

F.NO. 3(306)-Account/E&T/2025-26
Government of Pakistan
Excise and Taxation Department
H-9, Islamabad

PRE-QUALIFICATION OF FIRMS

Excise and Taxation Department, Islamabad invites sealed technical bids from the suppliers/contractor, which have established their state-of-the-art workshops in Islamabad with dexterous manpower, for supply/repair/maintenance in the following sectors.

Sr. No	Description
01	Repair of Machinery, Furniture, Software, Hardware, I.T, Office Building, Printing, render services and Other Misc-work
02	Repair of Transport (Cars & Motorcycle)

2. The interested firms/companies/workshops should submit their profile/consent for pre-qualification latest by 31.07.2026 till 01:00 PM.
3. The interested firms may obtain terms and conditions from the undersigned's office.
4. All the sealed profile/technical bids for pre-qualification will be opened in this office in the presence of representatives of the participating firms on 31.07.2026 at 02:30 PM.
5. The pre-qualification process is open to the firms subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Excise & Taxation Department ICT (Excise & Taxation Department – Islamabad) through EPADS 2.0 during office hours. A complete set of Pre-qualification documents may be accessed by interested Applicants through EPADS.
6. The application, prepared in accordance with the instructions in the Pre-qualification documents, must be submitted both manual and through EPADS 2.0 on or before Friday, July 31, 2026 01:00 PM. Both manual and e-applications will be opened on the same day at Friday, July 31, 2026 02:30 PM.
5. This office has the right to accept or reject any or all bids as per PPRA's Rules/regulations at any stage of the pre-qualification process.

EXCISE & TAXATION OFFICER
MOTOR REGISTERING AUTHORITY
ISLAMABAD

TERMS AND CONDITIONS
FOR PRE-QUALIFICATION OF FIRMS

- i. Firms should have their own state-of-the-art office/workshop in Islamabad.
- ii. Firms must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ALT) of FBR. The firm should have bank account and vendor number assigned by AGPR.
- iii. For prequalification, firms having experience, capability and resources may apply along with the following information and documents: -
 - a) Name of the firm along with postal address, Phone & Fax numbers.
 - b) Copy of incorporation certificate & organizational structure.
 - c) Similar nature of works completed during last five years by government departments, auto & Simi auto organizations.
 - d) Similar nature of works in hand along with names and addressed of clients.
 - e) Pre-Qualified for similar nature of works with Govt., Semi Govt./Private Firm.
 - f) List of Key personal & detail of technical staff.
 - g) Affidavit for non-blacklisted/involved in arbitration/litigation with any client during last 5 year.
 - h) Proof of enlistment with other departments.
 - i) Professional Tax certificate, Islamabad.
 - j) in case the firm is registered as (General Order Suppliers/enterprises etc.)
- iv. Firms shall provide the proof of services being rendered to at-least five Ministries/Divisions along with certificate of satisfaction.
- v. The firms will be shortlisted as per PPRA Rules 2004.
- vi. Successful firms shall be responsible to provide its services for Supply/repair/maintenance after approval of their quotation.
- vii. Firms shall respond on receipt of work order on the same day.
- viii. Firms shall preferably make it possible to rectify the fault of certain mechanical problem at the spot otherwise at workshop at their own arrangement.
- ix. Firms shall be bound to replace the faulty parts with genuine spare parts having sufficient warranty period.
- x. Firms shall be bound to return the faulty parts to this office.
- xi. In case of arising of same fault within the warranty period, the firm shall replace the faulty part without any charges.

- xii. Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- xiii. Only pre-qualified firms/companies/workshops will be eligible to do business with this office.
- xiv. Sealed pre-qualification bids should reach this office (during office hours) or by courier at the address of undersigned within the stipulated time otherwise pre-qualifications bids will not be accepted.

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Excise and Taxation Office, Islamabad
Prequalification Document for Supplier/Contractors for the
Supply / Repair / Maintenance Work

Open Framework Agreement

Excise and Taxation Department,
H-9, Islamabad,
Pakistan.

