



GOVERNMENT OF PAKISTAN  
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)  
3rd FLOOR, CUSTOM HOUSE,  
MAUVE AREA, G-9/1,  
ISLAMABAD



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**CRITERIA FOR PRE-QUALIFICATION OF OFFICE FURNITURE & FIXTURES, MACHINERY,  
HARDWARE & I.T EQUIPMENT'S AND OFFICE BUILDING TERMS AND CONDITION**

- i. The interested Repair workshops must have 5-years' experience in relevant field.
- ii. Repair workshop must have capabilities of all types of Office Furniture & Fixtures, Machinery, Hardware & I.T Equipment's and Office building.
- iii. Repair workshop must have capabilities of timely repair of Office Furniture & Fixtures, Machinery, Hardware & I.T Equipment's and Office building etc.
- iv. All payments (s) will be made through AGPR Cheques/MPGs.
- v. The interested parties must have sound financial positions, proof may be provided.
- vi. Non-black listing certificate on affidavit may be attached with bidding documents.
- vii. Repairing workshops must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ATL) of FBR, valid documents may be attached.
- viii. The Vendors/Firms applying for Pre-Qualification will submit Quotations on demand as and when the repair of furniture & I.T equipment's is required.
- ix. The Directorate of Post Clearance Audit (North), Islamabad reserves the right to adopt/reject wholly or partially any proposal or cancel the pre-qualification process altogether at any stage under PPRA Rules.
- x. Only Islamabad/Rawalpindi based Repair workshops are eligible to submit their proposals.
- xi. Application must be accompanied by Call Deposit Receipt of Rs.20,000/- in favor of "**DDO Directorate of PCA (North), Islamabad**" The minimum qualifying marks for pre-qualification of firm will be 70 marks out of 100.

**TERMS AND CONDITIONS**

- i. The workshop on the panel will be bound to carry out the requisite work on immediate basis when Repair work is referred to it even in odd hours.
- ii. Repairing workshops shall be liable to give warranty of each item repaired. If the same defect arises again during warranty period, the firms shall be responsible to repair it free of cost.
- iii. Confidentiality of all correspondences/matters will be ensured.
- iv. I/We have read and agree with the above-mentioned terms and conditions.

Authorized Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Company Stamp/ Seal: \_\_\_\_\_



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**INSTRUCTIONS TO BIDDERS**

Prequalification will be conducted in accordance with the provision of the public Procurement Regulator Authority (PPRA) Rules, 2004, and only firms meet the eligibility and qualification criteria that shall be considered for participation in subsequent tender. This Prequalification document shall be used for submission of Competitive Bidding for Repair & Maintenance Services of Office Furniture & Fixtures, Machinery, Hardware & I.T Equipment's and Office building of The Directorate of Post Clearance Audit (North), Islamabad. Interested bidders submitted their applications electronically through the E-Procurement (**E-PADS**) System and download the Prequalification documents from the PPRA Website. The bidders will be shortlisted/selected on fulfillment of evaluation criteria.

2. These following documents are attached for guidance and necessary compliance.
  - i. Instructions to bidders
  - ii. Evaluation Criteria
  - iii. Terms and conditions



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**EVALUATION AND SCORING CRITERIA (100 MARKS)**

Criteria	Description	Marks
<b>Experience</b>	The interested firms may have One year experience in relevant field. The firm having experience shall be awarded 5 marks per year, maximum up to 5 years.  Experience beyond years will also yield maximum 25 marks.	<b>25</b>
<b>Work Experience</b>	The firms should provide details of Federal provincial Government Ministries/ Divisions/ Department to whom, they have provided or providing services of same nature.	<b>20</b>
<b>Tools &amp; Equipment</b>	The firms must have their own complete setup. i.e. parts availability and technical experience in Islamabad/ Rawalpindi to provide quality & timely service as per requirement in accordance with all application laws, rules and regulations.	<b>20</b>
<b>Registration</b>	The firms must be registered with Sales Tax and income Tax Department (FBR).  The firm must be GST/NTN registered and should be active Sales / income Taxpayer.	<b>10</b>
<b>Financial Soundness</b>	The interested parties must have sound financial position: proof may be provided for last one year in shape of income tax and Company back statement.	<b>15</b>
<b>Warranty &amp; Replacement</b>	Undertaking of free replacement during warranty period.	<b>10</b>
<b>Total Score</b>		<b>100</b>

**Minimum Qualifying Score = 70 Marks.**

Authorized Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Company Stamp/ Seal: \_\_\_\_\_