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GOVERNMENT OF PAKISTAN

MINISTRY OF FINANCE AND REVENUE

BIDDING DOCUMENTS

FOR

PRE-QUALIFICATION OF THE FIRMS / VENDORS / CONTRACTORS / SERVICE PROVIDERS (Collectively referred to as "the Firms") FOR EXECUTION OF THE REPAIR / MAINTENANCE WORKS IN THE FOLLOWING CATEGORIES DURING THE FINANCIAL YEAR 2025-26 AND 2026-27 UNDER RULES 15 & 16 READ WITH RULE 42(A) & (B) OF THE PUBLIC PROCUREMENT RULES, 2004: -

Category – I Office Buildings	Category – 2 Machinery and Equipment
Category – 3 Furniture and Fixtures	Category – 4 Computer / IT Equipment (Hardware & Software)
Category – 5 Official Vehicles	

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GOVERNMENT OF PAKISTAN
MINISTRY OF FINANCE

PREQUALIFICATION NOTICE

The Finance Division intends to invite proposals for prequalification of the Firms for repair / maintenance work in the following categories during the Financial Year 2025-26 and 2026-27 under Rules 15 & 16 read with Rule 42(a) & (b) of the Public Procurement Rules, 2004: -

Category – 1 Office Buildings	Category – 2 Machinery and Equipment
Category – 3 Furniture and Fixtures	Category – 4 Computer / IT Equipment (Hardware & Software)
Category – 5 Official Vehicles	

2. The Firms having valid registration with Sales Tax / Income Tax Departments, active status on the Active Taxpayer List (ATL) of the FBR, their own complete set-up in Islamabad / Rawalpindi, preferably in the vicinity of the Finance Division, two years of working experience in the categories applied in public sector organizations, and most importantly registered on EPADS are eligible to participate in the prequalification process.

3. The Tender documents, essential for pre-qualification, may be obtained from the office of the undersigned by 28-10-2025 i.e. two days before closure of the instant notice. The documents are also available on official websites of the PPRA (www.ppra.gov.pk) and Finance Division (www.finance.gov.pk).

4. The prequalification proposals / documents complete in all respect must reach office of the Section Officer (Services-II), Ministry of Finance, Room # 517, Q-Block Pak. Secretariat, Islamabad, on or before 30-10-2025. Submission of the proposals / documents will be accepted till 11:00 a.m. on the closing date. The proposals will be opened on the same day at 12:00 a.m. in the Committee Room at 6th Floor, Q-Block.

5. The prequalification proposals / documents of those Firms only will be accepted for the purpose of process of the prequalification, who have applied through E-PADS. Application through E-PADS shall not guarantee the pre-qualification of the Firms.

6. The Finance Division reserves the right to accept or reject any prequalification proposal wholly or partially with assigning proper justifications / deficiency, if any, in accordance with Rule 33 of the PPR, 2004.


AKBAR GHANI KHAN KHATTAK
Section Officer (Services-II)

Room # 517, Q-Block, Finance Division, Pak. Secretariat, Islamabad
Ph: 051-9217882

**Eligibility Criteria, Documents Needed, Category-wise Scope of Work,
Terms and Conditions And Marking Criteria**

A. ELIGIBILITY CRITERIA

1. Registered with Sales Tax / Income Tax Departments having their valid registration numbers
2. At least two years of experience of working with public sector organizations in repair and maintenance work / procurement of each Category.
3. Complete physical office set-up in Islamabad / Rawalpindi, preferably in the vicinity of the Finance Division.
4. Neither blacklisted nor in dispute with any public sector organization. A Rupee 100/- Affidavit will be required on this count.
5. Dedicated / regular experienced technical staff.
6. Authorized dealership in case of repair / maintenance work of vehicles, computer (hardware & software), machinery and equipment etc.

B. DOCUMENTS NEEDED

1. The following documents are required for pre-qualification:
2. Complete profile of the firm/service provider, along with year of establishing
3. Sales Tax Registration Certificate
4. NTN Certificate
5. Proof of being active taxpayer
6. Certificate / Affidavit for being not black listed ever, on Rs.100/- stamp paper
7. Details of employees of the firm (permanent, Temporary, Technical, and non-Technical etc) with designation and contact numbers
8. List of workshops with necessary equipment along with complete addresses
9. Proof of working / engagement with any public sector organization(s)
10. Affidavit that the information provided in the Tender / Bidding document is correct.
11. Financial status of the firm supported by bank statements



C. CATEGORY-WISE SCOPE OF WORK

CATEGORY – 1

1. Repair and maintenance of office buildings of the Finance Division including Q-Block, Pak. Secretariat (Main), 1st Floor, S-Block, Ground and 5th Floor, Kohsar Block, FBC Building, G-5/1, and Ground Floor, Evacuee Trust Complex, F-5/1, Islamabad.
2. The repair / maintenance / renovation works include tile fixation work, washroom work, partition (wooden / glass work), plaster work, wooden flooring, buffering of tiles / chips, wall raising, and any other works which fall under domain of the office buildings.

