

**NATIONAL ASSEMBLY SECRETARIAT**

No.F.22(5)/2025-26-Admin

Islamabad, the 28<sup>th</sup> November, 2025

**INVITATION TO E-BID**

**PRE-QUALIFICATION OF FIRMS/WORKSHOPS FOR SERVICE, REPAIR  
AND MAINTENANCE OF MACHINERY EQUIPMENT, FURNITURE/  
FIXTURE, HARDWARE, SOFTWARE AND IT EQUIPMENT**

The National Assembly Secretariat, invites bids on E-Pads from reputable, experienced and technically sound firms/companies for service, repair and maintenance of various Machinery Equipment, Furniture/Fixture, Hardware, Software & IT Equipment on need basis initially for a period of TWO years, extendible for a further period of one year with mutual consent.

2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bids, evaluation criteria, clarification/rejection of bids, performance guarantee, etc. are available for the interested bidders at the websites of the National Assembly Secretariat ([www.na.gov.pk](http://www.na.gov.pk)), EPADS (<http://eprocare.gov.pk>) and PPRA's ([www.ppra.org.pk](http://www.ppra.org.pk)) free of cost.

3. The bids prepared in accordance with the instructions in the bidding documents, must be uploaded by using EPADS on or before **18<sup>th</sup> December, 2025 at 11:00 am**. Manual bids, shall not be accepted. Bids will be opened on EPADS on the same day at **11:30 am**.



**Section Officer (Procurement)**  
National Assembly Secretariat  
Telephone No. 051-9022360

# **TENDER DOCUMENT**

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## **PRE-QUALIFICATION OF FIRMS/WORKSHOPS FOR SERVICE, REPAIR AND MAINTENANCE OF MACHINERY EQUIPMENT, FURNITURE/ FIXTURE, HARDWARE, SOFTWARE AND IT EQUIPMENT**

**NATIONAL ASSEMBLY SECRETARIAT  
ISLAMABAD**

## INTRODUCTION

The National Assembly Secretariat, Islamabad intends to pre-qualify reputable, experienced and technically sound firms/companies for service, repair and maintenance of various Machinery Equipment, Furniture/Fixture, Hardware, Software & IT Equipment on need basis initially for a period of TWO years, extendible for a further period of one year with mutual consent.

## 2. SCOPE OF WORK

- a) Service, Repair and maintenance of the equipment/items listed at Annexure-A as and when required.
- b) Replacement of defective parts with genuine parts.
- c) Periodic servicing to ensure smooth operations.
- d) On-site troubleshooting and technical support.

## 3. GENERAL TERMS AND CONDITIONS:

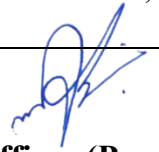
- a) The bidder must be NTN/GST registered and listed on the Active Taxpayers List (ATPL) of FBR.
- b) The bidder is required to submit their bids on EPADS Portal, manual/hard copies will not be accepted.
- c) Single Stage One Envelope bidding procedure as specified in rule 36(a) of the Public Procurement Rules, 2004 shall be followed.
- d) The deadline for uploading bids is 18<sup>th</sup> December, 2025 up to 11:00 a.m. The Bids will be opened through EPADS on the same day at 11:30 a.m. in the National Assembly Secretariat.
- e) A bid security of PKR 100,000 (Rupees one hundred thousand only) in the shape of a Bank Draft/CDR (Cheque will not be accepted) in favor of Section Officer (Procurement), National Assembly Secretariat, Islamabad, must be attached with the proposal.
- f) Firms that are willing to establish their setup in Islamabad/Rawalpindi may also apply; however, they are required to submit an affidavit affirming their commitment to establish the said facility in the twin cities.
- g) For pre-qualification, firms having experience, capability and resources may apply along with the following information and documents:
  - a) Name of firm along with postal address, email, phone & fax numbers
  - b) Three years of experience of rendering similar nature of works in the Govt, Semi Govt, Autonomous Departments.
  - c) Pre-qualified for similar nature of works with Govt, Semi Govt, Autonomous Departments along with names and address of clients
  - d) List of key personnal & detail of technical staff
  - e) Affidavit for non blacklisted/involved in arbitration/litigation
  - f) Annual turnover of Rs. 10 million during the last 3 years (income tax/Sales tax returns or audit reports must be attached).
- h) The firms will be shortlisted as per PPRA Rules, 2004
- i) Successful firms shall be responsible to provide its services for repair/maintenance after approval of their quotation.
- j) The pre-qualified Firms/Workshops shall be bound to carry out the requisite work on immediate basis after approval of their quotations and issuance of work order even at odd hours/public holidays.
- k) Firms shall preferably make it possible to rectify the fault of certain mechanical problem at the spot otherwise at workshop at their own arrangement.

