

PAKISTAN MEDICAL & DENTAL COUNCIL
ISLAMABAD



TENDER DOCUMENTS
PRE-QUALIFICATION OF FIRMS

PM&DC SECRETARIAT BUILDING, MAUVE AREA,
SECTOR G-10/4 ISLAMABAD
Tel # 051-9190000



**Pakistan Medical and Dental Council
Islamabad**

Pre-Qualification Documents

Pre-Qualification of Workshops for Repair/ Maintenance work of official vehicles and Computer, Printer, LCD/LED and Laptop/IT equipment's. Air Conditioners, Electric Geezer and Fans automatic sliding doors. Security Cameras, internet/network cable Furniture and Fixture Building/Spaces (white wash, fixing of dismantled/broken tiles/marble, portioning/aluminum work, cleaning of main water reservoir, cleaning of office building claddings/aluminum and any other work related to building maintenance Repair/maintenance of any other office machinery/equipment for **Three (03) Years** and can be extended for further two (02) years on satisfactory performance.

Name of Firm:

M/S: _____

Contact No:

Office : _____

Mobile : _____



INVITATION TO BIDS

PM&DC intends to introduce the process of Pre-Qualification of firms/contractors for work at PM&DC, in order to streamline its procurement procedure for following categories/services.

Lot No	Nature of Repair Work/ Services
1.	Repair/ Maintenance of official vehicles of different make such as Suzuki, Honda and Toyota (priority will be given to one-window workshop). Replacement to Tyres, Alloy Rims, and batteries of official vehicles and other services. Provision of on spot services, if so required, on urgent basis. (OEM of Toyota, Honda, Suzuki mandatory)
2.	Repair of Building/Spaces (white wash, fixing of dismantled/broken tiles/marble, portioning/aluminum work, cleaning of main water reservoir (extra-large tanks in basement & at roof top for large water storage), cleaning of office building claddings/aluminum and any other work related to building maintenance. The repair /maintenance/renovation works include tile fixation work, washroom work, partition (Glass/wooden work), plaster work, wooden flooring, buffering of tiles/chips, wall raising, and any other works which fall under domain of the office buildings.
3.	Repair and Maintenance of Computer, Printer, LCD/LED and Laptop/IT equipment's, Software and Hardware, internet/network cable etc.
4.	Repair and maintenance of office furniture including, but not limited to which officer/executive chairs and tables, chairs (simple & revolving), sofa sets, wooden ducting, cupboards etc.
5.	All kind of repair/Maintenance work of Machinery & Equipment e-g: Photocopier Machines (Toshiba/Canon/Konica), Air Conditioner, Water Dispenser, CCTV, Electric Geezer and Fans automatic sliding doors and any other.

in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan. All reputable and well-established contractors are invited to apply for the pre-qualification by submitting the pre-qualification proposal proforma. The PM&DC will process all the procurement

1. INSTRUCTION TO BIDDERS

1.1 The selection of Firms/Contractors will be based on Prequalification process as under Rules- 16 of PPRA, 2004. PM&DC will adopt single stage one envelopes bidding procedure as laid down in rule 36 of Public Procurement Rules-2004.

1.2 The bid shall be a single envelope, containing prequalification proposal for a single category. The envelopes shall be marked as "Prequalification Proposal for -----Category name----. Bids should be submitted only through **(EPADS)** and Original sealed bids and earnest money in favour of Pakistan Medical and Dental Council must be submitted marked as "**Prequalification Proposal**".

1.3 PM&DC engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by contractors to demonstrate their respective qualifications and any other information that the PM&DC deems necessary for prequalification. PM&DC is providing a set of pre-qualification documents to contractors downloaded free of cost from EPADS website (<http://eprocure.gov.pk>) and PM&DC.

1.4 PM&DC shall evaluate the proposal in the manner prescribed given in the document. During the evaluation no amendments in the prequalification proposal shall be



permitted. After prequalification, only the prequalified contractors shall be entitled to participate in the subsequent procurement proceedings. PM&DC, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not prequalified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as PM&DC may decide.

1.5 PM&DC shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information.

1.6 Bidder (s) must have sound financial position, sufficient experience, well reputation and capability for timely completion / provision of services ordered.

1.7 Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered, have National Tax Number (NTN) and exists on Active Tax Payer List of FBR.

