintenance of Vehicles
- b) Supply of Tyres/Tubes/Flaps
- c) Supply of Batteries

2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bids, evaluation criteria, clarification/rejection of bids, performance guarantee, etc. are available at the websites of the National Assembly Secretariat ([www.na.gov.pk](http://www.na.gov.pk)) and PPRA's ([www.ppra.org.pk](http://www.ppra.org.pk)). The same can also be obtained from the Section Officer (Procurement), National Assembly Secretariat during office hours, free of cost.

3. The bids prepared in accordance with the instructions in the bidding documents, must be reached by hand or through registered courier to the Section Officer (Procurement), National Assembly Secretariat, Islamabad on or before **13<sup>th</sup> July, 2026 at 11:00 a.m.** The Bids will be opened on the same day at 11:30 am at National Assembly Secretariat in the presence of the representatives of the bidders.



**Section Officer (Procurement)**  
National Assembly Secretariat  
Telephone No. 051-9103116

# **TENDER DOCUMENT**

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## **PRE-QUALIFICATION OF FIRMS/WORKSHOPS FOR REPAIR AND MAINTENANCE OF OFFICIAL VEHICLES**

**NATIONAL ASSEMBLY SECRETARIAT  
ISLAMABAD**

## INTRODUCTION

National Assembly Secretariat, Islamabad, invites applications in accordance with Rule 36(a) of the Public Procurement Rules, 2004 i.e. Single Stage One Envelope Procedure for Pre-Qualification of reputable, workshops/firms registered with Sales Tax/Income Tax Departments and are on Active Taxpayers List (ATPL) of FBR, having their own setup in Rawalpindi/Islamabad for the repair and maintenance of official vehicles of different makes and models (list of vehicles may be obtained upon request) under following categories for a period of two years extendable for a further period of one year:

- a) Repair and Maintenance of Vehicles
- b) Supply of Tyres/Tubes/Flaps
- c) Supply of Batteries

## 2. SCOPE OF SERVICES:

The services required include but are not limited to:

- Mechanical repairs
- Electrical repairs
- Denting and painting
- Engine overhauling
- Suspension works
- Supply and installation of genuine spare parts
- Tyre replacement services
- Preventive maintenance services (oil changes, filter replacements, etc.)
- Provision of new Tyers
- Batteries (wet cell and dry cell)

## 3. GENERAL TERMS AND CONDITIONS:

- a) The bidder must be NTN/GST registered and listed on the Active Taxpayers List (ATPL) of FBR.
- b) The application/bid shall be addressed to the Section Officer (Procurement), National Assembly Secretariat and shall clearly indicate the category for which prequalification is being sought.
- c) Single Stage One Envelope bidding procedure as specified in rule 36(a) of the Public Procurement Rules, 2004 shall be followed.
- d) The applications/bids should reach by hand or through registered courier to the Section Officer (Procurement), National Assembly Secretariat, Islamabad on or before **13<sup>th</sup> July, 2026 at 11:00 a.m.** The Bids will be opened on the same day at 11:30 am at National Assembly Secretariat in the presence of the representatives of the bidders.
- e) A bid security of PKR 50,000 (rupees fifty thousand thousand only) in the shape of a Bank Draft/CDR (Cheque will not be accepted) in favor of Section Officer (Procurement), National Assembly Secretariat, Islamabad, must be attached with the bid. Furthermore, the original bank draft/CDR must be submitted to the office of the Section Officer (Procurement) before the scheduled opening of the tender.
- f) The firms will be shortlisted as per Public Procurement Rules, 2004.
- g) Successful firms shall be responsible to provide its services for repair/maintenance after approval of their quotation.
- h) For each repair work/order, National Assembly Secretariat shall call up quotations in sealed envelope from the prequalified suppliers on its panel and award the work to the supplier who has quoted the lowest rates; however, if two or more prequalified suppliers quote same rates for either of the job assignments, the bidder/firm who may provide the required supplies in the