- l) Firms shall be bound to replace the faulty parts with genuine spare parts having sufficient warranty period.
- m) Firms shall be bound to return the faulty parts to the National Assembly Secretariat, Islamabad.
- n) In case of arising of same fault within the warranty period, the firm shall replace the faulty part without any charges.
- o) The firms shall be pre-qualified on category-wise basis. The top three firms securing the highest scores in each respective category will be declared pre-qualified for that category. Interested firms may apply for one or multiple categories; however, they must clearly specify the categories for which they intend to participate. In case of specialized machinery equipment, the procuring agency would pre-qualify less than 3 firms, if deemed appropriate.
- p) Only pre-qualified firms/companies/workshops will be eligible to do business with National Assembly Secretariat during the tender period.
- q) The National Assembly Secretariat reserves the right to allow/reject wholly or partially any proposal or cancel the pre-qualification process altogether at any stage under the Public Procurement Rules, 2004.
- r) Conditional, incomplete, non-compliant bids will not be accepted.
- s) The National Assembly Secretariat expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to upload the Tender documents meticulously by attaching required supporting documents according to the requirements and order as given in the eligibility criteria.
- t) The Procuring Agency can relax any term and condition stipulated in the tender document, including pre-qualifying criteria, where deemed appropriate, in the best interest of the Procuring Agency that doesn't alter the tender altogether or violate Public Procurement Rules, 2004.
- u) All prospective bidders must visit the National Assembly Secretariat before submitting their bids to inspect and verify the equipment listed at Annexure-A, ensuring accurate and compliant technical proposals. However, bidders must provide prior intimation of the visit, along with the names and CNIC numbers of the visiting personnel, at least one day in advance.**
- v) The firm may contact the Section Officer (Procurement), National Assembly Secretariat, for any clarification/query before submission of bids. Clarifications of the bidding documents may be requested in writing through EPADS up to three days prior to the deadline for the submission of bids.

### 3. MANDATORY ELIGIBILITY CRITERIA & SCORING CRITERIA (TOTAL 100 MARKS, MINIMUM 60 MARKS REQUIRED TO QUALIFY)

Criteria	Description	Defined Standard and Documentation	WEIGHT (MARKS)
<b>Registration</b>	The firm must be registered with FBR and possess valid NTN & GST certificates. In case of Company registration with SECP or relevant forum. Qualifying marks: 10	<b><u>Required documents:</u></b> NTN/GST Certificates, ATPL printout, SECP Certificate (in case of Company) <b><u>Marks:</u></b> All documents = 10 marks Any missing document = 0 marks	10 marks
<b>Work Experience</b>	The interested firm/company must have minimum three years of experience of rendering similar nature of works in the Govt, Semi Govt, Autonomous, Semi-Autonomous, Corporations, Authorities, etc. The firm having more experience shall be awarded additional marks, maximum up to 20 marks. Qualifying marks: 10	<b><u>Required documents:</u></b> Experience certificates/Work orders. Firms with satisfactory work completion certificates will be given preference. <b><u>Marks:</u></b> <3 years=0, 3 years=10 marks, 4 years=12.5, 5 years=15 marks, 6 years and above=20 marks	20 marks
<b>Qualified and Experienced technical staff</b>	The firm must have minimum 5 qualified and experienced technical staff for the service, repair & maintenance of the equipment/items listed at Annexure-A. Qualifying marks: 05	<b><u>Required documents:</u></b> List containing qualification, experience & certifications in tabular form along with requisite documents verifying the contents of the table. <b><u>Marks:</u></b> <5=0 marks, equal to 5=5 mark, >5=1 additional mark for each employee maximum up to 10 marks	10 marks
<b>Spare parts and Support</b>	The firm must ensure availability of required spare parts for the equipment for which the firm is applying for and mechanism for pick and drop of faulty equipment where on-site repair is not possible. Qualifying marks: 05	<b><u>Required documents:</u></b> An assurance on Affidavit regarding the availability of spare parts with the firm or they can arrange them from market during the tender period and mechanism for pick and drop of faulty equipment. <b><u>Marks:</u></b> Missing documents = 0 marks All documents = 05 marks	05 marks

