



GOVERNMENT OF PAKISTAN

ESTABLISHMENT DIVISION

BIDDING DOCUMENTS

FOR

Pre-Qualification of the Firms / Vendors / Contractors / Service Providers (Collectively referred to as “the Firms”) for execution of the repair / maintenance works in the following categories during the financial year **2026-27 & 2027-28** under Rules 15 & 16 of the public procurement rules, 2004 read with rule 42(a) & (b),

Category - 1 Official Vehicles	Category - 2 Machinery and Equipment
Category - 3 Furniture and Fixtures	Category - 4 Computer / IT Equipment (Hardware & Software)

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**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION**

PREQUALIFICATION NOTICE

The Establishment Division, Islamabad intends to pre-qualify reputable, experienced and technically sound firms/companies for service, repair and maintenance work in the following categories on need basis initially for a period of Two years **(2026-27 & 2027-28)**, extendible for a further period of one year with mutual consent. Under Rules 15 & 16 read with Rule 42(a) & (b) of the Public Procurement Rules, 2004: -

Category - 1 Repair of Vehicles	Category -2 Repair of Machinery & Equipment
Category - 3 Repair of Furniture and Fixtures	Category -4 Repair of Computer/ IT Equipment (Hardware & Software)

2. The Firms having valid registration with Sales Tax / Income Tax Departments, active status on the Active Taxpayer List (ATL) of the FBR, their own complete set-up in Islamabad / Rawalpindi, preferably in the vicinity of the ESTABLISHMENT DIVISION, five years of working experience in the categories applied in public sector organizations, and most importantly registered on E-PADS are eligible to participate in the prequalification process.

3. The bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bids, evaluation criteria, clarification/rejection of bids, performance guarantee etc are available for the interested bidders at the websites of the Establishment Division's (<https://Estanlishment Divsion.gov.pk>), (<http://eprocure.gov.pk>) and website of Public Procurement Regulatory Authority (www.ppra.gov.pk) free of cost.

The prequalification proposals / documents of those Firms only will be accepted for the purpose of process of the prequalification, who have applied through E-PADS. Application through E-PADS shall not guarantee the pre-qualification of the Firms.

4. The Establishment Division reserves the right to accept or reject any pre-qualificationn proposal wholly or partially with assigning proper Justification / deficiency, if any, in accordance with Rule 33 of the PPR, 2004.

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Eligible Criteria. Documents Required. Category-wise Scope of work
Terms & Conditions and Marking Criteria

A. Eligibility criteria

1. Registered with Sales Tax / Income Tax Departments having their valid registration numbers
2. At least five years of experience of working with public sector organizations in repair and maintenance work / procurement of each Category.
3. Complete physical office set-up in Islamabad / Rawalpindi, preferably in the vicinity of the ESTABLISHMENT Division.
4. Neither blacklisted nor in dispute with any public sector organization. A Rupee 100/- Affidavit will be required on this count.
5. Dedicated / regular experienced technical staff.
6. Authorized dealership in case of repair / maintenance work of vehicles, computer (hardware & software), machinery and equipment etc.

B. Documents Required

1. Complete profile of the firm/service provider, along with year of establishing.
2. Sales Tax Registration Certificate.
3. NTN Certificate.
4. Proof of being active tax payer.
5. Certificate/ Affidavit for being not black listed ever, on Rs.100/- stamp paper.
6. Details of employees of the firm (permanent, Temporary, Technical, and non-Technical etc) with designation and contact numbers.
7. List of workshops with necessary equipment along with complete addresses.
8. Proof of working / engagement with any public sector organization(s).
9. Affidavit that the information provided in the Tender / Bidding document is correct.
10. Financial status of the firm supported by bank statements.

CATEGORY-WISE SCOPE OF WORK

CATEGORY — 1

1. Repair and Maintenance of Official Vehicles, including but not limited to vehicles manufactured by Toyota, Honda, and Suzuki, as well as motorcycles, electric bikes, and other similar vehicles.
2. Provision of on spot services, if so required, on urgent basis.
3. Replacement of defective parts with genuine parts.

CATEGORY - 2

4. Repair and Maintenance of all types of machinery, equipment and I.T. equipment including, but not limited to, office machinery, scanner, electric water cooler, air-conditioners, photocopiers, Fax machines, bracket fans, exhaust fans, computer Desktop, laptops, LED TVs, printers, multimedia projectors etc.
11. Replacement of defective parts with genuine parts.

CATEGORY — 3

1. Repair and Maintenance of office furniture including, but not limited to which officer / executive chairs and tables, chairs (simple & revolving), sofa sets, coat hangers, wooden ducting, cupboards etc.,

CATEGORY — 4

1. Repair and Maintenance of I.T. Equipment, software, server, UT Firewall Routers, Networking like Optic Fiber Cable, Lan Cables, Access points, Windows, MS Office, Antivirus, cameras, etc.
2. Replacement of defective parts with genuine parts.

