



**Government of Pakistan  
Ministry of Interior & Narcotics Control  
National Forensics Agency, Islamabad**

**PREQUALIFICATION OF FIRMS / SUPPLIERS / CONTRACTORS  
FOR THE FOLLOWING CATEGORIES OF WORKS AND SERVICES**

- 1. Pre-qualification of firms for Repair & Maintenance of Official Vehicles.**
- 2. Pre-qualification of firms for Repair & Maintenance / Supply / Installation of Electrical items, IT Equipment, Mechanical items and Miscellaneous items.**

**As Per PPRA Standard Format**

## SECTION I – INVITATION TO BIDS

S/N	Description	Page No
1.	Introduction & Categories of Works/Services	6
2.	Procurement Rules Reference (PPRA, 2004)	6
3.	Source of Funds & Payment Terms	6
4.	Application Procedure & Deadline	7
5.	Bid Security Requirement	7
6.	Procuring Agency's Rights (Rule 33, PPRA 2004)	7
7.	Address for Submission & Opening	8

## SECTION II – INSTRUCTIONS TO BIDDERS (ITB)

S/N	Description	Page No
1.	Scope of Prequalification	9
2.	Source of Funds	9
3.	Eligible bidders/Firms 3.1 Legal Status 3.2 Tax Registrations (NTN, STRN, ATL) 3.3 Non-Blacklisting & Litigation-Free 3.4 Joint Venture Requirements	9
4.	Joint Venture Requirements	9
5.	Cost of Bidding	9

## SECTION III – BID DATA SHEET (BDS)

S/N	Description	Page No
1.	ITB 1: Procuring Agency	10
2.	ITB 2: Name of Project	10
3.	ITB 3: Source of Funds	10

4.	ITB 4: Eligible bidders/firms	10
5.	ITB 19.1: Deadline for Submission	10
6.	ITB 19.2: Address for Submission	10
7.	ITB 20.1: Opening of Applications	10
8.	ITB 21.1: Bid Security	10
9.	ITB 24.1: Validity of Prequalification	10

#### **SECTION IV – ELIGIBLE COUNTRIES**

S/N	Description	Page No
1.	Eligibility as per PPRA Guidelines	11
2.	Restrictions (if any) by Government of Pakistan	11

#### **SECTION V – SCHEDULE OF REQUIREMENTS / MANDATORY AND ELIGIBILITY / QUALIFICATION CRITERIA**

##### **Category 1: Repair & Maintenance of Official Vehicles**

S/N	Description	Page No
1.	Preventive/Corrective Maintenance	12
2.	Supply and Installation of Genuine Spare Parts	12
3.	Emergency Breakdown Support	12
4.	And Others	12

##### **Category 2: Pre-qualification of firms for Repair & Maintenance / Supply / Installation of Machinery & Equipment, Office Equipment, Electrical items, Mechanical equipment and Miscellaneous items**

S/N	Description	Page No
1.	Repair & Maintenance / Supply / Installation of Electrical, IT Equipment, Mechanical and Miscellaneous items.	13
2.	Repair & Maintenance / Supply / Installation of Miscellaneous items	13
3.	Provision of Genuine Spare Parts	13

4.	Emergency Breakdown	14
5.	Qualified Technical Staff	14
6.	And Others	14

**SECTION V (A) –MANDATORY CRITERIA** **15**

**SECTION V (B) –ELIGIBILITY / QUALIFICATION CRITERIA** **16-17**

**SECTION VI – STANDARD FORMS**

S/N	Description	Page No
1.	<b>Form A:</b> Application Submission Form	20
2.	<b>Form B:</b> Firm / Contractor Information Form	21
3.	<b>Form B(1):</b> JV Members Information Form	22
4.	<b>Form C:</b> Form of qualification Information	23
5.	<b>Form D:</b> Letter of Acceptance	24
6.	<b>Form E:</b> Bid Security Form	25
7.	<b>Form F:</b> Bid Security Declaration	26
8.	<b>Form G:</b> Manufacturer’s Authorization (if applicable)	27
9.	<b>Integrity Pact</b>	28-29

