

F. No.4(15)/2026-27-General  
GOVERNMENT OF PAKISTAN  
SECRETARIAT OF COUNCIL OF COMMON INTERESTS  
5<sup>th</sup> Floor, Kohsar Block, Pak. Secretariat  
**ISLAMABAD**  
Tel: 051-9211946



**PRE-QUALIFICATION DOCUMENTS**

Sr. #	Pre-qualification Description
1.	Pre-Qualification of Workshops for Repair/Maintenance work of official vehicles of Secretariat of CCI For FY 2026-27.
2.	Pre-Qualification of Firms / Venders for Repair/Maintenance/Petty purchases for the of Secretariat of CCI up to Rs.500,000/-, in terms of Rule 42 of PPRA Rules, 2004 (as amended from time to time):- i. Maintenance of Transport ii. Machinery & Equipment iii. Computer Hardware / Software iv. IT Equipment

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**CRITERIA FOR PRE-QUALIFICATION OF “WORKSHOPS”**

Sealed bids are invited from workshops registered with Income and Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR (copies of valid documents must be attached), for repair / maintenance work and purchase of spare parts for the authorized / official vehicles/motorcycles of the Secretariat of CCI, as and when required during the financial year 2026-27.

**Terms & Conditions**

1)	Pre-qualification process shall be carried out through PPRA-EPMS ( <a href="https://epms.ppra.gov.pk">https://epms.ppra.gov.pk</a> )
2)	Interesting eligible bidders must be registered on the PPRA-EPMS ( <a href="https://epms.ppra.gov.pk">https://epms.ppra.gov.pk</a> ) and submit their documents on PPRA-EPMS.
3)	The interested workshops must have at least 5 years’ relevant experience with Government Departments in relevant field.
4)	The workshops should have their own complete setup i.e. garage/secure parking, spare parts availability and technical experts. The workshop will be responsible for any loss/damage caused in this regard.
5)	The Workshops should have their Telephone/Fax facilities etc.
6)	The workshop should be registered with Sales Tax and Income Tax Department. Valid documents must be attached with the bid.
7)	The interested workshops must have sound financial position. Proof of Bank Statement for the last six months, must be attached.
8)	Non-black listing certificate on Affidavit must be attached with documents.
9)	Pre-qualification Committee may conduct physical visit of all workshops/offices before pre-qualification.
10)	The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it, even at odd hours.
11)	While submitting rates the workshop should clearly show whether GST is excluded or included in the offered rates.
12)	The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the workshop will be responsible to replace it free of cost.
13)	Successful bidder must take and return the items for repair / maintenance at his own cost, if the repair is required at the bidder’s workshop.
14)	The intending workshops must provide a list of its clients.
15)	In case of submission of any false information/documents and any deficiency found in deliverables, the workshop will be disqualified/blacklisted.
16)	The Secretariat of CCI reserves the right to reject or accept any/all bids as per PPRA Rules, 2004 as amended from time to time.

**CRITERIA FOR PRE-QUALIFICATION OF “WORKSHOPS”**

**Corrupt or Fraudulent Practices**

2. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

- i. defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

- ii. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- iii. will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Secretariat being procuring agency.

**Undertaking**

**I / We have read and agree with the above mentioned terms and conditions.**

Name of Workshop: \_\_\_\_\_

Office Address / Contact No: \_\_\_\_\_

Signature / Stamp: \_\_\_\_\_

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

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**CRITERIA FOR PRE-QUALIFICATION OF “FIRMS/VENDORS”**

Sealed bids are invited from Firms/Vendors registered with Income and Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR (copies of valid documents must be attached), for repair/maintenance/petty purchases for the Secretariat of CCI, as and when required during the financial year 2026-27:-

**“Machinery & Equipment, Computer Hardware / Software, I.T. Equipment”**

**Terms & Conditions**

1)	Pre-qualification process shall be carried out through PPRA-EPMS ( <a href="https://epms.ppra.gov.pk">https://epms.ppra.gov.pk</a> )
2)	Interesting eligible bidders must be registered on the PPRA-EPMS ( <a href="https://epms.ppra.gov.pk">https://epms.ppra.gov.pk</a> ) and submit their documents on PPRA-EPMS.
3)	The interested firms / vendors must have relevant experience and past performance with Government Departments in relevant field.
4)	The firms / vendors must have their own established shops / office premises in Islamabad / Rawalpindi.
5)	The firms / vendors should have Telephone / Fax facilities etc. in Islamabad / Rawalpindi.
6)	The firms / vendors must have registered themselves with Sales Tax and Income Tax Department and on Active Taxpayers List of FBR (Valid documents must be attached).
7)	The interested firms / vendors must have sound financial position. Proof of Bank Statement for the last six months, must be attached.
8)	Non-black listing certificate on Affidavit must be attached with documents.
9)	Pre-qualification Committee may conduct physical visit of all offices before pre-qualification.
10)	The firms / vendors on the panel will be bound to carry out the requisite work on immediate basis when work is referred to them, even at odd hours.
11)	While submitting rates the firm /vendor should clearly show whether GST is excluded or included in the offered rates.
12)	The firm / vendor will be bound to return old parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the firm / vendor will be responsible to replace it free of cost.
13)	Successful bidder must take and return the items for repair / maintenance at his own cost, if the repair is required at the bidder's shop / office.
14)	The intending firm / vendor must provide a list of its clients.
15)	In case of submission of any false information/documents and any deficiency found in deliverables, the firm / vendor will be disqualified / blacklisted.
16)	The Secretariat of CCI reserves the right to reject or accept any/all bids as per PPRA Rules, 2004 as amended from time to time.

**CRITERIA FOR PRE-QUALIFICATION OF “FIRMS/VENDORS”**

**Corrupt or Fraudulent Practices**

2. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

- i. defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

- ii. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- iii. will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Secretariat being procuring agency.

**Undertaking**

**I / We have read and agree with the above mentioned terms and conditions.**

Name of Firm/Vendor: \_\_\_\_\_

Office Address / Contact No: \_\_\_\_\_

Signature / Stamp: \_\_\_\_\_

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

## CHECK LIST

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

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1.	<b>Registered on PPRA-EPMS</b>	
2.	<b>NTN No. with copy of certificate</b>	
3.	<b>GST No. with copy of certificate</b>	
4.	<b>Date of Establishment</b>	
5.	<b>Copy of Active Taxpayer List</b>	
6.	<b>Vendor No.</b>	
7.	<b>Bank Name &amp; Account No.</b>	
8.	<b>Stamp paper /declaration of Non-black listing</b>	
9.	<b>Signature and Stamp on Tender Documents on each page</b>	
10.	<b>Proof of Financial Soundness / copy of bank statement for the last six months.</b>	
11.	<b>Address of Firm</b>	
12.	<b>Landline Telephone / Fax Numbers and other contact details</b>	
13.	<b>List of clients</b>	

Name of Bidder/Firm : \_\_\_\_\_

Signature. \_\_\_\_\_

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

\_\_\_\_\_  
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