



PRE-QUALIFICATION DOCUMENTS FOR WORKSHOPS / AUTHORIZED AGENTS OF
MANUFACTURERS

GOVERNMENT OF PAKISTAN

FEDERAL PUBLIC SERVICE COMMISSION

ISLAMABAD

FY-2024-25

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**Federal Public Service Commission
Islamabad**

INVITATION FOR PRE-QUALIFICATION THROUGH EPADS

Federal Public Service Commission intends to pre-qualify workshops / authorized agents of manufacturers having adequate technical soundness and requisite experience to cater for repair / maintenance work of the vehicles of Federal Public Service Commission on competitive bidding basis for FY 2024-25 in pursuance of Rule 15 and 16 of Public Procurement Rules 2004 and read with S.R.O. 296(I)/2023 27th February, 2023 title "E-Pak- Procurement Regulation 2023". Applications for pre-qualification are therefore invited through PPRA EPADS from the reputed workshops / authorized agents of manufacturers registered with sales tax and income tax departments and are on active tax payer list (ATL) of FBR.

2. Interested workshops / authorized agents of manufacturers who fulfill the following eligibility criteria may submit their applications for pre-qualification through PPRA EPADS (www.eprocure.gov.pk) on or before 25th September 2024 (Wednesday) 03:00 p.m. along with requisite documents as mentioned below:

ELIGIBILITY CRITERIA

The workshops / authorized agents of manufacturers must have: -

- i. Income and sales tax registration certificate.
- ii. Proof of active status on FBR's Active Tax-Payers List.
- iii. At least three years' experience of repair/maintenance of vehicles. Purchase/supply orders/performance certificates from clients (Public/Private organizations) for last 3 financial years must be provided.
- iv. List of clients during the last three years.
- v. Profile in term of machinery, equipment, technical service and available resources.
- vi. The workshops/ authorized agents of manufacturers to have setup in Islamabad/ Rawalpindi.
- vii. Copies of Income tax return for last 3 years.
- viii. Bid security amounting to Rs. 50,000/- (Rupees Fifty Thousand only) in favor of Secretary, Federal Public Service Commission, Islamabad must be submitted to Office of Director Logistics, FPSC, HQs, Aga Khan Road, F-5/1, Islamabad (Room#14).
- ix. Affidavit on stamp paper to be uploaded with bidding documents to the effect that workshop/company is not blacklisted.

TERMS AND CONDITIONS

- i. The workshop selected as pre-qualified will be bound to carry out the requisite work on immediate basis after vehicle is referred to it.
- ii. While submitting rates/ prices, the quotations must be inclusive of GST.
- iii. The workshops/authorized agents of manufacturers must provide undertaking on Rs.100/- judicial stamp paper, duly notarized, to complete the repair works as per the specifications mentioned in Work Order/EPADS Purchase Order. Any loss/damage done during such repair shall be compensated by the firm/workshop.

DISQUALIFICATION

Any workshop/firm under a declaration of ineligibility for corrupt fraudulent practices issued by any Federal/Provincial Government or any Public-Sector Organization will be declared “Disqualified” at first instance.

EVALUATION CRITERIA

- i. Evaluation criteria for pre-qualification of workshops/firms shall be as per **Annex-A**.
- ii. Workshops/firms attaining 70% score shall be eligible for pre-qualification.

INSTRUCTIONS TO APPLICANTS

Submission of Applications: -

- i. Applications for pre-qualification must be uploaded on EPADS be not later than 25th September, 2024 at latest by 03:00 p.m.
- ii. The applicants must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information may result into disqualification of the Applicant.
- iii. FPSC shall have the right to reject any or all bids and to accept the bid which in its judgment, best serves the interest of the Department/Government of Pakistan.
- iv. Applicants, and those subsequently prequalified or conditionally prequalified, shall be bound to inform the Client of any material change with information that might affect their qualification status. Firms shall be required to update key prequalification information at the time of authorization. Prior to award of contract, the lowest evaluated vendor will be required to confirm its continued qualified status in a post qualification review process.

