

**Government of Pakistan
Ministry of Climate Change & Environmental Coordination
Pakistan Environmental Protection Agency
Plot No # 42, Street No # 6, H-8/2, Islamabad

APPLICATION / PROPOSAL FOR PREQUALIFICATION

**GENERAL INFORMATION AND PERFORMA FOR
AUTOMOBILES/ FIRMS FOR REPAIR/ MAINTENANCE OF MACHINERY
EQUIPMENT ETC. PREQUALIFICATION**

1. INTRODUCTION

Pakistan Environmental Protection Agency, Islamabad intends to introduce the process of Pre-Qualification of Automobile Workshops for its fleet of 12- vehicles (Suzuki APV, Toyota, Hyundai, Kia Sportage & Honda Bikes etc. in order to streamline its Procurement procedures for maintenance services. The repair/ maintenance of transport, machinery equipment including computers, printers, fax machines, lab equipment/ office building, furniture/fixture, Hardware/Software & Maintenance of Garden etc.

All reputable and well established Automobile workshops/ firms are invited to apply for the Pre-qualification by submitting the Pre-Qualification proposal Performa.

Pak-EPA, Islamabad will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

2. DOCUMENTS NEEDED

Selection for prequalification will be based on information provided in these documents and information Performas:

- a. Sales Tax Registration Certificate.
- b. NTN Certificate
- c. Dealership Certificate (if any)
- d. Field of expertise (with detail)
- e. Last six months bank statement of firm / workshop.
- f. Certificate for being not black listed ever.
- g. Details of employees of the firm (Permanent, Temporary, Technical and non-Technical) with designation and contract numbers.
- h. Annual Turnover supported by Income Tax returns.
- i. Previous detail of works with documentary proof.

3. PREQUALIFICATION PERFORMANCE

Name of the Automobile Workshop & Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
Income Tax No. (attach documentary evidence)	
Banker's Name & Contact Details	
Field of Expertise (with Complete detail)	
Whether the Pay Order as Security Deposit amounting to Rs.30,000/- payable to DDO, Pak-EPA, Islamabad is attached	Yes __ NO __ If yes please give No. & Date _____
Annual turnover supported by income tax return (For the FY 2025-2026)	
Assignments in Hand	
Clientage Attach as separate Annexure (if necessary)	

Managerial Capability a) Technical: (No. of Engineers, Supervisors, Auto Mechanics, Auto Electricians, AC technicians etc, with their qualifications and trainings etc.) b) Non- Technical (Support Staff): (also mention their qualification and training etc.) Attach as separate Annexure (if necessary)	
Type & No. of Machinery / Tools / Equipment & Plant (Mention page no. if detail available in profile attached)	
Dealership Certificate (Copy of certificate of authorization from manufacturer, if any)	
Affidavit (that the firm has not been blacklisted by private, Government or Semi-Government Organizations)	

The information given above is true to the best of my knowledge and I undertake to inform Pak-EPA, Islamabad of any changes that may take place later in the status of workshop, business, agency or the management etc.

The terms and conditions attached below have also been read and certificate signed.

Authorized Signature _____

Name: _____

Designation: _____

Date: _____

4. Other information (must be filled)

**DETAIL REGARDING NATURE AND TYPE OF SERVICES / WORKS
BEING CARRIED OUT BY THE AUTOMOBILE WORKSHOPS /DEALER/
FIRMS ETC.**

S.#	Nature & Type of Services /Works	Remarks (If any)
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		

**TERMS AND CONDITIONS FOR THE PRE-QUALIFICATIONS OF AUTO
WORKSHOPS/ FIRMS**

1. The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached.)
2. The firm should have proper workshop & office setup at Rawalpindi/Islamabad.
3. The auto workshop & firm must be manned with experienced Toyota, Suzuki, Hyundai, Kia, & other company's vehicles mechanics, technicians and workers with at least one relatively higher qualified & experienced person preferably heading the team of mechanics/technicians at the workshop/ firm.
4. The firm/ workshop must be equipped with the modern gadgetry and equipment for maintenance, repairs (minor and major), servicing and tune-up of vehicles as well as office machinery equipment/ lab equipment of all models and makes.
5. The firm/ workshop must have provision of preventive /routine maintenance including all preventive checks and oil change, brake pads, battery inspection, gear and hydraulic oil level, tune-up, wheel balancing, wheel alignment & other repair/ maintenance work, etc.
6. The workshop must have readily available spares, lubricants and consumables, field mechanic services and vehicle-towing facility to be made available on request whenever necessary.
7. The firms related to repair/ maintenance of office machinery equipment should have sufficient skills, knowledge, expertise and worth for smooth carrying out the repair maintenance works.
8. A certificate shall be given by the each competing firm that he will be responsible for the free replacement of items if the same are found to be substandard.
9. All parts should be qualitative, new and in original manufacturers packing.
10. **In case of stores of imported origin:-**
 - A certificate should be given by the bidders that the spare parts / stores shall be genuine, brand new and in the original packing of the manufacture.
 - A certificate should be given by the bidders that he will be responsible for free replacement of item / parts if not found suitable for the engine, machinery or its ancillary equipment or demand.
 - Manufacturers' name, in whose packing the stores will be offered for inspection must be given in the offer.
11. The pre-qualified firms would be required to submit Security Deposit in the shape of CDR for RS.30,000/- (Rupees thirty thousand only) in favor of DDO, Pak-EPA and in case of failure, the firm will be treated as non-prequalified. The security will be released to the firms within 30 days after expiry of the period of Pre-qualification. Cash/Cheque and less amount of security deposit will not be accepted.
12. The firms for pre-qualification for seminars, workshops, exhibition etc. must provide complete detail of their previously organized events.
13. For maintenance of office building, the firms should provide their final worth.

14. Each prequalified workshop/ firm performance in terms of quality, delivery, after sales service, maintenance/ repairs, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.
15. The proposal /application shall be submitted in sealed envelope marked as under on front corner:
 - i. Proposal for auto workshop.
 - ii. Proposal for repair/ maintenance of machinery/ equipment & hardware.
 - iii. Proposal for conducting seminar/ work shop, exhibition.
 - iv. Repair/ maintenance of Laboratory equipment.
 - v. Repair/ maintenance of Office Building etc.
16. The envelopes shall also bear the word “CONFIDENTIAL” and above identifications
17. If the envelope is not marked, as instructed above, the Pak-EPA, Islamabad will assume no responsibility for the misplacement or premature opening of the documents.
18. The applications should reach this office before or by _____
19. The proposals should not have any over-writing or cutting. The application(s) with any of the aforementioned defects may not be considered.

(Aamir Abbas Khan)
Director (Admin, L/E)
Pakistan Environmental Protection Agency
Plot No # 42, Street No # 6, H-8/2, Islamabad
Ph # 9250718

Authorized Signature /Stamp

Date _____