**SECTION VII – GENERAL CONDITIONS OF CONTRACT (GCC)**

S/N	Description	Page No
1.	Definitions	30
2.	Application	30
3.	Standards	30
4.	Use of Contract Documents	30
5.	Performance Security	30
6.	Inspections & Tests	30
7.	Delivery & Services	30

8.	Warranty	30
9.	Payment	31
10.	Prices	31
11.	Delays & Penalties	31
12.	Termination	31
13.	Force Majeure	31
14.	Settlement of Disputes	31
15.	Nomination of Focal Person	31
16.	Returning Old Spare Parts	31
17.	Firms Office / Workshop Location	31

### **SECTION VIII – SPECIAL CONDITIONS OF CONTRACT (SCC)**

<b>S/N</b>	<b>Description</b>	<b>Page No</b>
1.	Performance Security	32
2.	Delivery Locations	32
3.	Warranty Conditions	32
4.	Payment Terms	32
5.	Liquidated Damages	32
6.	Response Time Requirements	32
7.	Dispute Resolution Mechanism	32
8.	Integrity Pact	32
9.	Rectification of Fault	32

## SECTION I – INVITATION TO BIDS

### National Forensics Agency, Islamabad Prequalification of Firms (2025-26)

**Bid No.: NFA-SCM/PQ/2025-26/**

**Dated: 15-05-2026**

#### **Introduction & Categories of Works/Services**

The National Forensics Agency, Islamabad, Ministry of Interior & Narcotics Control, Government of Pakistan, invites sealed applications for prequalification from experienced, reputable, and financially stable firms/contractors/suppliers, duly registered with relevant tax and regulatory authorities.

The purpose of this prequalification is to create a panel of eligible and technically competent firms for provision of goods, works, and services required under the operational mandate of the agency during the Financial Year 2025–26.

The categories of works/services for which prequalification is sought are as follows:

1. **Repair & Maintenance of Official Vehicles** (engine overhauling, denting/painting, genuine spare parts supply, mechanical/electrical works, oil & lubricants, tire replacement, etc.).
2. **Pre-qualification of firms for Repair & Maintenance / Supply / Installation of Machinery & Equipment, Electrical items, Mechanical equipment and Miscellaneous items** (service, repair, and supply of laptops, desktops, printers, scanners, photocopiers, fax machines, toners, cartridges, and allied works, including provision of genuine spare parts and warranty support, service, repair and supply of spare parts of Air Conditioners, Generators and other electrical / mechanical / miscellaneous items).

#### **Procurement Rules Reference (PPRA, 2004)**

The procurement process shall be governed under the provisions of the Public Procurement Rules, 2004 (as amended from time to time), issued by the Public Procurement Regulatory Authority (PPRA), Government of Pakistan.

- The principles of **fairness, transparency, economy, efficiency, and value-for-money** shall be strictly followed.
- Participation is open to all **eligible bidders** as defined under Rule
- No bidder/firm shall be discriminated against on the basis of, location, or background, or any other point provided they fulfill the eligibility requirements and evaluation criterion.

#### **Source of Funds & Payment Terms**

The Procuring Agency confirms that:

- Funds have been duly allocated under the budgetary provisions of National Forensics Agency for the financial year 2025–26.

- All payments to the prequalified firms shall be made in accordance with Government of Pakistan financial rules and procedures.
- Payments shall be released only upon satisfactory completion of services/supply as certified by the inspection/technical committee of the agency.
- No advance payment shall be made.
- The Procuring Agency reserves the right to withhold payment in case of unsatisfactory or delayed performance.

### **Application Procedure & Deadline**

- Interested bidders/Firms may obtain the Prequalification Documents from NFA website, and PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)).
- The complete proposals, duly filled and accompanied with all mandatory documents (company profile, incorporation certificate, NTN/GST registration, SECP Registration, proof of financial standing, past experience, and bid security), must be produced to procuring agencies on or before **02<sup>nd</sup> June, 2026 at 11:00 AM and National Forensics Agency, Plot No.1,2,27 & 28 Opposite Police Lines, Islamabad.**
- The proposals will be opened on the same day at 11:30 AM at the address mentioned below, in the presence of bidders/firms or their authorized representatives who choose to attend.
- Late submissions shall not be entertained and will be rejected automatically by the system.
- Incomplete applications or those not submitted in accordance with prescribed instructions shall be considered non-responsive.