- shortest possible time and have their workshop near to the National Assembly Secretariat will be given preference.
- i) Firm/Workshop shall be bound to replace the faulty parts with genuine spare parts having sufficient warranty period.
  - j) Firm/Workshop shall be bound to return the faulty parts to the National Assembly Secretariat, Islamabad.
  - k) In case of arising of same fault within the warranty period, the firm/workshop shall replace the faulty part without any charges.
  - l) Payment will be made by National Assembly Secretariat within two weeks on production of the following and after deduction of all taxes as per government law:
    - Bill (s) in original along with sale tax invoice, (if applicable)
    - Satisfactory report duly signed by Transport Officer /Section Officer
    - Copy of work order issued by National Assembly Secretariat.
  - m) The firm/workshop shall be pre-qualified on category-wise basis for a period of two years extendable for a further period of one year on the same terms and conditions subject to satisfactory performance. The three firms securing the highest scores in each respective category will be declared pre-qualified for that category. Interested firms may apply for one or multiple categories; however, they must clearly specify the categories for which they intend to participate.
  - n) After the prequalification, the shortlisted suppliers will have to sign the agreement with National Assembly Secretariat.
  - o) National Assembly Secretariat reserves the right to forfeit the performance/security deposit in case of breach of any clause of the contract by the contractor.
  - p) Only pre-qualified firms/companies/workshops will be eligible to do business with National Assembly Secretariat during the tender period.
  - q) The bidder cannot modify or withdraw his bid after submission.
  - r) Successful bidder(s) will submit an amount of Rs. 150,000/-, (Rupees One Hundred Fifty Thousand Only) as Performance Guarantee along with the contract agreement, which will be released only upon successful completion of the contract period.
  - s) The National Assembly Secretariat reserves the right to allow/reject wholly or partially any proposal or cancel the pre-qualification process altogether at any stage under the Public Procurement Rules, 2004.
  - t) Conditional, incomplete, non-compliant bids will not be accepted.
  - u) The National Assembly Secretariat expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to submit the Tender documents meticulously by attaching required supporting documents according to the requirements and order as given in the eligibility criteria.
  - v) The Procuring Agency can relax any term and condition stipulated in the tender document, including pre-qualifying criteria, where deemed appropriate, in the best interest of the Procuring Agency that doesn't alter the tender altogether or violate Public Procurement Rules, 2004.
  - w) Any clarification or query regarding the prequalification process may be obtained from the Section Officer (Procurement), National Assembly Secretariat, during the office hours prior to the submission of applications/bids, at telephone number 051-9103116.

**4. MANDATORY ELIGIBILITY CRITERIA & SCORING CRITERIA (TOTAL 100 MARKS, MINIMUM 60 MARKS REQUIRED TO QUALIFY)**

| Criteria                                         | Description                                                                                                                                                                                                                                                                                                             | Defined Standard and Documentation                                                                                                                                                                                                                                                    | WEIGHT (MARKS) |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Registration</b>                              | The firm must be registered with FBR and possess valid NTN & GST certificates.<br>Qualifying marks: 10                                                                                                                                                                                                                  | <b>Required documents:</b><br>NTN/GST Certificates, ATPL printout<br><b>Marks:</b><br>All documents = 10 marks<br>Any missing document = 0 marks                                                                                                                                      | 10 marks       |
| <b>Non-Blacklisting Undertaking</b>              | The firm/workshop must not be blacklisted by any government/semi-government/autonomous body.<br>Qualifying marks: 05                                                                                                                                                                                                    | <b>Required documents:</b><br>Undertaking on judicial stamp paper that the firm is not blacklisted by any government/semi-government/autonomous body<br><b>Marks:</b><br>All documents = 5 marks<br>Any missing document = 0 marks                                                    | 05 marks       |
| <b>Work Experience</b>                           | The interested firm/workshop must have minimum five years of experience of rendering similar nature of works in the Govt, Semi Govt, Autonomous, Semi-Autonomous, Corporations, Authorities, etc.<br>The firm having more experience shall be awarded additional marks, maximum up to 20 marks.<br>Qualifying marks: 10 | <b>Required documents:</b><br>Experience certificates/Work orders. Firms with satisfactory work completion certificates will be given preference.<br><b>Marks:</b><br><5 years=0, 5 years=10 marks, 6 years=12.5, 7 years=15 marks, 8 years and above=20 marks                        | 20 marks       |
| <b>Qualified and experienced technical staff</b> | The firm must have qualified and experienced technical staff, relevant tools and equipment for the service, repair & maintenance of the vehicles.<br>Qualifying marks: 05                                                                                                                                               | <b>Required documents:</b><br>List containing qualification, experience & certifications in tabular form along with requisite documents verifying the contents of the table.<br>Missing document = 0 marks<br>List of technical staff = 5 marks<br>List of Tools, Equipment = 5 marks | 10 marks       |
| <b>Financial Compliance</b>                      | The firm/workshop should have minimum turnover of Rs. 3 million during the last 3 years.<br>The firm having more turnover shall be awarded additional marks, maximum up to 20 marks. Qualifying marks: 15                                                                                                               | <b>Required documents:</b><br>Filed tax returns & sales tax returns or Copies of audit reports<br><b>Marks:</b><br><3M = 0, 3M = 15 marks, >3M = 25 marks                                                                                                                             | 25 marks       |