Phone: 051-111-383-383

Government of Pakistan
Excise and Taxation Department
H-9, Islamabad

PREQUALIFICATION OF VENDORS
FOR SUPPLY/REPAIR/MAINTENANCE SERVICES
FOR EXCISE AND TAXATION OFFICE
ISLAMABAD.

1. Excise and Taxation Islamabad invites applications from professional and general traders based in Islamabad for prequalification as vendors for supply/repair/maintenance services under an open framework agreement.
2. The agreement will cover the financial year 2026-27 and may be extended for upto two years based on satisfactory performance. Services will be procured as and when required through requests for quotations (RFQ) or single quotation (as the case may be) through PPRA's.
3. Interested vendors duly registered with FBR (Active of Sales tax & Income Tax List) and on PPRA's may submit their proposals along with a Rs. 500,000/- Security Deposit for Repair of Machinery, Furniture, Software, Hardware, I.T, Office Building, Printing, render services and Other Misc-work and Rs. 100,000/- Security Deposit for repair of transport (Pay Order in favor of Excise and Taxation Office, ICT Islamabad in a single envelope before closing of submission date and time in the office of the Excise and Taxation Islamabad and also upload on **EPADS 2.0**.
4. The tender document can be downloaded from **EPADS 2.0** Interested bidders may submit their bid and documents duly signed/stamped along with covering letter on firm/company's letter head in Excise and Taxation on or before 31-07-2026, by 01:00 PM and also upload on **EPADS 2.0** positively. Only bids submitted in Excise and Taxation Office and also upload on **EPADS 2.0** will be considered.
5. Blacklisted firms or bidders are not eligible to apply. Incomplete, partial, or conditional applications shall not be accepted. Bids received after due date and time shall not be accepted.
6. Excise and Taxation Office Islamabad may cancel prequalification process in accordance with PPRA rules without assigning any reason.

OPEN FRAMEWORK AGREEMENT

Date/Time of Submission: 31.07.2026 at 01:00 PM

Date/Time of Opening: 31.07.2026 at 02:30 PM

1. INVITATION FOR PREQUALIFICATION PROPOSALS FOR SUPPLY OF SERVICES FOR REPAIR AND MAINTENANCE.

Excise and Taxation Islamabad invites applications from Islamabad/Rawalpindi-based professional vendors for prequalification for provision of "Services for Repair and Maintenance" to this office through an open framework agreement for a period of one year and extendable up to two years (from the date of agreement). Single stage one envelope procedure shall be followed as per PPRA's Rule 36 (a). Services will be acquired as and when required through request for quotations/financial proposals quotation based (as the case may be). Interested suppliers, duly registered with FBR, may submit their proposals along with Bid Security of Rs. 500,000/- for Repair of Machinery, Furniture, Software, Hardware, I.T, Office Building, Printing, render services and Other Misc-work and Bid Security Rs. 100,000/- for repair of transport in Excise and Taxation Office Islamabad in a single envelope before closing of submission date and time in the office of the Excise and Taxation Office, H-9, Islamabad. The proposals and bid security must be submitted in hard at the given address before closing date and time.

2. INSTRUCTIONS FOR APPLICANTS

Open Framework Agreement:

An open framework agreement, which means an agreement with specified terms and conditions without an agreed price, will be signed with the shortlisted suppliers for a period of one year extendable for another two years on satisfactory performance. This contractual arrangement will allow this office to procure goods, services, or works that are needed continuously or repeatedly at agreed terms and conditions over three years through request for quotations or placement of orders. The Excise and Taxation Office shall shortlist at least two suppliers against each category for services required. If only one supplier submits a proposal, the purchase committee will consider their nomination in line with PPRA guidelines and rules.

Whenever a service is required by The Excise and Taxation Office, the office shall request quotations/financial proposals from prequalified suppliers only. The shortlisted suppliers shall be bound to provide their quotations including all taxes and labor charges etc. The request for quotations/financial proposals will be called on time to time basis whenever services are required by The Excise and Taxation Office Islamabad.