### **Bid Security Requirement**

- Each application must be accompanied by a Bid Security/Pay Order/CDR of PKR 500,000/- **in favor of** National Forensics Agency.
- The bid security must be issued from a **scheduled bank operating in Pakistan.**
- Applications submitted without bid security or with insufficient/invalid bid security shall be **summarily rejected.**
- The bid security of unsuccessful applicants shall be returned after completion of the prequalification process, whereas that of successful applicants shall be retained till expiry of agreement.

### **Procuring Agency's Rights**

- The Procuring Agency reserves the right to accept or reject any or all applications at any stage of the procurement process without incurring any liability, as provided under Rule-33 of the PPRA Rules, 2004.
- Reasons for rejection shall be communicated to the concerned applicants upon request, as per applicable rules.
- The Procuring Agency also reserves the right to:

- i. Annul the prequalification process and re-initiate it.
- ii. Vary the scope of categories depending on operational requirements.
- iii. Call for clarification or additional information from applicants.
- iv. Disqualify any firm found to have engaged in fraudulent, collusive, coercive, or obstructive practices.

### **Pre-Bid Meeting**

Prospective bidders/Firms requiring any clarification regarding the contents of the Prequalification Document may join the Pre-bid Meeting.

A Pre-Bid Meeting shall be held on **21-05-2026 at 11:30 AM** at the Procuring Agency's premises to address queries from applicants. The Procuring Agency shall prepare written minutes of the Pre-Bid Meeting, including all clarifications, amendments, or additional information provided. These shall be made available on the **PPRA website** and **e-PADS** within a reasonable time.

### **Address for Submission & Opening**

**Deputy Director (Admin)**  
National Forensics Agency  
Plot No.1, 2, 27 & 28 Opposite Police Lines, H-11/4, Islamabad  
Tel: 051-9257807

## SECTION II – INSTRUCTIONS TO BIDDERS (ITB)

These Instructions to Bidders (ITB) are based on **PPRA Standard Bidding Document** and adapted for the prequalification process.

### A. INTRODUCTION

#### 1. Scope of Prequalification

The Procuring Agency, as indicated in the Bid Data Sheet (BDS), invites proposals for prequalification for categories listed in Section I. The prequalified firms will be eligible to participate in subsequent procurement opportunities during FY 2025-26.

#### 2. Source of Funds

The Procuring Agency has allocated funds from the Federal budget for FY 2025-26 to finance the cost of procurement for these categories.

#### 3. Eligible Bidders/Firms

3.1 Bidder may be natural persons, registered companies, firms, or public/semi-public agencies of Pakistan. Foreign firms may apply in joint ventures with locally registered firms as per PPRA rules.

3.2 The bidders must have valid registration with **Income Tax (NTN) and Sales Tax (STRN)** departments and must be on **Active Taxpayers List (ATL)** of FBR.

3.3 Applicants must not be blacklisted or involved in litigation with any government or private organization. It should be on Stamp paper/Notary Public.

3.4 Joint ventures/consortia must submit a formal agreement on judicial paper along with nomination of Lead Member.

#### 4. Eligible Goods & Services

All goods and related services must originate from eligible countries as defined in Section IV (Eligible Countries).

#### 5. Cost of Bidding

The proposals shall bear all costs associated with the preparation and submission of its application. The Procuring Agency shall not be liable for such costs.

### SECTION III – BID DATA SHEET (BDS)

The following specific data for the services/goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB).

