FEDERAL SHARIAT COURT

3rd Floor, Islamabad High Court Building, Constitution Avenue, G-5, Islamabad

PREQUALIFICATION DOCUMENT

FOR ESTABLISHMENT OF OPEN FRAMEWORK AGREEMENTS

(Repair, Maintenance & Common-Use Procurement Services)

Tender No. FSC-02/2026-27

For Principal Seat, Islamabad and Bench Registries at Lahore, Karachi, Peshawar and Quetta

Issued under the Public Procurement Rules, 2004 (as amended)
Processed in accordance with the Public Procurement Rules, 2004

Chapter 1: Invitation for Prequalification

PREQUALIFICATION NOTICE
FEDERAL SHARIAT COURT
3rd Floor, Islamabad High Court Building, Constitution Avenue, G-5, Islamabad
Tender No. FSC-02/2026-27

The Federal Shariat Court invites sealed prequalification applications from NTN & GST registered firms/vendors for establishment of Open Framework Agreements, valid for three (03) years, for the Principal Seat, Islamabad and Bench Registries at Lahore, Karachi, Peshawar and Quetta, under the following categories: (I) IT Equipment — Repair & Maintenance, (II) Plant, Machinery & Electrical Equipment — Repair & Maintenance, (III) Furniture & Fixtures — Repair, Maintenance & Fabrication, (IV) Civil, Electrical & General Repair/Maintenance Works, (V) Official Vehicles — Repair & Maintenance, and (VI) Common Use Office Items & Store Requirements.

Firms may apply for one or more categories, each to be evaluated independently. Firms possessing an established office at a Bench Registry location (Lahore, Karachi, Peshawar or Quetta) shall be given a plus point in evaluation, and firms based at these locations are equally encouraged to apply.

The complete prequalification document is available free of cost for download at www.ppra.gov.pk and www.federalshariatcourt.gov.pk. A hard copy may be obtained from the Cash Branch, Federal Shariat Court, during office hours, against a cash payment of Rs. 1,000/- (non-refundable).

An earnest money amounting to Rs. 50,000/- shall accompany every application, in the form of a Pay Order, Bank Draft or Call Deposit Receipt (CDR) in favour of DDO, Federal Shariat Court, Islamabad, and must remain valid for the entire three (03) year period of the Framework Agreement. Applications not accompanied by valid earnest Money shall be treated as non-responsive.

Sealed applications must reach the Procuring Agency's office at the above address before the closing date and time specified in the Procurement Data Sheet; applications received thereafter shall not be entertained. Applications shall be opened publicly at the date, time and venue specified in the Procurement Data Sheet, in the presence of such applicant representatives who choose to attend.

The Procuring Agency reserves the right to reject any or all applications at any time prior to acceptance, under Rule-33 of the Public Procurement Rules, 2004, without assigning any reason. A Grievance Redressal Committee is notified on the websites of the Federal Shariat Court and PPRA.

The Registrar
Federal Shariat Court, Islamabad

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Chapter 2: Instructions to Applicants

2.1 General

These Instructions to Applicants set out the procedure to be followed by firms/vendors wishing to apply for prequalification under the Open Framework Agreements of the Federal Shariat Court, Islamabad. In case of any conflict between these Instructions and the Procurement Data Sheet, the Procurement Data Sheet shall prevail.

2.2 Eligible Applicants

Applications are open to NTN & GST Registered firms, companies, sole proprietorships and partnerships registered under the applicable laws of Pakistan, having a valid operational office/workshop in Islamabad/Rawalpindi, and possessing the relevant experience, technical capacity and financial soundness required for the category applied for. As this prequalification covers the Principal Seat, Islamabad and the Bench Registries at Lahore, Karachi, Peshawar and Quetta, firms based at, or maintaining an established office at, any of these Bench Registry locations are equally eligible and encouraged to apply, and such presence shall be treated as a plus point in evaluation.

2.3 Cost of Application

The applicant shall bear all costs associated with the preparation and submission of its application, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

2.4 Content of Prequalification Document

This document comprises the following chapters, and applicants are advised to examine all instructions, forms, terms and specifications contained herein. Failure to furnish all information required, or submission of an application not substantially responsive in every respect, shall be at the applicant's own risk and may result in rejection of the application.

2.5 Clarification of Document

An applicant requiring clarification of this document may notify the Procuring Agency in writing, by letter, courier or email, at the address given in the Procurement Data Sheet, three days before the deadline specified therein. The Procuring Agency shall respond in writing to any request for clarification so received, and shall circulate its response, without identifying the source of the query, to all firms that have obtained the document, and shall upload the same on its official website.