3. SCOPE OF WORK

Detail of requirements under each category is as under:

Repair and Maintenance of Transport

i. Repairing and Maintenance of Official Vehicles

- Replacement of engine oil, oil filter, air filter, AC filter, gear oil, brake oil.
- Tuning, wheel alignment & balancing, plugs changing, brake service.
- Replacement of bearings, complete engine overhauling, gearbox, steering overhauling.
- Brake disk pad, brake shoe, drum tuning, suspension work.
- AC work, denting & painting, seal cover & poshish work.
- Replacement of batteries, replacement tyres, servicing & polishing.
- All others electrical and mechanical works etc.

ii. Repairing and Maintenance of Official Motorcycles

- Oil change, tuning, wheel balancing.
- Replacement of brake shoes, brake cables, chain sets, head lights, indicators.
- Clutch cable, clutch lever, ignition switch, accelerator cables, and plugs.
- Complete engine overhauling, replacement of tires.
- All others electrical and mechanical works etc.

Repair and Maintenance of Machinery and Equipment

i. Photocopier Machines

- Monthly maintenance, replacement of toners, drum unit, developing unit, Fusing unit, transfer roller unit, image transfer belt unit, toner filter, tray rollers, ADF roller, bypass roller, developer powder, and other necessary repair and maintenance.

ii. Electric Generator

- Oil change and filters change, inspection of air intake system.
- Electrical system and wiring, load bank testing, function test, generator cleaning.
- Battery and coolant inspection, spark plugs, replacement of batteries and other electrical and mechanical works of the generator. Along with engine overhauling when required.

iii. *Air Conditioners and Electrical Equipment*

- The works may include installation of ACs, inspection and replacement of filters checking and cleaning of condensate drain, cleaning of indoor unit, cleaning and washing of outdoor units, checking of insulation, refrigerant recharging, compressor repairing, gas filling and other electrical/mechanical works of air conditioners as may be required by the procuring agency.

iv. *All Other Machinery and Equipment*

- The works may include repairing of all types of UPS, configuration etc. Replacement of batteries & ant other machinery and equipment.
- Repair of Water dispenser, motors, pumps, refrigerators, TV LED, microwave ovens etc.
- Repair of all types of fans, Gas heaters, electric heaters, electric kettle, biometric attendance devices, lamps, and any electrical or mechanical works of equipment may also be repaired during the contract period.
- Repair / maintenance including cleaning of solar plates, trouble shooting of any error / issue of solar system which is to be installed at roof top of Excise and Taxation Office ICT.

Repair and Maintenance of Computer Hardware and IT Equipment

i. *Repair and Maintenance of Computers, Printers, other Hardware and IT Equipment*

- The works may include repairing of computers, installation of Windows, MS Office, and other software's.
- Repairing of printers, fax machines, scanners, CCTV cameras servers and other IT and telecommunication equipment such as video conferencing systems, projectors, multimedia, routers, networking work, switches etc. and all other IT related work Networking etc.

Repair and Maintenance of Furniture & Fixture

i. *Repair and Maintenance of Furniture & Fixture*

- The work may include polishing and repairing of tables, chairs, cane webbing of chairs repairing of drawers, wooden almirahs, side racks, steel racks, steel cabinets, steel almirah, Steel safes, repairing of courtroom tables, rostrums, computer chairs, mechanical base of chairs and seat filling, curtains & blinds.
- Foam replacement, poshish works of Chairs/Sofas, all types of wooden doors, windows, partitions and all types of Furniture and fixture etc. items.

Repair and maintenance of Office Building

- The work may include repair and maintenance of office building i.e. masonry work, glass doors, windows, partitions, walls, roof, false ceiling, and any other related work as desired by the procuring agency.
- The work may also include landscaping, maintenance of driveways and sidewalks and any other relevant goods / services as require by the procuring agency.

Maintenance of park & Garden

- Supply of different plants, grass etc. when required.
- Landscaping of Lawn, Garden, and Paramount of walk track in lawn.
- Provision of lawn, Bench, Fountains etc.

Printing work & Other Misc. work

- The work may also include binding (all types), preparation of photocopy sets of different agenda items.
- Printing of office identity cards / visiting cards / certificates etc.
- Provision of shield / souvenir etc.
- Any other task as assigned by the procuring agency.