<b>ITB Clause</b>	<b>Description</b>
ITB 1	Procuring Agency: National Forensics Agency, Ministry of Interior & Narcotics Control, Government of Pakistan
ITB 2	Name of Project: Prequalification of Firms for FY 2025-26.
ITB 3	Source of Funds: Federal Budget.
ITB 4	Eligible Applicants: As defined in ITB 3 and PPRA Rules.
ITB 19.1	Deadline for Submission of Applications: <b>02<sup>nd</sup> June, 2026 at 11:00 AM.</b>
ITB 19.2	Address for Submission: Deputy Director (Admin), National Forensics Agency.
ITB 20.1	Opening of Applications: <b>02<sup>nd</sup> June, 2026 at 11:30 AM</b> at the same address.
ITB 21.1	Bid Security: PKR 500,000/- in shape of Pay Order/CDR in favor of National Forensics Agency, Islamabad
ITB 24.1	Validity of proposals: Up to 30 <sup>th</sup> June 2026, extendable as per framework agreements.

## **SECTION IV – ELIGIBLE COUNTRIES**

All countries as per PPRA guidelines are eligible, unless restricted by Government of Pakistan regulations and rules.

## **SECTION V – SCHEDULE OF REQUIREMENTS / MANDATORY AND ELIGIBILITY / QUALIFICATION CRITERIA**

### **Category 1: Repair & Maintenance of Official Vehicles**

#### **1. Preventive and Corrective Maintenance**

- i. Routine servicing (oil changes, filters, brake checks, tuning, etc.).
- ii. Corrective repairs for identified mechanical and electrical issues.

#### **2. Supply and Installation of Genuine Spare Parts**

- i. Only OEM (Original Equipment Manufacturer) or approved equivalent parts.
- ii. Warranty/guarantee on supplied parts.

#### **3. Emergency Breakdown Support within 24 Hours**

- i. On-site assistance or towing services.
- ii. 24/7 availability (hotline or dedicated contact).

#### **4. Accident & Body Repair Services**

- i. Denting, painting, upholstery repair, and glass replacement.
- ii. Restoration to roadworthy condition.

#### **5. Diagnostic & Testing Facilities**

- i. Computerized engine diagnostics and error code scanning.
- ii. Battery, suspension, brake, and emission testing.

#### **6. Maintenance Record Keeping**

- i. Vehicle-wise logbooks for services, repairs, and spare parts used.
- ii. Periodic reporting to the client for audit and monitoring.

#### **7. Warranty on Workmanship**

- i. Minimum 3–6 months' warranty on major repairs and overhauls.

#### **8. Qualified Technical Staff**

- i. Availability of trained mechanics, electricians, and diagnostic technicians.
- ii. Periodic skill enhancement training for staff.

#### **9. Genuine Lubricants & Consumables**

- i. Approved engine oils, coolants, transmission fluids, brake fluids.

#### **10. Fleet Inspection & Preventive Advisory**

- i. Quarterly health check reports for all vehicles.
- ii. Advisory notes for proactive maintenance to avoid breakdowns.

## **Category 2: Pre-qualification of firms for Repair & Maintenance / Supply / Installation of Electrical items, IT Equipment, Mechanical items and Miscellaneous items.**

### **1. Repair & Maintenance / Supply / Installation of Electrical items**

- i. Repair & Maintenance / Supply / Installation of Electrical items such as LED lights, switches, circuit breakers, cables, etc.
- ii. All supplied against Repair & Maintenance of Electrical items must be new, branded, and covered under manufacturer's warranty.

### **2. Repair & Maintenance / Supply / Installation of IT Equipment items**

- i. Repair & Maintenance / Supply / Installation of IT Equipment items including computers, printers, scanners, and peripherals etc.
- ii. Repair & Maintenance / Supply / Installation of IT Equipment items such as access controls alongwith doors etc.
- iii. All supplied against Repair & Maintenance of IT Equipment items must be new, branded, and covered under manufacturer's warranty.

### **3. Repair & Maintenance / Supply / Installation of Mechanical items**

- i. Repair & Maintenance / Supply / Installation of Mechanical items such as generator, workshop instruments, and hardware materials etc.
- ii. All supplied against Repair & Maintenance of Mechanical items must be new, branded, and covered under manufacturer's warranty.