2.6 Amendment of Document

At any time prior to the closing date, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, amend this document by issuing a written addendum, published on the official website of the Federal Shariat Court and PPRA (if required). Any addendum issued shall be binding on all applicants and, where necessary, the closing date may be extended to allow applicants reasonable time to take the addendum into account.

2.7 Language of Application

The application, and all correspondence and documents relating to it, shall be in English or Urdu. Supporting documents and printed literature furnished by the applicant may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English.

2.8 Documents Comprising the Application

The application shall comprise:

(i) the Letter of Application;

(ii) documentary evidence establishing eligibility under Chapter 4;

(iii) all Mandatory Documents listed in Chapter 5;

(iv) the Standard Forms in Chapter 11, duly filled and signed; and

(v) the Affidavits in Chapter 12, executed on non-judicial stamp paper.

(vi) Any other document/information required.

2.9 Submission, Sealing and Marking of Applications

Applications shall be submitted only in hard copy, in a sealed envelope. The envelope must be clearly marked with the tender number, the category/categories applied for, and the applicant's name and address, and must reach the address given in the Procurement Data Sheet, complete with the application, all mandatory documents, standard forms, affidavits and the original Earnest Money instrument, before the closing date and time.

2.10 Deadline for Submission and Late Applications

Applications received after the closing date and time specified in the Procurement Data Sheet shall not be entertained under any circumstances and shall be returned unopened. If the closing date falls on a public holiday, the deadline shall stand extended to the next working day at the same time and venue.

2.11 Modification and Withdrawal of Applications

An applicant may modify or withdraw its application after submission, provided that a written request to that effect, in a fresh sealed envelope clearly marked "Modification" or "Withdrawal", is received at the address given in the Procurement Data Sheet prior to the closing date. No application may be modified after the closing date.

2.12 Opening of Applications

Sealed applications shall be opened manually on the date, time and venue specified in the Procurement Data Sheet, in the presence of the Procurement Evaluation Committee and such applicant representatives as choose to attend. A record of the applications received and opened shall be maintained and signed by the members of the Committee.

2.13 Confidentiality

Information relating to the examination, clarification, evaluation and comparison of applications shall not be disclosed to applicants or to any person not officially concerned with this process, until the outcome is notified to all applicants.

2.14 Submission of Additional Documents on Demand

Notwithstanding anything contained in this document, the Procuring Agency reserves the right to require any applicant/vendor to submit any additional document(s), clarification, or original record in support of information already furnished, at any stage of the prequalification process, evaluation, or during the currency of the Framework Agreement. Failure to furnish such document(s)/clarification within the time allowed may result in rejection of the application or removal from the panel, as the case may be.

Chapter 3: Procurement Data Sheet

The following data supplements, and shall be read together with, the Instructions to Applicants. Where a provision of this Data Sheet conflicts with a provision of the Instructions to Applicants, this Data Sheet shall govern.

Item	Particulars
Procuring Agency	Federal Shariat Court, 3rd Floor, Islamabad High Court Building, Constitution Avenue, G-5, Islamabad
Tender / Reference Number	FSC-02/2026-27
Procurement Method	Prequalification of Firms/Vendors for Open Framework Agreements, processed in accordance with the Public Procurement Rules, 2004 etc.
Locations Covered	Principal Seat, Islamabad, and Bench Registries at Lahore, Karachi, Peshawar and Quetta. Presence of an established office at a Bench Registry location, in addition to Islamabad/Rawalpindi, is a plus point in evaluation. The Pre-Qualified Vendors will provide services at all locations.
Publication of Notice	Two national daily newspapers (one English, one Urdu) of wide circulation; website of PPRA (www.ppra.gov.pk); website of Federal Shariat Court (www.federalshariatcourt.gov.pk)
Availability of Document	Free download from the above websites. Hard copy available from the Cash Branch, Federal Shariat Court, during office hours, against cash payment of Rs. 1,000/- (non-refundable).
Framework Agreement Validity	Three (03) years from the date of signing of contract unless terminated by FSC.
Categories	I to VI, as listed in Chapter-6 (Scope of Work)
Earnest Money	Rs. 50,000/- (Rupees Fifty Thousand Only), as a whole, in favour of DDO, Federal Shariat Court, Islamabad. Must remain valid for the entire three (03) year period of the Open Framework Agreements.
Form of Earnest Money	Pay Order / Bank Draft / Call Deposit Receipt (CDR) from a scheduled bank. Cheques not acceptable.
Mode of Submission	Sealed envelope (hard copy) only, delivered by hand or courier/post to reach the address below before the closing date and time. Electronic submission is not applicable to this tender.
Qualifying Score	70% (70 marks out of 100) in the Technical Evaluation, subject to clearing Stage I (Mandatory Eligibility)
Number of Firms to be Prequalified per Category	Top five (05) firms scoring 70 marks or above, ranked in descending order of marks obtained. The number of Pre-Qualified firms may be increased or decreased during the evaluation process. The Procurement Evaluation Committee will select five most advantageous applications.
Last Date and Time for Submission	**10.08.2026 11:00 A.M.**
Date, Time and Venue of Opening	Same day, 11:30 A.M., Federal Shariat Court, 3rd Floor, Islamabad High Court Building, Constitution Avenue, G-5, Islamabad
Address for Submission & Clarifications	Assistant Registrar (Procurement), Federal Shariat Court, 3rd Floor, Islamabad High Court Building, Constitution Avenue, G-5, Islamabad. Tel: 051-9208732.
Applicable Law	Public Procurement Rules, 2004 (as amended from time to time)