Other Render Services.

- Services of cleaning staff
- Gate Keeper
- Skilled / Semi Skilled worker

Eligible Suppliers

Suppliers must fulfill the below listed criteria:

- i. Professional/general traders in Islamabad/Rawalpindi in the relevant business having specialized expertise to facilitate the department in supply of goods / services of repair & maintenance as per requirement of the procuring agency shall submit their proposals for prequalification (documentary evidence to be provided as per technical evaluation criteria).
- ii. The vendor must be registered with FBR and possess a valid NTN number with active status of income tax and sales tax.
- iii. Must have experience in supplying similar goods / services to federal government departments.
- iv. Must have never been blacklisted by any government department.

Mandatory Documents:

Proposals shall comprise the following mandatory documents. Failure to submit the bid without any document mentioned below will lead to rejection of complete bid.

- i. Company Profile
- ii. Active income tax and sales tax registration status on FBR.
- iii. Details of services the company provides along with company employees who have qualification / experience in relevant field.
- iv. Proof of office and a working landline number in Islamabad/Rawalpindi. In case of Repair of Transport evidence of workshop must be provided.
- v. Financial strength proof (tax returns/bank statement of one year at least).
- vi. Copies of contracts / work orders with federal government departments (minimum 03 years' experience is mandatory).
- vii. Performance certificates from federal government departments (minimum 02).
- viii. Undertaking on stamp paper confirming no blacklisting from any federal or provincial government department.
- ix. Undertaking on company letter head by CEO / Director / Owner that they have read and agreed to terms and conditions of the bidding document.
- x. Rs. 500,000/- Security Deposit for Repair of Machinery, Furniture, Software, Hardware, I.T, Office Building, Printing, render services and Other Misc-work and Rs. 100,000/- Security Deposit for repair of transport (in shape of DD/P.O along with other documents) before the end of closing date & time.). If the potential bidder fails to submit security deposit, their proposal shall be rejected.
- xi. The proposed bidders must fill in forms attached at the end of the proposal along with their technical proposal (Application Form, Financial Strength, Experience, and Key Staff).

Security Deposit

The application for prequalification of vendors must be accompanied with Rs. 500,000/- Security Deposit for Repair of Machinery, Furniture, Software, Hardware, I.T, Office Building, Printing, render services and Other Misc-work and Rs. 100,000/- Security Deposit for repair of transport Security deposit in the form of Payment Order from any scheduled bank in favor of The Excise and Taxation Office, and Islamabad. The security deposit shall be valid for the period of contract period. If the security deposit is not provided to this office in time, then the bid shall be rejected by The Excise and Taxation Office as

non-responsive. The security deposits of unsuccessful applicants will be returned after award of the contract to the shortlisted suppliers. Moreover, during the course of contract period, the security deposit will be liable to deduction / forfeit on account of loss to the procuring agency due to inferior quality of services / supply of goods which shall be communicated in writing.

Submission of Proposals

The application along with relevant required document duly signed/stamped on company's letter head must be submitted before closing time. The original security deposit in form of bank draft must be submitted in the office of The Excise and Taxation Office H-9/4 Islamabad on the prescribed time and date as given above. The proposals will be opened and evaluated as per technical evaluation criteria given below.

Prequalification Process

The applications will be opened on given date, time & venue as per Single Stage-Single Envelope Bidding Procedure in accordance with Public Procurement Rules, therefore, each proposal shall be submitted containing all the required documents. The applications and will be evaluated by the procurement committee as per below evaluation criteria with the documentary evidences provided by the suppliers. The procurement committee may call the suppliers for a meeting to discuss the requirements and terms and conditions. The vendors shall be pre-qualified by the competent authority on fulfillment of mandatory requirements as laid down in the bidding document.