### **4. Repair & Maintenance / Supply / Installation of Miscellaneous items**

- i. Repair & Maintenance / Supply / Installation of plumbing / sanitary works i.e. fitting of pipelines, wash basins, water tank, taps, toilets etc.
- ii. Repair & Maintenance / Supply / Installation of motor pumps, compressors (AC, refrigerator, deep freezer etc.) air cooler, fans, exhaust fans and other items.
- iii. Repair & Maintenance / Supply / Installation of curtains, blinds and partitions.
- iv. Repair & Maintenance / Supply / Installation of safety barriers, bollards and protective guards.
- v. Repair & Maintenance / Supply / Installation of Miscellaneous items required for office and laboratory operations.
- vi. Repair & Maintenance / Supply / Installation of electric fencing.
- vii. Repair & Maintenance and alteration work i.e. touch-up works and repainting of structure, furniture and equipment.
- viii. Any other minor work related to facility maintenance not specifically listed above.
- ix. All supplied against Repair & Maintenance of Miscellaneous items must be new, branded, and covered under manufacturer's warranty.

### **5. Provision of Genuine Spare Parts**

- i. Provision and installation of Original Equipment Manufacturer (OEM) spare parts only.
- ii. Proper labeling, documentation, and authentication of replaced components.
- iii. Minimum 6 months' warranty on all replaced or repaired parts.
- iv. Extended warranty arrangements for major components wherever applicable.

## **6. Emergency Breakdown & 24/7 Support**

- i. Immediate response for critical failures (e.g., generators, AC / HVAC, electrical panels, etc.).
- ii. Availability of emergency contact/helpline.

## **7. Qualified Technical Staff**

- i. Well trained technicians.
- ii. Safety-trained personnel for high-voltage/electrical works.

## **8. Preventive Maintenance Contracts**

- i. Scheduled servicing contracts to ensure uptime of critical equipment.
- ii. Regular inspection visits and performance checks.

## **9. Safety & Compliance Assurance**

- i. Compliance with PEC (Pakistan Engineering Council), IEC, and NFPA standards.
- ii. Provision of safety certifications after electrical works.

## **10. Energy Optimization & Efficiency Improvement**

- i. Advisory services for reducing energy consumption.
- ii. Retrofitting old systems with modern, efficient technology.

## SECTION V (A) – MANDATORY CRITERIA

The following criteria are mandatory. Non-compliance with **any one** will result in outright rejection of the application.

### 1. Legal Status & Registration

- Valid Certificate of Incorporation/Registration (SECP, Registrar of Firms, or relevant authority).
- Valid NTN (Income Tax) and STRN (Sales Tax).
- Active Taxpayer status (ATL) with FBR and must have professional tax certificate

### 2. Bid Security

- Submission of Bid Security of PKR 500,000/- (Pay Order/CDR) in favor of National Forensics Agency, Islamabad.

### 3. Non-Blacklisting

- Affidavit on Judicial Stamp Paper (notarized) confirming that the firm is **not-blacklisted**, debarred, or involved in litigation with any Government/ Semi-Government/Autonomous Body.

### 4. Submission Format

- Application must be submitted in hard form at NFA and bid security in **hard copy (sealed envelope)**.
- Application must be duly signed and stamped by an authorized representative.

### 5. Minimum Experience

- The interested bidder must have minimum three (03) years of relevant experience in the respective category.

Application must be duly signed and stamped by an authorized representative

## SECTION V (B) – ELIGIBILITY / QUALIFICATION CRITERIA

Applicants meeting the mandatory criteria will be evaluated on the following basis:

### Repair & Maintenance of Official Vehicles

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Experience	Relevant experience in repair & maintenance of official vehicles (cars, jeeps, vans, motorcycles, etc) 1. Less than 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (Bank Statement). Bank Statement confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Human & Technical Resources	Automobile engineers, mechanics, electricians, denting/painting staff; availability of diagnostic tools, scanners, lifts, and spare parts inventory. 1. Less than 5 staff, basic tools only = 5 2. 5–9 staff with moderate tools & spares = 10 3. 10–14 staff with dedicated workshop = 15 4. 15+ staff, full in-house workshop & spare parts = 20 5. Above 20 staff = 25	25
4	Government Experience	Prior experience with Government / Semi-Government / Autonomous Bodies in Repair and Maintenance. 1. No govt. experience = 0 2. 1–2 govt. assignments = 5 3. 3–4 govt. assignments = 8 4. 5+ govt. assignments = 10	10

### Repair & Maintenance / Supply / Installation of Electrical Items, IT Equipment, Mechanical Items and Miscellaneous Items.