TERMS AND CONDITIONS

1. The Firms having valid registration with Sales Tax / Income Tax departments, active status on the Active Taxpayer List (ATL) of the FBR, their own complete set-up in Islamabad / Rawalpindi, preferably in the vicinity of the Establishment Division, five years of working experience in the categories applied in public sector organizations, and most importantly registered on EPADS are eligible to participate in the pre-qualification process.
2. The Tender documents for pre-qualification are immediately available after date of publication. Establishment Division will not be responsible for any cost or expense incurred by bidders in connection with the preparation or delivery of E-bids. The bidding documents carrying all details can also be download from official websites of the PPRA [https:// PPRA.gov.pk](https://PPRA.gov.pk) and ESTABLISHMENT Division www.ESTABLISHMENT.gov.pk
3. An affidavit on Rs.1,000/- stamp paper will be required to the effect that the Firm / Vendor / Contractor / Service Provider is not blacklisted and has no dispute with any Government Organization(s). Concealment of the facts on this count will lead to blacklisting.
4. The Competent Authority reserves the right to accept or reject any prequalification proposal by whole or partially with assigning proper justifications / deficiency, if any, in accordance with Rule 33 of the PPR, 2004. Besides, consequent upon establishing the fact that substandard work is done, the firm will be blacklisted forthwith with payment of the work done stopped.
5. The deadline for uploading bids is **20th July 2026 up to 10:00 am.**
6. The prequalification proposals / documents of those Firms only will be accepted for the purpose of process of the prequalification, who have applied through E-PADS.
7. The Firms obtaining 50 Marks will be declared successful in pre-qualification, subject to fulfillment of other criteria contained in the tender documents and the Public Procurement Rules, 2004.
8. The relevant documents supporting the options selected by the firm must be attached with the tender document. Without supporting documents, the selected option of the firm will not be considered in marking.
9. The successful Firms will have to sign contract agreement with this Division for carrying out the works required falling in the Categories (1-5) during the financial year-**2026-2028**

10. Security worth Rs.100,000/- (Rupees one hundred thousand only) for repair/maintenance works under Category-2 and Category-4 will require to be deposited in favor of Drawing & Disbursing Officer (DDO), ESTABLISHMENT Division, Ministry of ESTABLISHMENT & Revenue. The security deposits will be released to the unsuccessful Firms in due course of time; and, to the successful bidders, after 30th June, 2027.
11. The Repair / Maintenance work will be valid up to 30th June, 2027. The invoice / bill will not be generated for repair / maintenance of things within six-months of its previous repair / maintenance of same nature done by the Firms / Vendors. Sub-standard work will not be acceptable and defaulters will be preceded under law might leading to blacklisting.
12. The prequalified Firms will keep themselves a call away from the ESTABLISHMENT Division and will be bound to send their technical staff / laborer's etc., within the shortest possible time to carry out the required work(s). They must keep themselves available even on closed holidays throughout the period of their contract.
13. The participating Firms should clearly indicate the job at questionnaire for which they want to qualify.
14. The entire process of pre- qualification and subsequent award of contract will be governed by the Public Procurement Rules, 2004.
15. The Firms must comply with the Standard Anti-Corruption Policy of Government of Pakistan and must not be declared ineligible by any court of Law or any Government of Pakistan department due to corrupt / fraudulent / coercive / collusive practices. In such an event, they will be disqualified at once.
16. The Establishment Division shall disqualify the Firms pursuant to the Public Procurement Rules, 2004 (amended from time to time) read with all other applicable Laws of the Land for award of contract, if it finds with substantial evidence that they are involved directly or through an agent in corrupt, fraudulent, collusive, or coercive practices in competing for any contract.
17. The Firms must not conceal any information that might hinder the execution of the project. The ESTABLISHMENT Division shall disqualify or blacklist those Firms on grounds of submission of false or fabricated information and may take any legal action apart from blacklisting them.
18. As per Rule 36(a) of the PPR 2004, Single Stage One Envelop procedure will be adopted.

E. MARKING CRITERIA

The marking criteria for pre-qualification of the Firms *for* the said repair / maintenance works under different categories will be observed in the following manner

Qualification Criteria	Vehicle	Machinery	Furniture	IT Equipment
Legal & regulatory Standing	10	10	10	10
Facility /Workshop Quality	15	15	15	15
Technical Staff / Qualification	10	10	10	10
Relevant Experience	15	15	15	15
Financial Capacity	20	20	20	20
Bank Credit / Solvency	20	20	20	20
Material Supply / On Site	10	10	10	10
Total	100	100	100	100

Note: The firms obtaining less than 50% marks will not be considered for prequalification.

E. INSTRUCTIONS

1. Conditional, incomplete and non-compliance to terms and conditions of the bidding documents and over writing I cutting in documents shall not be accepted.
2. Any document received after the specified submission date and time mentioned in this document shall not be considered and it will deem to have been rejected.
3. Member(s) of the Purchase Committee may visit of all Firms, before finalization of their pre-qualification.
4. List of Names and Telephone numbers of their technical teams with their experience and name of Focal Person shall be reached.
5. The prequalified Firms shall be bound to carry out the requisite works on top priority basis whenever work is referred to them.
6. If a Firm is unable to provide required services, as per work order, then the firm Would be backlisted for future business with the Departments Government through PPRA.
7. This shall be the responsibility of the successful Firms / bidder to have secure custody / keeping of the official items, in case the same are transported to the bidder facility / office. If any damage occurs to such items required to be transported to the ESTABLISHMENT Division, the bidder shall "bear the loss.
8. The Firms requiring any further clarification or information of the document may visit office of the Section Officer (Procurement, Room # 1095, , Establishment Division, Pak. Secretariat, contact No. **051-9217882**.

CHECK UST

Sr.#	Pre•Requisite Document to be provided by the Firms	Yes / No
1	Registered on E-PADS	
2	NTN No. with copy of certificate	
3	GST No. with copy of certificate	
4	Date of Establishment	
5	Copy of Active Taxpayer List	
6	Islamabad Vendor No. by AGPR	
7	Bank Name & Account No.	
8	Stamp paper/declaration of Non-black listing	
9	Proof of Financial Soundness / copy of bank statement for the last three year	
11	Registered Address of Firm	
12	Landline Telephone / Email address and other contact details of Owner, focal person and technical person	
13	List of clients/departments/Minist ries	
14	Appreciation Letters, if any.	

Name of Bidder	
Signature	
Date	
Stamp	