



SAY NO TO CORRUPTION



**NFC INSTITUTE OF ENGINEERING & FERTILIZER
RESEARCH, FAISALABAD**

Ministry of Federal Education and Professional Training,
Government of Pakistan



PREQUALIFICATION NOTICE
FOR AUTO WOKSHOPS / FIRMS / VENDORS

1. NFC-IE&FR intends to pre-qualify auto workshops / firms / vendors through E-Pak Acquisition and Disposal System (EPADS). Firms/vendors/service providers should be registered with Sales Tax and Income Tax Departments and on Active Taxpayer List (ATL) of FBR having their own Auto Workshops / Stock / Manpower/ Expertise in Faisalabad for repair & maintenance work of official vehicles of the Institute. The procurements, works and services are required for financial years 2025-26, 2026-27 & 2027-28 (3 Years) under Rule 15 & 16 of Public Procurement Rules, 2004 amended from time to time.
2. Pre-qualification proposals would be collected and opened as per the following schedule:

Submission of bidding documents	Prequalification Document along-with terms & conditions can be obtained from our accounts department against bank draft/cash of Rs.2000/- in favor of NFC Institute of Engineering & Fertilizer Research, Faisalabad during the working days (Monday to Friday) from 08:00 AM to 04:00 PM on written request by the contractor. Prequalification Document is also available on NFC-IE&FR website www.iefr.edu.pk , PPRA website www.ppra.org.pk & EPADS website https://eprocare.gov.pk for information only. Proposals must be submitted only through (EPADS), manual submission of proposals is not allowed. Hard copy of original proposal must also be submitted to Registrar/Head (Persl. & Admin), NFC-IE&FR, Faisalabad.
Closing date and time	22-01-2026 up to 11:00 A.M
Date and time for opening of Bids	On 22-01-2026 at 11:30 A.M through (EPADS) in the Admin Department of NFC-IE&FR, Faisalabad in presence of bidders or their authorized representative, who wish to participate.

3. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules, 2004 shall apply.
4. Procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule- 33 of PPRA Rules 2004.

Registrar/Head (Personnel & Administration)

NFC Institute of Engineering and Fertilizer Research, Jaranwala Road, Faisalabad.
Ph: 041-9220355-57 Ext: 107



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BIDDING DOCUMENT

FOR

PREQUALIFICATION OF AUTO WORKSHOPS/FIRMS/VENDORS

for Financial Year 2025-26, 2026-27 & 2027-28 (3 Years).

Tender No. IEFR/Commercial/Tender/2025/05

Last Date for Quotation Submission: 22.01.2026 at 1100 Hours



Invitation to bids

Sealed proposals are invited from experienced and tax registered Auto workshops for regular repair and maintenance of official vehicles of NFC-IE&FR.

1. Instruction to bidders

The selection of workshops will base on Prequalification process under Rules – 15 & 16 of PPRA, 2004. NFC-IE&FR will adopt single stage one envelope bidding procedure as laid down in rule 36 of Public Procurement Rules-2004. The bid shall be a single envelope, containing prequalification proposal. Bids should be submitted only through **(EPADS)**, manual submission of bids is not allowed. Original sealed bids must be submitted marked as **“Prequalification Proposal”**. NFC-IE&FR engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required from contractors to demonstrate their respective qualifications and any other information that the NFC-IE&FR deems necessary for prequalification. NFC-IE&FR is providing a set of pre-qualification documents to contractors, which can be downloaded free of cost from NFC-IE&FR website www.iefr.edu.pk, PPRA website www.ppra.org.pk & EPADS website <https://eprocure.gov.pk> for information only. NFC-IE&FR shall evaluate the proposal in the manner given in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified contractors shall be entitled to participate in the subsequent procurement proceedings. NFC-IE&FR, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not prequalified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as NFC-IE&FR may decide. NFC-IE&FR shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information. Bidders those will get minimum **50 marks in technical evaluation will be short- listed for financial bids.**

2. Eligibility and Prequalification Criteria

The bidders fulfilling the following eligibility criteria, will be declared eligible for Prequalification process which is provided as **Annexure-B.**

- 2.1 Affidavit on stamp paper, declaring that the company is not black listed by any Government agency / authority (Original required)
- 2.1 Income Tax, and General Sales Tax (GST) registration (Copies required)
- 2.1 Bidder must have its own auto workshop setup in Faisalabad (Details



of workshop is required on company letter head/profile).

Kindly fill the **Annexure–A & Annexure-B** and attach the supporting documentary evidences as mentioned above and also in each annexure;

Annex – A: Organization Information

Annex – B: Prequalification Criteria (Auto Workshops)

And also sign the declaration form at the end of document and attach with your other documents.