CATEGORY – 2

1. Repair and Maintenance of all types of machinery, equipment and I.T. equipment including, but not limited to, office machinery, scanner, electric water cooler, air-conditioners, photocopiers, Fax machines, bracket fans, exhaust fans, computer Desktop, laptops, LED TVs, printers, multimedia projectors etc.

CATEGORY – 3

1. Repair and Maintenance of office furniture including, but not limited to which officer / executive chairs and tables, chairs (simple & revolving), sofa sets, coat hangers, wooden ducting, cupboards etc.,

CATEGORY – 4

1. Repair and Maintenance of I.T. Equipment, software, server, UT Firewall Routers, Networking like Optic Fiber Cable, Lan Cables, Access points, Windows, MS Office, Antivirus, cameras, etc.

CATEGORY – 5

1. Repair and Maintenance of official vehicles including but not limited to the products of Toyota, Honda, Suzuki, motorcycles, electric bikes etc.,
2. Provision of on spot services, if so required, on urgent basis.



D. TERMS AND CONDITIONS

1. The Firms having valid registration with Sales Tax / Income Tax Departments, active status on the Active Taxpayer List (ATL) of the FBR, their own complete set-up in Islamabad / Rawalpindi, preferably in the vicinity of the Finance Division, two years of working experience in the categories applied in public sector organizations, and most importantly registered on EPADS are eligible to participate in the prequalification process.
2. The Tender documents, essential for pre- qualification, may be obtained from the office of the undersigned on any working day at a cost of Rs.2000/- (non-refundable). The documents are also available on official websites of the PPRA (www.ppra.gov.pk) and Finance Division (www.finance.gov.pk).
3. An affidavit on Rs.100/- stamp paper will be required to the effect that the Firm / Vendor / Contractor / Service Provider is not blacklisted and has no dispute with any Government Organization(s). Concealment of the facts on this count will lead to blacklisting.
4. The Competent Authority reserves the right to accept or reject any prequalification proposal by whole or partially with assigning proper justifications / deficiency, if any, in accordance with Rule 33 of the PPR, 2004. Besides, consequent upon establishing the fact that substandard work is done, the firm will be blacklisted forthwith with payment of the work done stopped.
5. The prequalification proposals complete in all respect may reach the Section Officer (Services-II), Ministry of Finance, Room # 517, Q-Block Pak. Secretariat, Islamabad, on or before 30-10-2025. The proposal will be accepted till 11:00 a.m. on the closing date. The proposals will be opened on the same day at 12:00 a.m. in the Committee Room at 6th Floor, Q-Block.
6. The prequalification proposals / documents of those Firms only will be accepted for the purpose of process of the prequalification, who have applied through E-PADS. Application through E-PADS shall not guarantee the pre-qualification of the Firms.
7. The Firms obtaining 30 Marks will be declared successful in pre-qualification, subject to fulfillment of other criteria contained in the tender documents and the Public Procurement Rules, 2004.
8. The relevant documents supporting the options selected by the firm must be attached with the tender document. Without supporting documents, the selected option of the firm will not be considered in marking.
9. The successful Firms will have to sign contract agreement with this Division for carrying out the works required falling in the Categories (1-5) during the current financial year-2025-2026 and the next financial year 2026-27.