APPLICATION FORM (To be uploaded on EPADS)

[Letter head paper of the Applicant on behalf of workshop/
company with full post address, telephone, no., fax no., and
E-mail address]

Date:.....

To:

.....

[name and address of the workshop/ company]

Sir,

1. Being duly authorized to represent and act on behalf of
(hereinafter "the Applicant"), and having reviewed and fully understood all the
prequalification information provided, the undersigned hereby apply for prequalification as
a bidder for the repair and maintenance work of the vehicles of FPSC, Islamabad.
2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status:
 - (b) the principal place of business; and
 - (c) the place of incorporation (where applicants are corporations): or
 - (d) the place of registration and nationality of owners (where applicants are partnerships
or individually-owned workshops/authorized agents of manufactures).
3. FPSC's authorized representatives are hereby authorized to conduct any inquiries or
investigations to verify the information and documents submitted in connection with pre-
qualification application from the following contact persons: -

Name.....

Designation.....

Telephone No.....

4. The undersigned declares that the statements made and the information provided in the duly
completed application are completed, true, and correct to the best of my knowledge. In case
of any failure, FPSC shall be at liberty to take any action as per Public Procurement Rules, 2004
and the relevant Laws of the Islamic Republic of Pakistan.

Sign
Name
For and on behalf of

**CERTIFICATE OF ACKNOWLEDGMENT/ AUTHENTICITY FROM PRE-QUALIFIED WORKSHOP/COMPANY/
AUTHORIZED AGENT OF MANUFACTURERS.**

It is to certify that the information provided in **Annexure-A** i.e. Evaluation Criteria Form is true to the best of our knowledge. If any information is found incorrect, at any period of time, the FPSC shall reserve the right to cancel the contract/prequalification forthwith.

2. I/We hereby certify that I/We have read entire “terms and conditions” of the Pre-qualification documents (including instructions & annexure), which forms part of the Contract and I/We shall abide hereby the terms / conditions / clauses contained therein.

Name & CNIC of the pre-qualified workshop/company: _____

Signature and stamp of the pre-qualified workshop/company: _____

EVALUATION CRITERIA

(Annex-A)

Please provide relevant information and select YES or NO for each item listed below indicating evaluation criteria form, in respect of prequalification of Workshop/authorized agents of manufacturers for repair/ maintenance of vehicles of FPSC.