Evaluation Criteria:

The applications shall be evaluated on the basis of following criteria: -

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Experience	Company Establish date. 02 Marks for each year Max 20 Marks	20
2	Financial Capability	Annual turnover for last years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 10–15 million = 7 2. PKR 15–25 million = 15 3. PKR 25–35 million = 20	20
3	Human & Technical Resource	Qualified technical staff. 02 Marks for each employee Max 20 Marks	20
4	Government Experience	Prior experience with Government / Semi-Government / Autonomous Bodies. 04 Marks for each client Max 20 Marks	20
5	Tools & Equipment	List of Available tools & equipment in the workshop & premises of the work shop, marks will be decided by the evaluation committee	20
		Total Marks	100 Marks

Applicants must secure at least 70 marks out of 100 to be declared prequalified.

Note: Passing of Mandatory Criteria is a precondition.

Signing of Contract:

After nominating the qualified suppliers by the Procurement Purchase Committee, a Letter of Intent shall be issued to the suppliers wherein they will be directed to sign agreement within time period. If the qualified supplier fails to sign agreement with The Excise and Taxation ICT, Islamabad within specified date and time, his security deposit will be forfeited by the procuring agency and their pre-qualification will be cancelled. The successful supplier shall not transfer the obligations of the contract to any other contractor or supplier through sub-contracting. The contractor shall be bound to supply the required goods / services to this office by himself as and when required during the contract period.

Rejection of Applications:

The Excise and Taxation office reserves the right to accept or reject any applications, and to annul the prequalification process and reject all applications/proposals, at any time prior to award of Contract, without thereby incurring any liability to the affected applicants or any obligation except that the grounds for rejection of all proposals shall upon request be communicated to any applicant who submitted a proposal and security deposit will be returned. Rejection of all applications shall be notified to all applicants promptly.

Redressed of Grievances by the Excise and Taxation Office:

In case of grievances of the applicants, the Grievance Redressed Committee (GRC) shall address the complaints of applicants that may occur prior to the entry into force of the procurement contract. Any applicant feeling aggrieved by any act of The Excise and Taxation Office after the submission of his application may lodge a written complaint concerning his grievances. The committee shall investigate and decide upon the complaint within 30 days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the prequalification process.

Terms of Contract

- i. The supplier must provide services personally, without subcontracting.
- ii. Only genuine and brand-new parts shall be installed upto the satisfaction of procuring agency.
- iii. The supplier must return old spare parts and provide warranties.
- iv. Goods / Services must be delivered within one day or as specified in the work order.
- v. The supplier shall be responsible for all applicable taxes.
- vi. Any defective or low-quality components shall be rejected and the contract may be terminated.
- vii. Any supplier failing to meet obligations will have their security deposit forfeited.

The Excise and Taxation Office reserve the right to accept or reject all bid proposals or annul the pre-qualification process without assigning any reason at any time.

APPLICATION FORM

(On Letterhead of Firm)

Supplier Details

Name of the Supplier: _____

CNIC Number: _____

Address of Office: _____

Business Information: _____

Status: ☐ General Traders ☐ Professional Traders

Date of Establishment: _____

Registration Authority: _____

NTN No. & Registration Date: _____

Experience:

☐ More than 3 years

☐ More than 5 years

☐ More than 10 years

Bank Details

Bank Name & Branch Code: _____

Bank Account Title: _____

IBAN Number: _____

Operational Details

Total Staff: _____

Covered Area of Office: _____

Available Facilities: _____

Declaration

I hereby confirm that the information provided is accurate and complete.

(NAME) _____

(Signature) _____

(Company Stamp) _____

(Date) _____

RELEVANT EXPERIENCE

(To be submitted on Applicant's Letterhead)

Note: Attach documentary evidence.

Sr. No.	Name of the Govt Department	Title & Ref. No of Contract	Period of the Contract	Total Worth	Status
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

Declaration

I hereby confirm that the information provided is accurate and complete.

(NAME) _____

(Signature) _____

(Company Stamp) _____

(Date) _____

KEY STAFF OF FIRM

(To be submitted on Applicant's Letterhead)

Sr. No	Name of Staff	Designation	Area of Expertise	Experience
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Declaration

I hereby confirm that the information provided is accurate and complete.

(NAME) _____

(Signature) _____

(Company Stamp) _____

(Date) _____