Chapter 4: Eligibility Requirements

To be eligible for prequalification under any category, an applicant must satisfy all of the following requirements:

1. The applicant must be a legally constituted entity registered under the applicable laws of Pakistan (e.g., Securities and Exchange Commission of Pakistan registration, Registrar of Firms, or a duly executed and registered partnership deed, as applicable to its legal form).
2. The applicant must possess a valid National Tax Number (NTN) and must be listed on the Federal Board of Revenue's Active Taxpayers List at the time of application and throughout the currency of the Framework Agreement.
3. The applicant must possess a valid and active General Sales Tax (GST)/Sales Tax registration, where applicable to the nature of its business.
4. The applicant must possess and provide valid registration with the relevant regulatory or professional body where such registration is mandated by law for the category applied for. For Category IV (Civil, Electrical and General Repair and Maintenance Works), Pakistan Engineering Council (PEC) registration is not a mandatory requirement; however, an applicant possessing valid PEC registration shall be given a plus point in the technical evaluation for that category.
5. The applicant must have a minimum of three (03) years of demonstrable, reputable business history and relevant experience with public and/or private sector organizations in the category applied for, counted from the date of its business registration/authorization.
6. The applicant must possess or have access to an operational office and, where relevant to the category, a workshop with the requisite tools, equipment and qualified technical staff, situated in Islamabad/Rawalpindi. As this prequalification covers the Principal Seat, Islamabad, and the Bench Registries at Lahore, Karachi, Peshawar and Quetta, an applicant additionally possessing an established office at any of these Bench Registry locations shall be given a plus point in the technical evaluation, and firms based at these locations may equally apply.
7. The applicant must be in sound financial standing and must not be in default of any statutory or contractual obligation that would impair its ability to perform under the Framework Agreement.
8. The applicant must not currently stand blacklisted or debarred by any Government, semi-Government, autonomous or private sector organization in Pakistan.
9. The applicant must not have any pending litigation of a nature that could adversely affect its capacity to perform its obligations under the Framework Agreement.
10. The applicant, its proprietor(s), partners or directors must not have a conflict of interest, as defined under Rule-2 of the Public Procurement Rules, 2004, in relation to this procurement.

Government-owned enterprises in Pakistan shall be eligible to participate only if they can establish that they are legally and financially autonomous, operate under commercial law, and are not a dependent agency of the Procuring Agency, in accordance with the Public Procurement Rules, 2004.

Chapter 5: Mandatory Documents

Every application, regardless of the category applied for, shall be accompanied by the following mandatory documents. Non-submission of any one of these documents may render the application non-responsive and it shall not proceed to technical evaluation:

1. Application on the firm's original letterhead, duly signed and stamped by an authorized signatory (Standard Form 13.1)
2. Copy of valid NTN Certificate
3. Proof of Active Taxpayer Status (FBR ATL printout, dated within 30 days of application)
4. Copy of valid GST/Sales Tax Registration Certificate, where applicable
5. Documentary proof of firm registration (SECP Certificate / Registrar of Firms Certificate / Partnership Deed, as applicable)
6. Copy of relevant regulatory/professional body registration, where applicable to the category (PEC registration for Category IV is not mandatory but, if held, should be attached as it carries a plus point)
7. Affidavit regarding Non-Blacklisting, on non-judicial stamp paper of Rs. 100/-(Chapter 12, Form-A)
8. Affidavit regarding Litigation, on non-judicial stamp paper of Rs. 100/- (Chapter 12, Form-B)
9. Company Profile, not exceeding three (03) pages (Standard Form 13.2)
10. Documentary proof of relevant experience, supported by completion/performance certificates or work orders (Standard Form 13.3)
11. Bank Certificate/Statement (last six months at minimum) evidencing financial soundness (Standard Form 13.6)
12. Authorization Letter/Power of Attorney, where the application is signed by a person other than the proprietor/CEO/Managing Partner.
13. Original Earnest Money instrument of Rs. 50,000/- in favour of DDO, Federal Shariat Court, Islamabad