<b>Workshop details in Islamabad/Rawalpindi</b>	<p>The firm must have its own complete setup in Islamabad/Rawalpindi or declaration on Affidavit for establishment of the required setup to ensure quality and timely services.</p> <p>Qualifying marks: 05</p>	<p><b><u>Required documents:</u></b></p> <ul style="list-style-type: none"> <li>• Workshop details on letter head including location and technical capabilities/Affidavit for establishment of the required setup</li> <li>• List of equipment</li> </ul> <p><b><u>Marks:</u></b></p> <p>Missing document = 0 marks Workshop details/Affidavit = 5 marks List of Equipment = 5 marks</p>	10 marks
<b>Warranty &amp; Replacement</b>	<p>Free replacement of parts during the warranty period where warranty on parts is applicable. In case of replacement of parts, the firm should give at least six months warranty. Repair without replacement of parts may have at least 10 days warranty.</p> <p>Qualifying marks: 05</p>	<p><b><u>Required documents:</u></b></p> <p>Undertaking on Affidavit for free replacement of parts during the warranty period</p> <p><b><u>Marks:</u></b></p> <p>Missing document = 0 marks Only parts warranty=5 marks Parts+repair warranty=5 marks</p>	10 marks
<b>Authorized Dealership/Partnership</b>	<p>The firm holding valid Authorized Dealership / Partnership of the listed equipment/items at Annexure-A shall be awarded 5 additional marks.</p> <p>Qualifying marks: 05</p>	<p>Relevant authorization letters/certificates must be provided.</p> <p><b><u>Marks:</u></b></p> <p>Missing document=0 Single Authentication =5 marks Multiple Authentication=10 marks</p>	10 marks
<b>Financial Compliance</b>	<p>The firm should have minimum turnover of Rs. 10 million during the last 3 years.</p> <p>Qualifying marks: 15</p>	<p><b><u>Required documents:</u></b></p> <p>Filed tax returns &amp; sales tax returns or Copies of audit reports</p> <p><b><u>Marks:</u></b></p> <p>&lt;10M = 0, 10M= 15 marks, 15-20M=20 marks, &gt;21M=25 marks</p>	25 marks

  
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**LIST OF EQUIPMENT/ITEMS**

<b>S #</b>	<b>Item Description</b>
<b>CATEGORY-I (COMMON MACHINERY ITEMS)</b>	
1.	Refrigerators
2.	Electric Kettle
3.	Water Dispenser
4.	Oven/ Microwave Oven
5.	Air Conditioners
6.	Coffee Maker
7.	Binding Machine
8.	LED/TV
9.	Fax Machines
10.	Telephone Sets
11.	Mini Telephone Exchange
12.	All other items fall under common machinery
<b>CATEGORY-II (SPECIALIZED MACHINERY ITEMS-I)</b>	
1.	Photocopiers
2.	HYT 580 Waki Taki System
3.	Walk Through Security Gates
4.	Security X-ray machines
5.	Multimedia Projectors
6.	UPS
7.	Paper Cutting Machine
8.	All other items fall under specialized machinery
<b>CATEGORY-III (SPECIALIZED MACHINERY ITEMS-II)</b>	
1.	House & Committee Rooms Audio System
2.	All other items fall under specialized machinery
<b>CATEGORY-IV (FURNITURE/FIXTURE)</b>	
1.	Office Revolving Chairs
2.	Wooden Office Chairs
3.	Wooden Office Tables

4.	Fixtures
5.	Sofa
6.	All other items fall under furniture & fixture
<b>CATEGORY-V (HARDWARE, SOFTWARE &amp; IT EQUIPMENT)</b>	
1.	ZK Bio Time Biometric Attendance System
2.	Hikvision Turnkey solution for CCTV Surveillance System
3.	Servers, SAN/Storage and allied equipment
4.	WAN Routers
5.	Fiber Optic Cable
6.	All other items fall under Hardware, Software & IT Equipment

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