1.8 The bidders must submit **Bid Security @ of 50,000/-** in shape of Pay Order, Demand Draft, Call Deposit receipt from any scheduled bank in favor of Pakistan Medical and Dental Council, Islamabad otherwise prequalification will be rejected.

2. ELIGIBILITY AND PREQUALIFICATION CRITERIA

The bidders fulfilling the following eligibility criteria, will be declared eligible for Prequalification process which is provided.

- I. Affidavit on stamp paper, declaring that the company is not black listed by any Government agency / authority (Original required)
- II. Bidder must be Income Tax, General Sales Tax (GST) registration and on Active Taxpayer List of FBR (Copies required)
- III. Kindly fill the Annexure -A and Annexure-B&C and attach the supporting documentary evidence as mentioned above and also in each annexure.

Annex – A: Organization Information

Annex – B: Prequalification Criteria for **Lot # 1**

Annex – C: Prequalification Criteria for **Lot # 2,3,4,5**

And also sign the declaration form at the end of document and attach with your other documents.



3. SCOPE OF JOB

- a) PM&DC will offer a prequalification letter for three year to a qualified bidder for required services that the period of contract be terminated by the PM&DC without assigning any reason or intimation.
- b) The qualified contractor will share the quotations of required services as and when required by PM&DC.
- c) The contractor will provide financial proposal for required services.
- d) The contractor with lowest offered bid will be awarded work order for the said services.
- e) The contractor will provide quality work/services to PM&DC within agreed timelines of work order during the contract period.

TERMS OF REFERENCE:

To provide uninterrupted service, contractor will agree on following terms of references:

- i. The contractor will be bound to provide required service within agreed timelines starting from issuance of purchase order/Work order. Hard copy of purchase order will be provided.
- ii. Income tax and GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended from time to time.
- iii. In case of any dispute regarding quantity, quality of service and specification, the decision of the PM&DC shall be final & binding.

4. GENERAL GUIDELINES:

1. Only short-listed applicants will be considered for financial proposals/quotations. The financial proposal will be called separately from qualified bidders.
2. All documents and information received by PM&DC from applicants will be treated in strictly confidential.
3. Documents submitted to PM&DC will not be returned.
4. All expenses related to participation in this prequalification document shall be borne by the applicants.



5. Documents should be submitted through **EPADS**. Original Bids and Call Deposit in sealed envelope marked as “Pre-Qualification Proposal” shall be received on the postal address.
6. Documents shall also be submitted in hard copies, as well, in a sealed envelope marked as “Prequalification Proposal for ----Category name-----”. The envelope containing hard copies proposal shall be received in PM&DC.
7. PM&DC reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
8. PM&DC reserves the right to verify any information provided by the applicants.
9. In case of any dispute regarding quantity, quality of service and specification, the decision of the PM&DC shall be final & binding.



5. Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- All the information provided in the technical proposal is correct in all manners and respects
- And I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of

Name _____

Designation _____

Signature _____

Date and Place _____



6. Submission of Prequalification Proposal

Complete proposal containing technical details; all required information and documentary evidences may be submitted before **10:30 AM** on **29th June, 2026**. The proposals will be opened on same day at **11:00 AM** in the presence of bidders who wish to attend. The proposal should be submitted in sealed envelope clearly mentioned "Category Name".

7. Performance Security.

Company quoted lowest rate will be asked to submit 10 percent performance guarantee in the shape of Pay order/demand draft.



Cover Letter for the Submission of Prequalification / Technical Proposal

[Firm letterhead]

[Date]

To

Incharge Administration

[Address mentioned in Data sheet]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We, hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

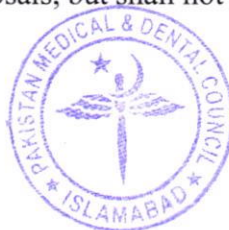
Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all proposals at any time prior to the acceptance of a bid or proposal. PM&DC shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.