Chapter 6: Scope of Work

The scope of work for each category is set out below. The Procuring Agency will, at the time of issuing individual Call-off/Purchase/Work Orders under the Framework Agreement, specify the precise quantities, specifications, locations and delivery/completion schedules required. The scope of work applies to the Principal Seat, Islamabad, and, as and when required, to the Bench Registries of the Federal Shariat Court at Lahore, Karachi, Peshawar and Quetta; a prequalified firm may be called upon to render services at whichever of these locations is specified in a given Call-off Order.

Category I — Information Technology Equipment: Repair, Maintenance and Allied Services

- Repair, maintenance and troubleshooting of IT equipments e.g. desktop computers, laptops, printers, multifunction devices (MFDs), scanners, LCDs/LEDs and servers etc.
- Installation, configuration, maintenance and troubleshooting of network equipment, including routers, firewalls, switches, wireless access points, patch panels, network cabinets and structured/LAN cabling.
- Supply, licensing and maintenance support for operating systems, office productivity software, antivirus/endpoint protection and firewall solutions etc., where required.
- Provision of genuine spare parts and accessories; replacement of defective components during and outside the warranty period.
- On-site support at the Procuring Agency's premises and, where necessary, workshop-based repair with pick-up and delivery arranged by the vendor.
- Provision of manufacturer/vendor warranty on all replaced parts and after-sales technical support.
- Any other related IT services, works and procurement of a similar nature as may be required by the Procuring Agency from time to time.

Category II — Plant, Machinery and Electrical Equipment: Repair and Maintenance

- Repair and maintenance of photocopiers, fax machines, UPS systems, air conditioners, electric geysers, exhaust/pedestal/bracket fans, water dispensers, paper shredders and voltage stabilizers.
- Repair and maintenance of general electrical and electronic office equipment and generators.
- Provision of genuine spare parts; replacement of sub-standard, used or refurbished parts is strictly prohibited.
- Preventive maintenance visits and emergency breakdown response, including outside normal office hours where required.
- Provision of warranty on all replaced/repaired items, with free-of-cost rectification of recurring defects during the warranty period.
- Any other related repair, maintenance works, services and procurement of plant, machinery or electrical/electronic equipment as may be required by the Procuring Agency from time to time.

Category III — Furniture and Fixtures: Repair, Maintenance and Fabrication

- Repair, refurbishment and fabrication of office furniture including tables, executive tables, chairs, revolving chairs, cabinets, almirahs, racks and storage units.
- Repair and fabrication of wooden works, cupboards, conference and meeting room furniture.
- Supply, repair and installation of roller blinds, curtains, partitions, notice boards and pin boards.
- On-site assembly, installation and finishing by the vendor's own skilled carpentry staff, using durable, institutional-grade materials.
- Rectification, free of cost, of any manufacturing or workmanship defect discovered within the warranty period.
- Any other related furniture/fixture works, services and procurement of a similar nature as may be required by the Procuring Agency from time to time.

Category IV — Civil, Electrical and General Repair and Maintenance Works

Applicable to the office building at the Principal Seat, Islamabad, the Bench Registries at Lahore, Karachi, Peshawar and Quetta, Hon'ble Judges' residences and rest houses of the Federal Shariat Court

- Renovation, retrofitting and rehabilitation works of buildings and residences.
- Tile fixing, replacement, and floor polishing/buffing (tiles, marble, chips, wooden flooring).
- Washroom repair and renovation, including sanitary fittings and plumbing works.
- Plastering, surface repair, wall raising and minor masonry works not involving major structural alteration.
- Painting and surface finishing; wooden and glass partition works.
- General electrical repair and maintenance works at residences and rest houses.
- Deployment of skilled masons, carpenters, plumbers and electricians as required for the specific work order. Valid PEC registration is not mandatory for this category, but an applicant holding valid PEC registration shall be given a plus point in evaluation.
- Any other related civil, electrical or general repair and maintenance works, services and procurement as may be required by the Procuring Agency from time to time, at the Principal Seat or any Bench Registry.

Category V — Official Vehicles: Repair and Maintenance

- Repair and maintenance of official vehicles of various makes, including Suzuki, Toyota, Honda and other makes in use by the Procuring Agency.
- Use of genuine parts sourced through authorized distribution channels; refurbished or grey-market parts are not acceptable.
- Repair at the Procuring Agency's premises where required, or at the vendor's workshop at the vendor's own risk and cost of transportation.
- Manufacturer/vendor warranty on all replaced parts, with free replacement of defective parts during the warranty period.
- Any other related repair, maintenance services and procurement pertaining to official vehicles as may be required by the Procuring Agency from time to time.