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Experience	Relevant experience in repair & maintenance of Electrical Equipment, IT Equipment, Mechanical and Miscellaneous Items. 1. Less than 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30	30
2	Financial Capability	Average annual turnover for last 3 years (Bank Statement). Bank Statement confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25

3	<b>Human &amp; Technical Resources</b>	Technical staff, service engineers, availability of tools, diagnostic kits, spare parts, and service center facilities. 1. Less than 5 staff, basic tools only = 5 2. 5–9 staff with moderate tools & spares = 10 3. 10–14 staff with workshop facilities = 15 4. 15+ staff, full in-house service center & spare parts inventory = 20	20
4	<b>Past experience with public or private sector</b>	Satisfactory performance certificates from client’s donor agencies, private sector. 1. 1 reference = 5 2. 2 references = 15 3. 3+ references= 25	25
Total Marks			100 Marks

Applicants must secure at least 65 marks out of 100 to be declared prequalified.  
 Note: Passing of Mandatory Criteria is a precondition.

## SECTION VI – STANDARD FORMS

### Form A: Application Submission Form

(To be submitted on company letterhead)

Date: \_\_\_\_\_  
Procurement Reference No.: \_\_\_\_\_

To: Deputy Director (Admin),  
National Forensics Agency,  
Plot No. 1, 2, 27 & 28 Opposite Police Lines, H-11/4,  
Islamabad.

We, the undersigned, express our interest for prequalification in the category(ies) of \_\_\_\_\_ . We hereby declare that all information and documents provided are true and correct. We confirm that our firm has not been blacklisted or involved in any litigation.

Authorized Name \_\_\_\_\_ & Signatory: \_\_\_\_\_  
Seal/Stamp of Firm \_\_\_\_\_ Designation: \_\_\_\_\_

### Form B: Firm / Contractor Information Form

- Name of Firm/Company: \_\_\_\_\_
- Registered Address: \_\_\_\_\_
- NTN: \_\_\_\_\_ STRN: \_\_\_\_\_
- Year of Establishment: \_\_\_\_\_
- Nature of Business: \_\_\_\_\_
- Contact Person (Name, Designation, Mobile, Email): \_\_\_\_\_
- Ownership Details: \_\_\_\_\_

### Form C: Financial Capability Form

- Bank Name & Branch: \_\_\_\_\_
- Account Title & No.: \_\_\_\_\_
- Certificate of Financial Standing (to be attached).

### Form D: Relevant Experience

- List of similar contracts executed in last 5 years with Government / Semi-Government / Autonomous bodies / Private Sector of repute.
- Client Name, Scope of Work, Contract Value, Completion Date.
- Attach performance certificates/references.

**Form E: Litigation/Blacklisting Declaration**

(Stamp Paper, Notarized)

We hereby declare that our firm has not been blacklisted or involved in any litigation with any government or private organization in Pakistan or abroad.

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

## SECTION VI – STANDARD FORMS

**Instructions:** All forms must be completed, signed and stamped by the authorized representative of the Applicant. Where space is insufficient, provide details on separate sheets and attach them as annexures. Copies of supporting documents (registration, tax certificates, work orders, completion certificates, bank statements, audited accounts, must be attached to the relevant forms.

### FORM A — FORM OF PREQUALIFICATION APPLICATION

(To be submitted on the bidder/firm letterhead)

Date: \_\_\_\_\_

To:

Deputy Director (Admin),  
National Forensics Agency,  
Plot No. 1, 2, 27 & 28, Opposite Police Lines, H-11/4,  
Islamabad.