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                     |          |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Workshop details in Islamabad/Rawalpindi</b> | The firm must have its own complete setup in Islamabad/Rawalpindi. Firms having their workshop facilities located within Islamabad Capital Territory (ICT) shall be awarded additional marks.<br><br>Qualifying marks: 05                                                                                                                                                                                                                                                                                                                                   | <b><u>Required documents:</u></b><br>Workshop details on letter head including location and technical capabilities/Affidavit for establishment of the required setup<br><b><u>Marks:</u></b><br>No workshop in Islamabad/Rawalpindi or required documentary evidence not provided = 0 marks<br>Workshop located in Islamabad = 10 marks<br>Workshop located in Rawalpindi = 5 marks | 10 marks |
| <b>After Sales Service and Warranty</b>         | The firm/workshop will provide the following after sale service and warranty for the respected applied category(s): <ul style="list-style-type: none"> <li>• <b>Repair &amp; Maintenance:</b><br/>Minimum 3 months guarantee on labour/workmanship</li> <li>• <b><u>Spare Parts &amp; Accessories:</u></b><br/>Minimum 6 months warranty or as per manufacturer's warranty, whichever higher.</li> <li>• <b>Batteries and Tyres:</b><br/>Minimum 12 months warranty or as per manufacturer's warranty, whichever is higher.</li> </ul> Qualifying marks: 10 | <b><u>Required documents:</u></b><br>Given information on Affidavit<br><b><u>Marks:</u></b><br>Missing document = 0 marks<br>All documents = 10 marks                                                                                                                                                                                                                               | 10 marks |
| <b>Authorized Dealership/Partnership</b>        | The firm/workshop holding valid Authorized Dealership/Partnership from vehicle manufacturers shall be given additional marks.                                                                                                                                                                                                                                                                                                                                                                                                                               | Relevant authorization letters/certificates must be provided.<br><b><u>Marks:</u></b><br>Missing document=0<br>Single Authentication = 5 marks<br>Multiple Authentication=10 marks                                                                                                                                                                                                  | 10 marks |

**Section Officer (Procurement)**  
National Assembly Secretariat  
Tel: 051-9103116

## TECHNICAL BID FORM

1. Name of the firms/workshop\_\_\_\_\_
2. Date of Establishment\_\_\_\_\_
3. Owner/Proprietor\_\_\_\_\_
4. Experience\_\_\_\_\_
5. CNIC No.\_\_\_\_\_
6. Mailing Address\_\_\_\_\_  
\_\_\_\_\_
7. Contact No.(s)\_\_\_\_\_
8. Cell No.(s)\_\_\_\_\_
9. Email Address\_\_\_\_\_
10. NTN No.\_\_\_\_\_
11. GST No.\_\_\_\_\_
12. Category for which applied.\_\_\_\_\_
13. Clients in Islamabad (Attached additional client list if any as well as evidences of all contracts):

| S.No. | Client Name & Address | Contract Number |
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\_\_\_\_\_  
**Sign/Stamp**  
**Owner/Bidder**