Category VI — Common-Use Office Items and Store Branch Requirements

Procurement of common use items, services and commodities through the Framework Agreement.

- Printing services, including forms, registers, letterheads and other official printed material.
- Supply of stationery, office supplies and miscellaneous store items required for office operations.
- Supply of other goods and services of a repetitive, common-use nature as specified in individual Call-off Orders.
- Delivery at the Procuring Agency's premises within the timeline specified in each Call-off Order,
- Any other related common-use items, services, works and procurement of a similar nature as may be required by the Procuring Agency from time to time.

Chapter 7: Evaluation Criteria

Evaluation shall be conducted category-wise, in two sequential stages, by the Procurement Evaluation Committee constituted by the Procuring Agency. An applicant's Stage-II score shall only be considered if it has cleared Stage-I for the category concerned. The methodology below is designed to be simple, objective, transparent, and free of complicated scoring matrices, while remaining comprehensive enough to fairly differentiate between applicants of varying capacity.

7.1 Stage I — Mandatory Eligibility (Pass/Fail)

The Procurement Evaluation Committee shall verify that each mandatory document listed in Chapter-5 has been submitted and is valid, complete and responsive. An application missing any mandatory document may be declared non-responsive at Stage-I and shall not proceed to Stage-II, regardless of its technical merit.

Before declaring an application non-responsive, the Committee may, at its discretion and in accordance with Chapter-1 (Clause 10) and Chapter-8, call upon the applicant to submit any missing document, clarification or original record within a specified period. This discretion is intended to address minor, curable deficiencies and shall not be used to allow an applicant to improve its substantive qualifications after the closing date.

Stage-I is strictly a pass/fail filter; no marks are awarded at this stage, and an applicant's performance at Stage-I has no bearing on its Stage-II score.

7.2 Stage II — Technical Evaluation (100 Marks)

Applications clearing Stage-I shall be evaluated against the following five criteria, each broken down into sub-heads for objective, evidence-based scoring:

Evaluation Criteria	Marks
Relevant Experience	30
Technical Capability	25
Qualified Technical Staff	20
Financial Capacity	15
Past Performance and Client References	10
Total	**100**

7.2.1 Relevant Experience — 30 Marks

Assessed on the basis of the number of years of relevant experience and the volume/value of similar assignments completed for public or private sector clients in the category applied for, supported by work orders and completion/performance certificates furnished in Standard Form 13.3.

Basis for Award of Marks	Band	Marks
2 years but less than 5 years of relevant experience	Entry	15
5 years but less than 8 years of relevant experience	Mid	22
8 years or more of relevant experience	Senior	30

Marks under this head shall further account for the number of distinct completed assignments and the diversity of clientele (Government/semi-Government versus private sector), with preference to applicants demonstrating a broader and more consistent track record within the same marking band.

7.2.2 Technical Capability — 25 Marks

Assessed on the basis of the applicant's office/workshop setup, ownership or availability of tools, equipment and machinery relevant to the category (Standard Form 13.5), and its operational footprint.

Basis for Award of Marks	Band	Marks
Basic office/workshop setup with minimum tools/equipment necessary for the category	Basic	Up to 10
Well-equipped workshop/office with a comprehensive inventory of relevant tools/equipment/machinery	Adequate	Up to 20
Well-equipped setup, as above, plus an established office at one or more Bench Registry locations (Lahore, Karachi, Peshawar or Quetta) in addition to Islamabad/Rawalpindi (plus point)	Enhanced	Up to 23
All of the above, plus valid PEC registration for applicants under Category-IV (plus point, Category-IV only)	Enhanced Plus	Up to 25

The plus points described above are cumulative but capped at the maximum of 25 marks for this head; they do not create additional marks beyond the 100-mark total.

7.2.3 Qualified Technical Staff — 20 Marks

Assessed on the basis of the number, trade qualification, and years of experience of the applicant's technical staff engaged in the category applied for, as declared in Standard Form 13.4.

Basis for Award of Marks	Band	Marks
Fewer than 3 qualified/experienced technical staff relevant to the category	Limited	Up to 8
3 to 5 qualified/experienced technical staff, with at least 2 years' average experience	Moderate	Up to 14
More than 5 qualified/experienced technical staff, with at least 3 years' average experience and relevant trade certification/diploma where applicable	Strong	Up to 20

7.2.4 Financial Capacity — 15 Marks

Assessed on the basis of the applicant's average annual turnover over the last three (03) years and the soundness of its banking relationship, as evidenced by the Bank Certificate/Statement or audited financial statements furnished in Standard Form 13.6.