Dear Sir/Madam,

We, the undersigned, apply to be prequalified for: [insert categories: e.g., 1-Repair & Maintenance of Official Vehicles].

We attach the completed forms, supporting documents and the Bid Security of PKR 500,000 (Pay Order / CDR) in favor of National Forensics Agency.

We confirm that the information given in this application and attachments is true, complete and accurate to the best of our knowledge and belief.

Name of Firm: \_\_\_\_\_

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

Name & Title: \_\_\_\_\_

Stamp/Seal:

## FORM B — BIDDER INFORMATION FORM

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid submission]*

No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 3.4. <input type="checkbox"/> Establishing that the Bidder is not under the supervision of the Procuring Agency
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

**FORM B (1) — BIDDER’S JV MEMBERS INFORMATION FORM**

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture]].*

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

1. Bidder’s Name: <i>[insert Bidder’s legal name]</i>
2. Bidder’s JV Member’s name: <i>[insert JV’s Member legal name]</i>
3. Bidder’s JV Member’s country of registration: <i>[insert JV’s Member country of registration]</i>
4. Bidder’s JV Member’s year of registration: <i>[insert JV’s Member year of registration]</i>
5. Bidder’s JV Member’s legal address in country of registration: <i>[insert JV’s Member legal address in country of registration]</i>
6. Bidder’s JV Member’s authorized representative information Name: <i>[insert name of JV’s Member authorized representative]</i> Address: <i>[insert address of JV’s Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV’s Member authorized representative]</i> Email Address: <i>[insert email address of JV’s Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## FORM C — FORM OF QUALIFICATION INFORMATION

1. Name of Applicant (including JV members if any):
2. Head Office Address, Tel, Fax and Email:
3. Year of Establishment & Legal Status (Proprietorship/Partnership/Company):
4. Registration Details: NTN No: \_\_\_\_\_ STRN No: \_\_\_\_\_ ATL Status: \_\_\_\_\_
5. Principal Activities and Core Competencies (brief):
6. Number of full-time staff (technical & administrative):
7. List of key personnel proposed for work (names, qualifications, experience):
8. Plant, equipment and facilities available (list):
9. Annual Turnover for the last three fiscal years (attach audited accounts or bank certificate):
  - o Year 20XX-20XX: PKR \_\_\_\_\_
  - o Year 20XX-20XX: PKR \_\_\_\_\_
  - o Year 20XX-20XX: PKR \_\_\_\_\_
10. Bankers' name & branch (Bank Certificate to be attached):
11. Name & brief description of major contracts completed in last three years (use FORM C for details):
12. Litigation/Arbitration history (if any) — list cases and status:
13. Any blacklisting or debarment (if yes provide details)

**FORM D — LETTER OF ACCEPTANCE**

*[Letter head paper of the Procuring Agency]*

*[date]*

To: *[name and address of the Supplier]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm *[insert the name of the Appointing Authority]*, to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with **ITB 45.1**.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature: Name and

Title of Signatory: Name of Agency:

Attachment: Contract

Copy: Appointing Authority and Supplier

**FORM E — BID SECURITY FORM**

To: [name of the Procuring agency]

Whereas [name of the Bidder] (hereinafter called “the Bidder”) has submitted its Bid dated [date of submission of Bid] for the delivery of [name and/or description of the goods] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE [name of Financial Institution] of [name of country], having our registered office at [address of Financial Institution] (hereinafter called “the Bank”), are bound unto [name of PA] (hereinafter called “the Procuring Agency”) in the sum of [amount] for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bid
  - ((a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
  - (b) Disagreement to arithmetical correction made to the Bid price; or
  - (c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.
2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Bid Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name:..... in the capacity of ..... signed

[Signature of the Bank]

\_\_\_\_\_

Dated on ..... day of ..... 20 .....