S.No	Description	Marks Obtained	Total Marks																																																																																				
1.	Minimum three years (3) experience in the relevant field duly supported with documentary evidence.		10																																																																																				
2.	<p>Strength in terms of machinery & equipment, on the basis of documentary evidence, in the form of pictures/work orders.</p> <p>Each item contains (01) mark: whether available as desired. Yes/No.</p> <p>i. Oil & Lubricants (5 marks)</p> <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>(a) (Oil) Engine, Brake, ATF/MTF, CVTF, Gear</td> <td></td> <td></td> </tr> <tr> <td>(b) Fuel Additives</td> <td></td> <td></td> </tr> <tr> <td>(c) Multipurpose Grease</td> <td></td> <td></td> </tr> <tr> <td>(d) Oil Additives</td> <td></td> <td></td> </tr> <tr> <td>(e) PSF Oil</td> <td></td> <td></td> </tr> </tbody> </table> <p>ii. Engine Works. (03 Marks)</p> <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>(a) Engine Repair</td> <td></td> <td></td> </tr> <tr> <td>(b) Gasket, Seals</td> <td></td> <td></td> </tr> <tr> <td>(c) Crank, Pistons & Components</td> <td></td> <td></td> </tr> </tbody> </table> <p>iii. Brakes (02 Marks)</p> <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>(a) Brake Pads, Drums, Master Brake Cylinders</td> <td></td> <td></td> </tr> <tr> <td>(b) Other Brake Parts</td> <td></td> <td></td> </tr> </tbody> </table> <p>iv. Other Mechanical Works (14 Marks)</p> <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>(a) Suspension</td> <td></td> <td></td> </tr> <tr> <td>(b) Shocks</td> <td></td> <td></td> </tr> <tr> <td>(c) Oil Filters</td> <td></td> <td></td> </tr> <tr> <td>(d) Air Filter</td> <td></td> <td></td> </tr> <tr> <td>(e) Fuel Filters</td> <td></td> <td></td> </tr> <tr> <td>(f) Fuel Pump</td> <td></td> <td></td> </tr> <tr> <td>(g) Spark Plugs</td> <td></td> <td></td> </tr> <tr> <td>(h) Radiator, Coolant, Fans, Fan Belt & Cooling Parts</td> <td></td> <td></td> </tr> <tr> <td>(i) Hoses & Pipes</td> <td></td> <td></td> </tr> <tr> <td>(j) Oxygen Sensors</td> <td></td> <td></td> </tr> <tr> <td>(k) Air Conditioning. AC Filters & Heating</td> <td></td> <td></td> </tr> <tr> <td>(l) Clutches</td> <td></td> <td></td> </tr> <tr> <td>(m) Timing Belts</td> <td></td> <td></td> </tr> <tr> <td>(n) Ball Joints</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	(a) (Oil) Engine, Brake, ATF/MTF, CVTF, Gear			(b) Fuel Additives			(c) Multipurpose Grease			(d) Oil Additives			(e) PSF Oil				YES	NO	(a) Engine Repair			(b) Gasket, Seals			(c) Crank, Pistons & Components				YES	NO	(a) Brake Pads, Drums, Master Brake Cylinders			(b) Other Brake Parts				YES	NO	(a) Suspension			(b) Shocks			(c) Oil Filters			(d) Air Filter			(e) Fuel Filters			(f) Fuel Pump			(g) Spark Plugs			(h) Radiator, Coolant, Fans, Fan Belt & Cooling Parts			(i) Hoses & Pipes			(j) Oxygen Sensors			(k) Air Conditioning. AC Filters & Heating			(l) Clutches			(m) Timing Belts			(n) Ball Joints				50
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	<p>v. Tyres & Wheels (01 Marks)</p> <p>a) Complete Wheels & Tyres work/Parts</p> <p>vi. Body Works (02 Marks)</p> <p>a) Denting & Painting work</p> <p>b) Fittings of window glasses, Wind Screen, Rubber etc.</p> <p>vii. Electric Accessories (09 Marks)</p> <p>a) All Lights & Electrical</p> <p>b) Batteries</p> <p>c) Horns</p> <p>d) Cables</p> <p>e) Ignition Switch</p> <p>f) Cruise Control Kits</p> <p>g) Switches & Buttons</p> <p>h) Alarm System</p> <p>i) Central Locking</p> <p>viii. Interior Accessories (07 Marks)</p> <p>a) Floor Mats</p> <p>b) Shades</p> <p>c) Door Parts</p> <p>d) Dashboard Carpet</p> <p>e) Seat Covers</p> <p>f) Back view Mirror</p> <p>g) Steering Covers</p> <p>x. Exterior Accessories (07 Marks)</p> <p>a) Mirrors/Screens</p> <p>b) Wiper Blades</p> <p>c) Mud Guards</p> <p>d) Sun Visors</p> <p>e) Fenders</p> <p>f) Side Mirrors</p> <p>g) Bumpers & Components</p>	<table border="1" style="margin-bottom: 10px;"> <thead> <tr><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="margin-bottom: 10px;"> <thead> <tr><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="margin-bottom: 10px;"> <thead> <tr><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="margin-bottom: 10px;"> <thead> <tr><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1"> <thead> <tr><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	YES	NO			YES	NO					YES	NO																			YES	NO																			YES	NO																				
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3.	Detail of Clients (minimum 5 Clients) (one marks for each client)			10																																																																						
4.	Past performance with clients (zero mark for poor past Performance & 10 marks for satisfactory Performance)			10																																																																						
	Total Marks			80																																																																						