



NO.PBS.HQ.GS.15(24)/2025-26  
Government of Pakistan  
Ministry of Planning Development & Special Initiatives  
**Pakistan Bureau of Statistics**  
Statistics House 21-Mauve Area,G-9/1



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## **PRE-QUALIFICATION NOTICE**

Pakistan Bureau of Statistics intends to invite sealed proposals for pre-qualification valid registered, well reputed, well-experienced and active tax payers firms for the following works:-

- i) Repair / Maintenance of all type of Machinery & Equipment's.
- ii) Repair / Maintenance of all type of Hardware & IT equipment's
- iii) Repair / Maintenance of Furniture & Fixture.
- iv) Repair / Maintenance of all type of official vehicles.
- v) Other misc. works required for PBS.

2. The pre-qualification documents with Terms and Conditions may be obtained Free of Cost from the office of the undersigned during office hours.

3. A pre-qualification documents / proposals, duly completed signed and stamped in complete conformity with Pre-Qualification documents must be submitted on EPADS before 11:00AM, 15 days from first publication of the tender which will be opened on same day at 11:30AM by the tender committee in the presence of the representatives of the bidders if they desired so.

4. Income / Sales Tax Registration Certificate and other documents as mentioned in Pre-Qualification Document must accompany the proposals.

5. PBS reserve the right to reject any partial or all proposals at any time without assigning any reason under PPRA Rules.

**(ZUBAIR AHMED)**  
Deputy Director (GS)  
PH No. 051-9106529



**GOVERNMENT OF PAKISTAN  
PAKISTAN BUREAU OF STATISTICS  
MINISTRY OF PLANING DEVELOPMENT & SPECIAL INITIATIVES**

**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, 2026-27 AND 2027-28 UNDER RULES 15 & 16 READ WITH RULE 42(A) & (B) OF THE PUBLIC PROCUREMENT RULES, 2004: -**

<b>Category – I</b> Computer / IT Equipment (Hardware & Software), Machinery & Equipment, Furniture Fixtures, Transportation of Goods/, Conference Seminar, Exhibition Fair Celebration & Other Misc. Work	<b>Category – 2</b> Official Vehicles
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**GOVERNMENT OF PAKISTAN  
MINISTRY OF PLANNING DEVELOPMENT & SPECIAL INITIATIVES  
PAKISTAN BUREAU OF STATISTICS**

**PREQUALIFICATION NOTICE**

The Pakistan Bureau of Statistics, HQ, Islamabad intends to invite proposals for prequalification of the Firms for repair / maintenance work in the following categories during the Financial Year 2025-26, 2026-27 and 2027-28 under Rules 15 & 16 read with Rule 42(a) & (b) of the Public Procurement Rules, 2004: -

<b>Category – I</b>	<b>Category – 2</b>
Computer / IT Equipment (Hardware & Software), Machinery & Equipment, Furniture Fixtures, Transportation of Goods/, Conference Seminar, Exhibition Fair Celebration & Other Misc. Work	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 PBS, 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 two days before closure of the instant notice. The documents are also available on official websites of the PPRA ([www.ppra.gov.pk](http://www.ppra.gov.pk)) and PBS (<https://www.pbs.gov.pk>).

4. The prequalification proposals / documents complete in all respect must reach office of the undersigned, Pakistan Bureau of Statistics, HQ, Mauve Area G-9/1 Islamabad, on or before 16.04.2026. 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 11:30 a.m. in the Committee Room at N3C, Ground Floor, Pakistan Bureau of Statistics, HQ, Islamabad.

3. 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.

4. The PBS 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.

**ZUBAIR AHMED**  
Deputy Director (General Services)  
Ph: 051-9106529

**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**

### **CATEGORY – 1**

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, Repair and Maintenance of all types of Machinery & Equipment, I.T. Equipment, Office Machinery, Scanner, Electric Water Cooler, Air-Conditioners, Photocopiers, Fax Machines, Bracket Fans, Exhaust Fans, Computer Desktop, Laptops, LED TVs, Printers, Multimedia Projectors UPS Repair and Maintenance of Office Furniture Officer / Executive Chairs and Tables, Chairs (simple & revolving), Sofa Sets, Coat Hangers, Partition (Wooden / Glass Work), Wooden Flooring, Cupboards, Transportation of Goods/ Shifting of Unserviceable Material, Office Furniture Office old record, etc. Conduct of event for various Conferences / Seminar, Other National Celebrations and any other works which fall under domain of the PBS, buildings

### **CATEGORY – 2**

1. Repair and Maintenance of official vehicles including but not limited to the products of Toyota, Suzuki, Mitsubishi, Honda motorcycles 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 PBS, 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 free of cost. The documents are also available on official websites of the PPR ( [www.ppra.gov.pk](http://www.ppra.gov.pk) ) and PBS ( <https://www.pbs.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 in the office of undersigned, Pakistan Bureau of Statistics, HQ, Islamabad, on or before 16.04.2026. The proposal will be accepted till 11:00 a.m. on the closing date. The proposals will be opened on the same day at 11:30 a.m. in the N3C situated at Ground floor of PBS.
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 Bureau for carrying out the works required falling in the Categories (1-5) during the current financial year-2025-2026, 2026-27 and 2027-28.

10. Security worth Rs.250,000/- (Rupees two hundred fifty thousand only) for repair/maintenance works under Category-1 and Rs.250,000/- for Category -2 will require to be deposited in favor of Drawing & Disbursing Officer (DDO), Pakistan Bureau of Statistics, Hq, Islamabad. The security deposits will be released / refunded to the unsuccessful Firms in due course of time and to the successful bidders, after 30<sup>th</sup> June, 2028.
11. The Repair / Maintenance work will be valid up to 30<sup>th</sup> June, 2028. 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 PBS and will be bound to send their technical staff / labours 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 PBS 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 PBS 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.

**ZUBAIR AHMED**  
Deputy Director (General Services)  
Ph: 051-9106529

## 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:

<b>Qualification</b>	<b>Total Marks</b>	<b>Marks Obtained</b>
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 2 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 2 Government Organizations will get maximum marks	12	
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	
<b>GRAND TOTAL / MARK OBTAINED</b>	42	

Note: The firms obtaining less than 30% 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 PBS, the bidder shall bear the loss.
8. The Firms requiring any further clarification or information of the document may visit office of the Deputy Director (General Services), PBS, Plot No.21, Mauve Area, G-9/1, Islamabad or contact him at phone No. 051-9106529.

<b>CHECK LIST</b>
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<b>Name of Firm:</b>
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<b>Sr. #</b>	<b>Pre-Requisite Documents to be provided by the Firms</b>	<b>Yes / No</b>
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.	

<b>Name of Bidder</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Stamp</b>	