## FORM F — BID SECURITY DECLARATION

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- (b) Disagreement to arithmetical correction made to the Bid price; or
- (c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the Bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*  
Corporate Seal (where appropriate)

**FORM G — MANUFACTURER’S AUTHORIZATION** *(if applicable)*

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the **BDS.**]*

Date: *[insert date (as day, month and year) of Bid submission]*

No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

**WHEREAS**

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer’s factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a Bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number:

Contract Value:

Contract Title:

Dated:

[Name of 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 (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

[Buyer]

[Seller/Supplier]

## **Section VII – General Conditions of Contract (GCC)**

### **1. Definitions**

- *Procuring Agency* means National Forensics Agency.
- *Supplier/Contractor* means the firm prequalified and awarded a contract.
- *Goods/Services* include repair, maintenance, supplies, and related services under the awarded category.

### **2. Pre-qualification Document Price**

- No bid processing fee is required.

### **3. Application**

- GCC apply to all contracts awarded following this prequalification process.

### **4. Standards**

- All goods/services must comply with approved specifications and standards in the later stage of Call for Quotation (CFQ).

### **5. Use of Contract Documents**

- Supplier shall not disclose contract-related documents or data without prior approval.

### **6. Performance Security**

- Required as per SCC, typically 10% of the contract price.

### **7. Inspections and Tests**

- Procuring Agency may / will conduct inspections at supplier's premises or on-site before acceptance. In case, items / services not as per specification shall be returned immediately.

### **8. Delivery and Services**

- Delivery of goods and provision of services must be timely and in proper packaging/condition.

### **9. Warranty**

- Supplier warrants goods and services are free of defects; minimum warranty period as per Special Conditions of Contract (SCC).

## **10. Payment**

- Payments to be / will be made to the qualified bidder once all the required tasks are completed and satisfactory report is produced to the procuring agency.

## **11. Prices**

- Prices of the qualified bidder shall be in PKR and inclusive of all taxes.

## **12. Delays and Penalties**

- Delays may attract liquidated damages as per SCC.

## **13. Termination**

- Contracts may be terminated for default, insolvency, or convenience under written notice.

## **14. Force Majeure**

- No penalties for delays caused by events beyond supplier's control.

## **15. Settlement of Disputes**

- Disputes will be resolved amicably and will be addressed in the respective committee before or after award of procurement contract under Rule-48 of PPRA Rules, 2004.

## **16. Nomination of Focal Person**

- Each firm / vendor is required to nominate focal person along with full contact details for coordination and immediate response.

## **17. Returning Old Spare Parts**

- The firms shall be bound to return old spare parts in case of replacement with the new ones.

## **18. Firms Office / Workshop Location**

- Firms should have their Offices / Workshops at Islamabad / Rawalpindi.

## **Section VIII – Special Conditions of Contract (SCC)**

### **1. Performance Security**

- 10% of contract price in the form of CDR/Bank Guarantee/Insurance Bond.
- Valid till the execution / completion of the assigned task for supply of goods / services.

### **2. Delivery Locations**

- National Forensics Agency, Plot No. 1, 2, 27 & 28 Opposite Police Lines, H-11/4, Islamabad.

### **3. Warranty**

- Minimum **12 months for goods**.
- Minimum **6 months for repair/maintenance services**.

### **4. Payment Terms**

- Payment within 30 days or up to the sanction fund available with the procuring agency.
- No advance payment.
- No Interim payments may be made for partial deliveries/services.

### **5. Liquidated Damages**

- 0.05% of contract value per day of delay, up to 10% of total contract price.

### **6. Response Time**

- Repair/maintenance calls must be responded to within 48 hours.
- Completion of service within 48 hours unless otherwise approved.

### **7. Dispute Resolution**

- Dispute arose will be addressed in the respective committee being constituted by the procuring agency.

### **8. Integrity Pact**

- Integrity Pact signed and submitted by the successful bidder is mandatory.

### **9. Rectification of fault**

- Firms shall preferably make it possible to rectify the fault of certain electrical / mechanical problem at the spot otherwise at workshop at their own arrangements.

I / we have gone through each and every clause of GCC & SCC and agreed upon the terms and conditions.

Signature & Stamp (Authorized Personnel) \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_