10. Security worth Rs.100,000/- (Rupees one hundred thousand only) for repair/maintenance works under Category-2 and Category-4 will require to be deposited in favor of Drawing & Disbursing Officer (DDO), Finance Division, Ministry of Finance & Revenue. The security deposits will be released / refunded to the unsuccessful Firms in due course of time; and, to the successful bidders, after 30th June, 2027.
11. The Repair / Maintenance work will be valid up to 30th June, 2027. The invoice / bill will not be generated for repair / maintenance of things within six-months of its previous repair / maintenance of same nature done by the Firms / Vendors. Sub-standard work will not be acceptable and defaulters will be preceded under law might leading to blacklisting.
12. The prequalified Firms will keep themselves a call away from the Finance Division and will be bound to send their technical staff / labourers etc., within the shortest possible time to carry out the required work(s). They must keep themselves available even on closed holidays throughout the period of their contract.
13. The participating Firms should clearly indicate the job at questionnaire for which they want to qualify.
14. The entire process of pre- qualification and subsequent award of contract will be governed by the Public Procurement Rules, 2004.
15. The Firms must comply with the Standard Anti-Corruption Policy of Government of Pakistan and must not be declared ineligible by any court of Law or any Government of Pakistan department due to corrupt / fraudulent / coercive / collusive practices. In such an event, they will be disqualified at once.
16. The Finance Division shall disqualify the Firms pursuant to the Public Procurement Rules, 2004 (amended from time to time) read with all other applicable Laws of the Land for award of contract, if it finds with substantial evidence that they are involved directly or through an agent in corrupt, fraudulent, collusive, or coercive practices in competing for any contract.
17. The Firms must not conceal any information that might hinder the execution of the project. The Finance Division shall disqualify or blacklist those Firms on grounds of submission of false or fabricated information and may take any legal action apart from blacklisting them.
18. As per Rule 36(a) of the PPR 2004, Single Stage One Envelop procedure will be adopted.

E. MARKING CRITERIA

The marking criteria for pre-qualification of the Firms for the said repair / maintenance works under different categories will be observed in the following manner:

Qualification	Total Marks	Marks Obtained
The interested Firms must have two (02) years' experience in relevant field. The Firms having experience shall be awarded 2 marks per year, maximum up to 5 years.	10	
The Firms shall provide details of the Federal, Provincial Government Ministries / Divisions / Departments to whom they have provided or have been providing services of the same nature under their selected Category. The Firms having such experience of working with more than 5 Government Organizations will get maximum marks	10	
The Firms having earned "Appreciation Letters" in recognition of their services rendered to the Government Organizations. 03 such Letters will get maximum marks	05	
The Firms must have their own complete setup and technical expertise in Islamabad & Rawalpindi having Telephone / Fax facilities etc. in order to provide quality and timely services as per requirement in accordance with all applicable laws, rules and regulations.	05	
The Firms registered with Sales Tax and Income Tax Departments with the active status on the Active Taxpayer List (ATL). All necessary valid registrations / certificates will be awarded maximum marks.	05	
The interested firms having sound financial position; proof may be provided for last three (03) years in shape of income tax and company bank statement. (5 marks)	05	
GRAND TOTAL / MARK OBTAINED	40	

Note: The firms obtaining less than 60% marks will not be considered for prequalification.

F. INSTRUCTIONS

1. Conditional, incomplete and non-compliance to terms and conditions of the bidding documents and over writing / cutting in documents shall not be accepted.
2. Any document received after the specified submission date and time mentioned in this document shall not be considered and it will deem to have been rejected.
3. Member(s) of the Purchase Committee may visit of all Firms, before finalization of their pre-qualification.
4. List of Names and Telephone numbers of their technical teams with their experience and name of Focal Person shall be attached.
5. The prequalified Firms shall be bound to carry out the requisite works on top priority basis whenever work is referred to them.
6. If a Firm is unable to provide required services, as per work order, then the firm would be backlisted for future business with the Government Departments through PPRA.
7. This shall be the responsibility of the successful Firms / bidder to have secure custody / keeping of the official items, in case the same are transported to the bidder facility / office. If any damage occurs to such items required to be transported to the Finance Division, the bidder shall bear the loss.
8. The Firms requiring any further clarification or information of the document may visit office of the Section Officer (Services-II), Room # 517, Q-Block, Finance Division, Pak. Secretariat, or contact him at phone No. 051-9217882.


AKBAR GHANI KHAN KHATTAK
Section Officer Services
Finance Division
Government of Pakistan
Islamabad

CHECK LIST

Name of Firm:

Sr. #	Pre-Requisite Documents to be provided by the Firms	Yes / No
1	Registered on E-PADS	
2	NTN No. with copy of certificate	
3	GST No. with copy of certificate	
4	Date of Establishment	
5	Copy of Active Taxpayer List	
6	Islamabad Vendor No. by AGPR	
7	Bank Name & Account No.	
8	Stamp paper /declaration of Non-black listing	
9	Proof of Financial Soundness / copy of bank statement for the last three year	
11	Registered Address of Firm	
12	Landline Telephone / Email address and other contact details of Owner, focal person and technical person	
13	List of clients/departments/Ministries	
14	Appreciation Letters, if any.	

Name of Bidder	
Signature	
Date	
Stamp	

