

GOVERNMENT OF PAKISTAN
PAKISTAN ACADEMY OF LETTERS (PAL)
(National Heritage & Culture Division)
Sector H-8/1,
Islamabad

**BIDDING DOCUMENT (PRE-QUALIFICATION & FRAMEWORK AGREEMENT)
FOR ENLISTMENT / PRE-QUALIFICATION OF FIRMS (UNDER PPRA RULES,
2004)**

1. Petty Purchases / Stationery Supplies
2. Repair & Maintenance of Office Building
3. Repair & Maintenance of Office Vehicles

1. INVITATION FOR APPLICATIONS (IFA)

Pakistan Academy of Letters (PAL), Islamabad invites applications from reputable, experienced and financially sound firms/contractors for pre-qualification/enlistment for a period of two (02) years (extendable) in the following categories:

- Category-A: Stationery & Petty Purchases Suppliers
- Category-B: Repair & Maintenance Contractors (Civil/Electrical/Allied)

Applications shall be submitted through EPADS (where applicable) or in sealed envelopes.

2. LEGAL FRAMEWORK

This document is governed under:

- PPRA Rules, 2004 (as amended)
- General Financial Rules (GFR)
- Public Procurement Regulations/Guidelines
- Instructions of Establishment Division & Government of Pakistan

Relevant Rules:

- Rule 15: Pre-qualification
- Rule 33: Rejection of bids
- Rule 42(c): Request for Quotations (RFQ)
- Rule 48: Grievance Redressal

3. OBJECTIVE

To establish a panel of pre-qualified firms for framework/rate contracts and call-off procurement on need basis, ensuring transparency, competition, and value for money.

4. SCOPE OF WORK

4.1 Category-A (Stationery / Petty Purchases)

- Office stationery (files, papers, pens, toners, etc.)/ all computer/ laptops
- Printing & photocopy supplies
- Miscellaneous consumables
- Urgent petty purchases
- Working meals/ tea arrangements

4.2 Category-B (Repair & Maintenance)

- Civil works (painting, plumbing, masonry)
- Electrical works (wiring, fixtures)
- Carpentry & fabrication
- Minor HVAC maintenance
- Emergency repair services
- Repair and maintenance of all types of vehicle in charge

5. METHOD OF PROCUREMENT AFTER PRE-QUALIFICATION

Procurement shall be conducted through:

- RFQ (Rule 42(c)) among pre-qualified firms
- Open Competitive Bidding (where required)
- Framework Agreements / Rate Contracts

6. ELIGIBILITY CRITERIA (MANDATORY)

Applicants must provide:

1. Registration with SECP / Registrar of Firms
2. NTN Certificate (FBR)
3. Sales Tax Registration (if applicable)
4. Active Taxpayer List (ATL) status
5. Affidavit (Rs.100 stamp paper) of non-blacklisting
6. Minimum 2 years experience
7. Bank account in firm's name
8. Relevant category experience proof

7. TECHNICAL EVALUATION CRITERIA

Sr.	Criteria	Marks
1	Experience	20
2	Similar Work	20

Sr.	Criteria	Marks
3	Financial Strength	15
4	Technical Capability	15
5	Client Feedback	15
6	Compliance	15
Total		100

Minimum qualifying marks: 60%

8. DOCUMENTS REQUIRED

- Company Profile
- NTN & GST Certificates
- ATL Proof
- Bank Statement (last 1 year)
- List of Clients
- Work Orders / Completion Certificates
- Affidavit (Non-blacklisting)
- CNIC copies of Directors

9. GENERAL TERMS & CONDITIONS

1. PAL reserves right under Rule 33 to reject any application
2. Pre-qualification does not guarantee work award
3. Firms must comply with tax & labor laws
4. Call-off orders shall be issued as per requirement
5. Performance monitoring shall be continuous

10. PERFORMANCE & PENALTIES

- Delay penalties may be imposed
- Poor performance may lead to de-listing
- Performance security may be required per contract

11. PAYMENT TERMS

- Payment after satisfactory completion (In phases as per planned framework)
- Taxes deducted as per rules
- Payment through bank transfer only

12. VALIDITY

- Two (02) years (extendable)

13. SUBMISSION INSTRUCTIONS

- Applications in sealed envelope or EPADS
- Clearly mention category applied for
- Deadline: **01/06/2026** at 1100 hours
- Opening: **01/06/2026** at 1200 hours

14. DISQUALIFICATION

- Blacklisted firms
- Incomplete documents
- False information

15. GRIEVANCE REDRESSAL

As per PPRA Rule 48, complaints shall be addressed by PAL Grievance Committee.

ANNEXURES

ANNEXURE-I: APPLICATION FORM

Name of Firm:

Address:

NTN:

GST:

Contact Person:

Phone/Email:

Category Applied:

Signature & Stamp

ANNEXURE-II: TECHNICAL EVALUATION SHEET

(As per Section 7 criteria)

ANNEXURE-III: FINANCIAL FORMAT (FOR FUTURE RFQs)

Item | Unit Price | In Market/Contracted price | % less High | Total | Time Period for applicable

ANNEXURE-IV: AFFIDAVIT

Certified that firm is not blacklisted and all information is correct.

