

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

**TENDER NOTICE NO.03/2025-26 FOR PRE-QUALIFICATION OF
AUTOMOBILE WORKSHOPS**

Federal Board of Revenue (HQ), Islamabad invites sealed technical bids from the automobile workshops which have established their state-of-the art workshop in Islamabad/Rawalpindi with dexterous manpower, for repair/maintenance of different Make/Models of Government Vehicles i.e. Suzuki, Honda, Toyota etc. and motorcycles of FBR, during current financial year 2025-26. Bidders should be registered with PPRA on EPADS as vendors and also registered with Income Tax and Sales Tax Departments, and must be included in Active Tax Payer's List of FBR.

2. Bidding documents i.e. Criteria for Pre-qualification/evaluation of Automobile workshops alongwith terms and conditions are available on E-PADS and FBR Website i.e. www.fbr.gov.pk and can be downloaded free of cost. Encrypted electronic bids duly completed and in conformity with Bidding Documents must be submitted through e-PADS online on e-Pak Acquisition and Disposal System (e-PADS) website till 10.30. AM dated 05.09.2025. Only hard copy of those firms who submitted their bids through e-PADS online on e-Pak Acquisition and Disposal System (e-PADS) will be accepted. Bidding should be carried out by Single Stage One Envelops Procedure and manual submission of bid is not allowed.

3. All the sealed profile/technical bids for pre-qualification will be opened in the Board in the presence of representatives of the participating firms on 05.09.2025 at 11:00 AM in Conference room of FBR (HQ) Islamabad.

4. Procuring agency i.e. Federal Board of Revenue has the right to accept or reject any or all bids prior to acceptance in accordance with Rule 33 of Public Procurement Rules, 2004.

5. The interested automobile workshops may contact to Second Secretary(Transport) FBR(HQ) in case of any query at Phone No.9204475 or 9203298 in working days.

(Farrukh Amir Sial)
Secretary (Administration)

TERMS AND CONDITIONS

- a) The automobile workshops will be shortlisted as per PPRA Rules, 2004.
- b) Successful automobile workshops shall be responsible to provide its services for repairs/maintenance of vehicles after approval of their quotation.
- c) The automobile workshops shall respond on receipt of work order on the same day even in the odd hours.
- d) The automobile workshops shall preferably make it possible to identify and rectify the fault of certain mechanical problem on the spot otherwise at their own arrangement
- e) The automobile workshops shall be bound to replace the faulty parts with genuine spare parts having sufficient warranty period. In case the spare part replace are found to be sub-standard /second hand ones, the automobile workshops shall be struck off from panel, notwithstanding any other action under law.
- f) In case of arising of same fault within the warranty period, the automobile workshop shall replace faulty part without any charges.
- g) The automobile workshops shall be bound to return the faulty parts to FBR (HQ).
- h) Pre-qualification of automobile workshops will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- i) Only pre-qualified automobile workshops will be eligible to participate in the bidding process with FBR during the financial year 2025-26.
- j) Sealed bids for pre-qualification shall reach FBR (HQ) by hand (during office hours) or by courier at the address of Second Secretary (Transport/Store), FBR (HQ), Room No. 512, Constitution Avenue, Opposite Supreme Court of Pakistan, Islamabad within the stipulated time, otherwise the same will not be accepted.
- k) Payment(s) will be made through AGPR, Islamabad vide Cheques/MPG or workshop's account through IBAN account No. given by the vendors at the time of submission of bid.
- l) FBR (HQs), Islamabad reserves the rights to accept or reject wholly or partially any proposal received or to cancel the pre-qualification process altogether at any stage in the ambit of the PPRA Rules.
- m) The interested automobile workshops must attach security deposit of Rs 25,000/- in the shape of pay order/demand draft in favor of DDO, FBR (HQ), Islamabad.

I/We have read and agree with the above mentioned terms and conditions.

Authorized Signature: _____

Name & Designation: _____

Company's Stamp/Seal: _____

CRITERIA FOR PRE-QUALIFICATION/EVALUATION OF AUTO MOBILE
WORKSHOPS

- a. The automobile workshops should have their own state-of-the-art office/workshop in Islamabad/Rawalpindi for repairs/maintenance of Government Vehicles of FBR including replacement of parts.
- b. The automobile workshops must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ATL) on FBR and also registered with PPRA on E-PADS as vendor. The automobile workshops should have bank account/IBAN number and vendor number assigned by AGPR.
- c. For prequalification, automobile workshops having experience, capability and resources may apply along-with the following information and documents:-
 1. Name of the automobile workshops along-with postal address, Phone, email id & Fax numbers.
 2. Every automobile workshop must have at least two year's experience at its credit.
 3. Similar nature of works in hand along-with names, and addresses of clients.
 4. Pre-Qualified for similar nature of works with Govt, Semi Govt or Private sector.
 5. Affidavit for not blacklisted /involved in arbitration/litigation with any client during last 5 years,
 6. The Workshop must have adequate facilities/capabilities for repair/Maintenance, Overhauling of Engine, Denting, Painting, Handling of Software & Electronic Technology etc. of vehicles.
 7. The workshop must have capabilities of timely supply of spare parts, tyres, batteries, engine oil etc.
 8. The interested automobile workshops must have sound financial position and may provide bank statement as proof.
 9. The Workshop applying for pre-Qualification shall submit quotations on demand, as and when repair of official vehicles in required.