Annexures

Annex – A

Organization Information

Serial No.	Required information	Response with Documentary Proof	
1	Legal name of the Firm/ Auto Workshop/ repair Shop		
2	Year of Registration / Establishment of the organization		
3	National Tax Number with year of issuance		
4	General Sales Tax Number and year of registration		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Sole proprietor	
		Private Limited Company	
		Public limited Company	
6	Name and Designation of Head of organization		
	Mobile		
	Phone		
	Email (if any)		
	Address of Organization		
7	Name and Designation of Contact Person		
	Mobile		
	Phone		
	Fax (if any)		



Pre-Qualification Criteria (Auto Workshops)

S.No.	Description	Documents Required	Marks
1	Relevant Experience	Copy of Work Order and NTN certificate with date of registration	Maximum 20 Marks
1.1	1-3 years' experience		5 marks for 1-3 years exp.
1.2	4-7 years' experience		10 marks for 4-7 years exp.
1.3	7-10 years' experience		15 marks for 7-10 years exp.
1.4	More than 10 years' experience		20 marks for more than 10 years' experience .
2.	Financial Capability	Copies of last year's tax returns and Bank Statement	Maximum 20 Marks
2.1	Bank Statement worth if up to 1 lac rupee		5 marks if worth up to 1 lac rupee
2.2	if more than 1 lac & up to 2 lac rupees		10 marks if worth 1 lac up to 2 lac rupees
2.3	If more than 2 lac & up to 3 lac rupees		15 marks if worth 2 lac up to 3 lac rupees
2.4	If more than 3 lac rupees		20 marks if worth more than 3 lac rupees
3.	Total Clients with Company	List of clients of the organization on letter head. Signed by Organizational head.	Maximum 20 Marks
3.1	If 1-3 clients		5 marks if 1-3 clients
3.2	If 4-7 clients		10 marks if 4-7 clients
3.3	If 8-10 clients		15 marks if 8-10 clients
3.4	If more than 10 clients		20 marks if more than 10 clients
4.	Auto Workshop	Details of auto workshop on company letter head. The procurement committee shall visit the workshops before decision.	Maximum 20 Marks
4.1	Electrical (for Automobile Workshop)		5 marks for if only one facility is available
4.2	Mechanical (for Automobile Workshop)		10 Marks if 2 facilities are available
4.3	Denting/ painting (for Automobile Workshop)		15 marks if 3 facilities are available
4.4	Parts shop/repair shop		20 marks if all 4 facilities are available
5.	Working Staff	List of employees of the organization on letter head	Maximum 20 Marks
5.1	If 1-3 staff members		5 marks if 1-3 staff members
5.2	If 4-7 staff members		10 marks if 4-7 staff members
5.3	If 8-10 staff members		15 marks if 8-10 staff members
5.4	If more than 10 staff members		20 marks if more than 10 staff members

Note: OEM for Honda, Suzuki, Toyota is mandatory. Minimum qualification marks are 60. Absence of any required document will lead to zero marks in that specific area.



Applicant Organization's Name: ----- Annex – C

Pre-Qualification/Evaluation (Criteria for other Lots)

S.No	Description	Maximum Marks
1	Years of Establishment above 5 years =20 3 to 5 year = 10 Less than 3 years = 0 (Please attach relevant documentary evidence)	20
2	FBR tax return for the last 2 years	20
3	Relevant Work Order/Agreement by the Government /Semi-Government offices (same nature) Above 5 years=25 3 to 5 = 10 Less than 3 years = 0	25
4	Relevant Work Order/Agreement by the Private /Multinational organizations (same nature) Above 5 =25 3 to 5 = 10 Less than 3 years = 0	25
5	Proof of Financial Stability (Bank Statement) Above 1 million = 10 Less than 1 million = 05	10
	Total Marks	100
	Minimum Passing Marks	60

- PEC certification is mandatory for lot 2.

(Signature and Seal of Bidder)



(AFFIDAVIT ON COMPANY NON-BLACKLISTED)

I/We _____, resident of/having office at _____, Holding CNIC/National ID/Company Registration No. _____ and passport no. _____ (where applicable).

1. That either the company or his member BOD has never been black listed by PM&DC or any Government department/autonomous body.
2. That whatever is stated above is true and correct to the best of my/our knowledge and belief.

DEPONENT(S)
Messrs. _____

Official Stamp

Solemnly affirmed before me on this _____ day, by the deponent(s) named above with whose identity I am satisfied on the basis of his/her/their CNIC/passport.

COMMISSIONER FOR TAKING AFFIDAVITS