ANNEXURE-V: FRAMEWORK AGREEMENT

This Agreement is made between PAL and the selected firm.

Key Clauses:

1. Duration: 2 years
2. Scope: As per category
3. Payment: As per work order
4. Termination: 30 days notice
5. Penalty: For delays/poor work/ Misconduct
6. Indemnity: Firm responsible for losses
7. Arbitration: PAL Grievance Committee
8. Confidentiality clause

ANNEXURE-VI: PERFORMANCE SECURITY

- Up to 10% of work order value
- In form of Bank Guarantee/Pay Order

ANNEXURE-VII: EPADS COMPLIANCE

- Registration on EPADS mandatory (where applicable)
- Electronic submission required (compulsory)

CONTACT

Incharge Store,
Pakistan Academy of Letters
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Email: iclls2016@gmail.com

ANNEXURE-VIII: BILL OF QUANTITIES (BOQs)

A. STATIONERY / PETTY PURCHASES (SAMPLE BOQ)

Sr	Item Description	Unit	Estimated Qty	Unit Rate	Total
1	A4 Paper (80 GSM)	Ream	500		
2	Ball Pens	Dozen	200		
3	File Covers	Each	1000		
4	Toner Cartridges	Each	100		
5	Staplers	Each	50		

Note: Quantities are indicative. Procurement will be on as-needed basis.

B. P.C laptop repair.

C. Working Meals/ Tea Arrangements

Sr. No.	Category	Item Type	Description of Items	Unit (Per Head)	Rate (Rs.)
1	Ordinary	Tea	Tea with 1–2 biscuits	Per Head	
		Meal	1 dish + roti + salad	Per Head	
2	Normal	Tea	Tea with biscuits & light snacks (e.g., samosa)	Per Head	
		Meal	2 dishes + rice/roti + salad + sweet dish	Per Head	
3	VIP	Tea	Tea with premium snacks (sandwiches, pastries, etc.)	Per Head	
		Meal	More than 3 dishes + rice + roti + salad + dessert + drink	Per Head	

D. REPAIR & MAINTENANCE WORKS (SAMPLE BOQ)

Sr	Description of Work	Unit	Estimated Qty	Rate	Amount
1	Painting (Distemper)	Sq.ft	20,000		
2	Electrical Wiring	Point	500		
3	Plumbing Repair	Job	200		
4	Carpentry Work	Job	150		

Sr	Description of Work	Unit	Estimated Qty	Rate	Amount
5	Tile Fixing	Sq.ft	5,000		

ANNEXURE-IX: INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE

The Seller/Supplier hereby declares that:

- It has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice.
- Without limiting the generality of the foregoing, the Seller/Supplier represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone any such inducement.

In case of breach, the Procuring Agency shall have the right to:

- Cancel the contract
- Recover full amount of loss
- Blacklist the firm as per PPRA Rules

Signed: Name of Firm: _____ Authorized Representative: _____

ANNEXURE-X: STANDARD BIDDING DOCUMENT (SBD) CLAUSES

1. Instructions to Bidders (ITB)

- Bidders shall submit complete documents
- Conditional bids shall be rejected
- Bids must remain valid for 90 days

2. Bid Security

- As per requirement of each procurement
- 4% of estimated cost

3. Performance Security

- 9% of contract value

4. Evaluation & Comparison

- Least Cost Method (LCBS) or Single Stage procedures
- Technically responsive lowest bidder shall be selected

5. Award of Contract

- Letter of Acceptance shall be issued
- Agreement to be signed within 7 days

6. Corrupt & Fraudulent Practices

- Strictly prohibited under PPRA Rules

7. Force Majeure

- Defined as events beyond control of parties

8. Termination

- By either party with notice (notice period)
- Immediate termination on violation(on any clause agreed upon)

9. Dispute Resolution

- Through Grievance Committee (Rule 48, PPRA Rules-2004)

10. Applicable Law

- Laws of Islamic Republic of Pakistan

ANNEXURE-XI: SERVICE LEVEL AGREEMENT (SLA)

Key Performance Indicators:

- Timely delivery: 95%
- Complaint resolution: within 48 hours
- Quality compliance: 100%

Penalties:

- Delay: 0.5% per day
- Poor quality: rejection of goods/work

ANNEXURE-XII: CONTRACT AGREEMENT TEMPLATE

(Expanded format similar to security tender including scope, duration, indemnity, confidentiality, payment, and termination clauses.)

ANNEXURE-XIII: ENGINEER'S ESTIMATE FORMAT (FOR WORKS)

Sr	Description	Unit	Qty	Rate (Estimated)	Amount
1	Civil Works				
2	Electrical Works				
3	Plumbing Works				

Prepared by: Concerned Technical Officer

Approved by: Competent Authority