

FEDERAL PUBLIC SERVICE COMMISSION

Aga Khan Road, Sector F-5/1

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NO.F.1-1/2024-2025/Transport

**E-Notice for Pre-Qualification**

**INVITATION FOR APPLICATIONS FOR PRE-QUALIFICATION OF WORKSHOPS/  
AUTHORIZED AGENTS OF MANUFACTURERS FOR REPAIR AND MAINTENANCE OF  
VEHICLES OF FPSC, ISLAMABAD FOR FY 2024-25.**

Federal Public Service Commission (FPSC) intends to invite applications for pre-qualification of workshops/authorized agents of manufacturers through PPRA E-Pak Acquisition and Disposal System (EPADS) for repair and maintenance of FPSC vehicles fleet. The firms should be Islamabad/Rawalpindi based and duly registered with Income Tax /Sales Tax Departments in terms of Rule 15 and Rule 16 of PPRA Rules 2004 read with PPRA S.R.O. 296(I)/2023 dated 27th February 2023 title "E-Pak- Procurement Regulations, 2023",

2. Pre-qualification documents containing detailed Terms & Conditions, procedure for submission of application, bid security, conditions of eligibility, certificates of experiences and evaluation criteria, etc., can be downloaded from PPRA EPADS ([eprocure.gov.pk](http://eprocure.gov.pk)) free of cost.

3. Applications should be submitted electronically **ONLY** through EPADS. Manual submission of pre-qualification documents is **NOT** allowed. For registration and training on EPADS, prospective firm/workshop may contact Mr. Rizwan Mahmood, Director MIS, PPRA Room No. 109, 1<sup>st</sup> Floor, FBC building sector G-5/2, Islamabad, Contact No. 051-111-137-237.

4. The pre-qualification documents, must be filled/uploaded/submitted on EPADS as per the following schedule: -

<b>Submission Closing Date &amp; Time</b>	25 <sup>th</sup> September 2024. 03.00 PM
<b>Opening Date &amp; Time</b>	25 <sup>th</sup> September 2024. 03.30 PM

5. FPSC reserves the right to reject all proposals at any time prior to acceptance as provided under Rule 33 of Public Procurement Rules, 2004.

**Note:**

1. All interested firms/workshops must register themselves at EPADS at: <https://eprocure.gov.pk/#/supplier/registration>. No physical submission shall be entertained.
2. Original Bid Security instrument **MUST BE** submitted to the undersigned office before the online submission deadline of the pre-qualification documents.



(M.A. Rehan)  
Director (Logistics)  
Ph: 051-9210782  
Room # 14

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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](http://www.eprocure.gov.pk)) on or before 25<sup>th</sup> 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 25<sup>th</sup> 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