Basis for Award of Marks	Band	Marks
Average annual turnover of Rs. 5 million to less than Rs. 10 million	Modest	8
Average annual turnover of Rs. 10 million to less than Rs. 20 million	Sound	12
Average annual turnover of Rs. 20 million or more	Strong	15

7.2.5 Past Performance and Client References — 10 Marks

Assessed on the basis of contactable client references (Standard Form 13.7) and the applicant's record of timely, satisfactory completion of past assignments, corroborated, where the Committee considers it necessary, by direct verification with the listed references.

Basis for Award of Marks	Band	Marks
1 to 2 verifiable client references, with satisfactory feedback	Satisfactory	5
3 or more verifiable client references, with satisfactory feedback and no record of adverse performance	Good	8
3 or more verifiable client references from Government/semi-Government organizations, with consistently satisfactory or better feedback	Excellent	10

7.3 Verification and Additional Documents

The Procurement Evaluation Committee reserves the right, at any stage of the technical evaluation, to seek verification of any claim, reference or document from the applicant or directly from the source concerned (including site/office visits under Chapter 8), and may require the applicant to submit any additional document(s) in support of the marks claimed under a given head. Marks will be awarded strictly on the basis of documentary evidence furnished and verified; unsubstantiated claims shall not be credited.

7.4 Qualifying Score and Selection

1. The minimum qualifying score for Stage-II shall be 70% (i.e., 70 marks out of 100). An applicant scoring below 70 marks in a given category may not be considered further for that category.
2. Among applicants scoring 70 marks or above in a given category, only the top five (05) firms, ranked in descending order of marks obtained, may be declared Prequalified and admitted to the Open Framework Agreement for that category. The number of Pre-Qualified Vendors/Firms may be increased or decreased by the Procurement Evaluation Committee. The Procurement Evaluation Committee will select five most advantageous applications based on documentary evidences as well as physical checking/inspections etc.
3. Where two or more applicants are tied at the fifth position, the Procurement Evaluation Committee shall apply, in order: (i) longer relevant experience; (ii) higher financial capacity score; (iii) presence of an established office at a Bench Registry location, as tie-breakers, and shall record its reasons in writing.
4. An applicant may be ranked and prequalified independently in more than one category, subject to meeting the qualifying score for each category applied for.
5. Additional firms may subsequently be admitted to the Framework Agreement during its validity period, in accordance with Rule-16A(5) of the Public Procurement Rules, 2004, through a fresh call for applications following the evaluation methodology or from the vendors who scored qualifying marks in this tender of Pre-Qualifications.
6. The evaluation results, including the marks obtained by each applicant under each of the five criteria, may be communicated to all applicants and may be subject to the grievance redressal mechanism under Rule-48.

Chapter 8: Rights of the Procuring Agency

1. The Procuring Agency reserves the right to accept or reject any or all applications, and to annul the prequalification process, at any time prior to acceptance, in accordance with Rule-33 of the Public Procurement Rules, 2004, without assigning any reason and without incurring liability to the affected applicant(s).
2. The Procuring Agency reserves the right to seek verification of any document, claim or information furnished by an applicant, and to disqualify any applicant found to have submitted false, forged or misleading information or documents, at any stage of the process or during the currency of the Framework Agreement.
3. The Procuring Agency may, at its discretion, require any applicant or prequalified vendor to submit any document(s), clarification, updated certificate or original record, at any stage of the prequalification process, evaluation or currency of the Framework Agreement, whether or not such document was originally listed as mandatory, in order to satisfy itself as to the applicant's/vendor's continued eligibility and standing.
4. The Procuring Agency, through its Procurement Evaluation Committee or an authorized representative, reserves the right to visit and inspect the office, workshop or premises of any applicant at any time, with or without prior notice, for verification purposes and giving marks in the evaluation criteria etc.
5. The Procuring Agency reserves the right to admit additional firms to the Framework Agreement during its validity, in accordance with Rule 16A(5), and to revise the list of prequalified firms where a prequalified firm is found in breach of its obligations, is blacklisted, or ceases to meet the eligibility criteria.
6. The Framework Agreement does not confer upon any prequalified firm an exclusive right, guarantee of minimum business, or entitlement to any specific volume or value of procurement. Procurement shall be made strictly on an as and when required basis, and the Procuring Agency reserves the right to procure any item or service outside the Framework Agreement where permissible under the Public Procurement Rules, 2004.
7. The Procuring Agency reserves the right to strike off, suspend or blacklist or forfeit the Earnest Money of, any prequalified firm/vendor found to have supplied sub-standard, used, refurbished or non-genuine parts/items, or to have otherwise breached the terms of the Framework Agreement, and to refer the matter to PPRA for further action under the Rules.