3. Scope of job

- 3.1. NFC-IE&FR will offer a prequalification letter to qualified bidders for repair and maintenance including spare parts of its official vehicles Rule-15 & 16 of Public Procurement Rules, 2004 amended from time to time
- 3.2. The qualified contractor will submit the quotations of required vehicle services / other repairs as and when required by NFC-IE&FR.
- 3.3. The contractor will provide financial proposal for repair and maintenance including spare parts.
- 3.4. The contractor with lowest offered bid will be awarded work order for the said repair and maintenance of vehicle.
- 3.5. The contractor will provide quality spare parts to NFC-IE&FR within agreed timelines of work order during the contract period.

4. Terms of Reference

To provide uninterrupted service of repair and maintenance, contractor will agree on following terms of references:

- 4.1. The contractor will be bound to provide required service within agreed timelines starting from issuance of Purchase order/Work order. Hard copy of purchase order will be provided.
- 4.2. Income tax and GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended from time to time.
- 4.3. In case of any dispute regarding quantity, quality of service and specification, the decision of the Director, NFC-IE&FR shall be final & binding.
- 4.4. The payment for the services will be made through Cross Cheque / RAST on the successful completion of service and receipt of invoice as per NFC-IE&FR rules.



5. General Guidelines:

- 5.1. Only short-listed applicants will be considered for financial proposals/quotations. The financial proposal will be called separately from qualified bidders.
- 5.2. All documents and information received by NFC-IE&FR from applicants will be treated in strictly confidential.
- 5.3. Documents submitted to NFC-IE&FR will not be returned.
- 5.4. All expenses related to participation in this prequalification shall be borne by the applicants.
- 5.5. Documents should be submitted through **EPADS**. Original Bids in sealed envelope marked as “Pre-Qualification Proposal” shall be received on the postal address given below.
- 5.6. NFC-IE&FR reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- 5.7. NFC-IE&FR reserves the right to verify any information provided by the applicants.
- 5.8. In case of any dispute regarding quantity, quality of service and specification, the decision of the NFC-IE&FR shall be final & binding.

**Registrar/Head (Persl. & Admin.)
NFC-IE&FR, Faisalabad.**



6. Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- All the information provided in the technical proposal is correct in all manners and respects
- And I am duly authorized to submit this proposal on behalf of

Name _____

Designation _____

Signature _____

Date and Place _____



7. Submission of Prequalification Proposal

Complete proposal containing technical details; all required information and documentary evidences may be submitted up to 11:00 AM on 22nd January, 2026. The proposals will be opened on same day at 11:30 AM in the presence of bidders who wish to attend. The proposal should be submitted in sealed envelope clearly mentioned "Prequalification of Auto Workshops".

Cover Letter for the Submission of Prequalification / Technical Proposal On Firm's Letterhead

To

The Registrar/Head (Persl. & Admin),
NFC-IE&FR, Jaranwala Road,
Faisalabad.

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We, hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:



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Important Note: The competent authority may reject all proposals at any time prior to the acceptance of a bid or proposal. NFC-IE&FR shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.



Annex – A

Organization Information

Sr. No.	Required information	Response with Documentary Proof	
1	Legal name of the Auto Workshop/ Repair Shop		
2	Year of Registration / Establishment of the organization		
3	National Tax Number with year of issuance		
4	General Sales Tax Number and year of registration		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Sole proprietor	
		Private Limited Company	
		Public limited Company	
6	Name and Designation of Head of organization		
	Mobile		
	Phone		
	Email(if any)		
	Address of Organization		
7	Name and Designation of Contact Person		
	Mobile		
	Phone		
	Fax(if any)		
	Fax number		



Annex – B

Applicant Organization's Name: -----

Pre-Qualification Criteria (Auto Workshops)

S.No.	Description	Marks
1	Relevant Experience	Maximum 20 Marks
1.1	1-3 years' experience	5
1.2	4-7 years' experience	10
1.3	7-10 years' experience	15
1.4	More than 10 years' experience	20
2.	Financial Capability	Maximum 20 Marks
2.1	Bank Statement worth if up to 1 lac rupee	5
2.2	if more than 1 lac & up to 2 lac rupees	10
2.3	If more than 2 lac & up to 3 lac rupees	15
2.4	If more than 3 lac rupees	20
3.	Total Clients with Company	Maximum 20 Marks
3.1	If 1-3 clients	5
3.2	If 4-7 clients	10
3.3	If 8-10 clients	15
3.4	If more than 10 clients	20
4.	Auto Workshop	Maximum 20 Marks
4.1	Electrical (for Automobile Workshop)	5 marks for if only one facility is available
4.2	Mechanical (for Automobile Workshop)	10 Marks if 2 facilities are available
4.3	Denting/ painting (for Automobile Workshop)	15 marks if 3 facilities are available
4.4	Parts shop/repair shop	20 marks if all 4 facilities are available
5.	Working Staff	Maximum 20 Marks
5.1	If 1-3 staff members	5
5.2	If 4-7 staff members	10
5.3	If 8-10 staff members	15
5.4	If more than 10 staff members	20

Note: Minimum qualification marks are 50. Absence of any required document will lead to zero marks in that specific area.