Chapter 9: General Terms and Conditions

1. This procurement, and the Framework Agreement arising from it, shall be governed exclusively by the Public Procurement Rules, 2004, as amended from time to time.
2. Applicants may apply for one or more categories listed in Chapter-6. A separate set of mandatory documents and Standard Forms need not be resubmitted for each category, but the applicant must clearly indicate, in its Letter of Application, the category/categories applied for.
3. The prequalified firm/vendor shall be bound to install only genuine, new and unused parts/items in the course of any repair, maintenance or supply. Spare parts or items found to be sub-standard, used, refurbished or of grey-market origin shall result in the firm's removal from the panel and initiation of blacklisting/debarment proceedings under the Rules and the Earnest Money may be forfeited.
4. The prequalified firm/vendor shall be bound to carry out requisite work on an immediate basis, including during odd hours, where the nature of the work so requires (e.g., breakdown of essential IT, electrical or vehicular equipment etc.).
5. The prequalified firm/vendor shall provide a warranty on all items replaced or repaired. Should the same defect recur during the warranty period, the firm/vendor shall rectify or replace the item free of cost.
6. Where repair work is required to be carried out at the firm's/vendor's workshop, the firm/vendor shall be responsible for collection and return of the item, at its own risk and cost, unless otherwise agreed in the specific Call-off/Work Order.
7. Payment for goods/services rendered under a Call-off Order shall be made after satisfactory inspection, verification and certification by the Procuring Agency's authorized officer, in accordance with the Procuring Agency's standard payment procedures and applicable government financial rules.
8. The Earnest Money furnished by every applicant must remain valid for the entire three (03) year period of the Open Framework Agreements; an applicant whose Earnest Money is not valid for this full period may be treated as non-responsive. The Earnest Money of unsuccessful applicants shall be released after finalization of the evaluation process, upon receipt of a written request on the firm's letterhead. The Earnest Money of successful (prequalified) firms shall be retained for the entire duration of the Framework Agreement as security for due performance, and shall not carry any interest/profit; where the Procuring Agency requires a separate Performance Guarantee under a specific Call-off Order, the same shall be specified in that Order.
9. Any dispute, complaint or grievance arising during the prequalification process may be referred to the Grievance Redressal Committee (GRC) constituted under Rule-48 of the Public Procurement Rules, 2004.
10. The Procuring Agency's decision on all matters relating to eligibility, evaluation and prequalification shall be final, subject to the applicant's right to approach the GRC in accordance with the Rules.

Chapter 10: Framework Agreement Conditions

1. The Open Framework Agreement shall be an "open" framework agreement, permitting the admission of additional qualified firms during its currency in accordance with Rule-16A(5) of the Public Procurement Rules, 2004, following the same or a substantially similar evaluation methodology.
2. The Framework Agreement shall remain valid for three (03) years from the date of its notification, unless terminated earlier in accordance with its terms.
3. The Framework Agreement shall not guarantee any minimum quantity, volume or value of procurement to any prequalified firm. All procurement shall be effected through individual Call-off/Purchase/Work Orders, issued as and when a specific requirement arises.
4. Where more than one firm is prequalified in a category, the Procuring Agency shall ordinarily place Call-off Orders on the basis of the most advantageous combination of price, quality, capacity and past performance, and may, at its discretion, obtain competitive quotations among the prequalified firms of that category for individual orders exceeding the threshold prescribed under Rule-42, or as otherwise provided in the Draft Framework Agreement (Chapter 13).
5. Price adjustment, where applicable and expressly agreed in a specific Call-off Order, shall be governed by Public Procurement Rules, 2004.
6. A prequalified firm's continued participation in the Framework Agreement is conditional upon its maintaining, throughout the validity period, the eligibility criteria and standards of performance set out in this document. Failure to maintain these standards may result in suspension or removal from the panel.
7. The terms and conditions of the Draft Open Framework Agreement at Chapter 13 shall form an integral part of this prequalification document and shall be executed by each prequalified firm as a condition of its inclusion in the panel.

Chapter 11: Standard Forms

The following Standard Forms shall be completed, signed and stamped by the applicant's authorized signatory and submitted as part of the application.

Form 13.1: Letter of Application

To:

The Registrar,

Federal Shariat Court, 3rd Floor, Islamabad High Court Building, Constitution Avenue, G-5, **Islamabad.**

Subject: PREQUALIFICATION OF FIRMS/VENDORS FOR OPEN FRAMEWORK AGREEMENTS — TENDER NO. FSC-02/2026-27

Having examined the prequalification document, the receipt of which is hereby acknowledged, we, the undersigned, apply for prequalification under the following category/categories (tick as applicable):

Category	Tick (✓)
Category I — IT Equipment	
Category II — Plant, Machinery & Electrical Equipment	
Category III — Furniture & Fixtures	
Category IV — Civil, Electrical & General Works	
Category V — Official Vehicles	
Category VI — Common-Use Store Items	

We confirm that we have not been blacklisted or debarred by any Government, semi-Government or private organization, and that we possess no conflict of interest in relation to this procurement. We undertake to abide by all terms and conditions of the prequalification document and the Draft Open Framework Agreement.

Name of Firm: ________________________ Signature: ________________________

Designation: ________________________ CNIC No.: ________________________

Address: ____

Phone/Mobile: ______________________ Email: ________________________

Date: ________________________ Company Stamp:

Form 13.2: Company Profile

Name of Firm/Company	
Legal Status (Sole Proprietor/Partnership/Company)	
Year of Establishment	
NTN Number	
GST/STRN Number	
AGPR Vendor Number	
Bank Name, Branch & IBAN	
Registered/Business Address	
Landline & Mobile Number	
Email Address	
Category/Categories Applied For	

(Attach a narrative Company Profile describing organizational structure, core business activities and relevant experience, not exceeding three (03) pages.)

Form 13.3: Experience Record

Sr.	Client/Organization	Nature of Work/Contract	Contract Value (Rs.)	Period	Category
1					
2					
3					
4					
5					
6					

(Attach completion/performance certificates or copies of work orders in support of each entry.)

Form 13.4: Technical Staff Details

Sr.	Name	Designation/Trade	Qualification	Experience (Years)	CNIC
1					
2					
3					
4					
5					
6					

Form 13.5: Equipment Details

Sr.	Description of Tool/Equipment/Machinery	Quantity	Owned/Leased	Condition
1				
2				
3				
4				
5				
6				

Form 13.6: Financial Information

Average Annual Turnover (last 3 years) (Rs.)	
Bank Name & Branch	
Account Title & IBAN	
Attach: Bank Certificate / Bank Statement (min. last six months) / Audited Financial Statements	

Form 13.7: Client References

Sr.	Organization Name	Contact Person & Designation	Phone/Email	Nature of Service
1				
2				
3				

Form 13.8: Declaration of Acceptance of Terms and Conditions

We, the undersigned, having examined the prequalification document, its Instructions to Applicants, Procurement Data Sheet, Eligibility Requirements, Scope of Work, Evaluation Criteria, General Terms and Conditions, Framework Agreement Conditions and the Draft Open Framework Agreement, do hereby unconditionally accept and undertake to be bound by all terms and conditions contained therein, without qualification or reservation.

Name of Firm: ________________________ Signature & Stamp: ________________________

Designation: ________________________ Date: ________________________

Chapter 12: Affidavits

Form A: Affidavit Regarding Non-Blacklisting

(To be executed on non-judicial stamp paper of Rs. 100/-)

I, ____________________________, son/daughter of ____________________________, holding CNIC No. ____________________________, in my capacity as ____________________________ (designation) of M/s ____________________________ ("the Firm"), do hereby solemnly affirm and declare on oath as under:

8. That the Firm is not, and has never been, blacklisted, debarred or suspended by any Government, semi-Government, autonomous body or private sector organization in Pakistan or abroad.
9. That no criminal, civil or departmental proceedings for fraud, corruption or misrepresentation are pending against the Firm or any of its partners/directors.
10. That the information and documents submitted by the Firm along with its prequalification application are true and correct to the best of my knowledge and belief.
11. That in the event any statement herein is found to be false at any stage, the Firm shall be liable to disqualification, blacklisting/debarment and forfeiture of its Earnest Money/performance guarantee, in accordance with the Public Procurement Rules, 2004.

Deponent

Name: _______________________ CNIC: _______________________

Signature & Stamp: _______________________ Date: _______________________

Form B: Affidavit Regarding Litigation

(To be executed on non-judicial stamp paper of Rs. 100/-)

I, ____________________________, son/daughter of ____________________________, holding CNIC No. ____________________________, in my capacity as ____________________________ (designation) of M/s ____________________________ ("the Firm"), do hereby solemnly affirm and declare on oath as under:

12. That the Firm is not involved in any litigation, arbitration or dispute of a nature that could adversely affect its capacity to perform its obligations under the proposed Framework Agreement.
13. [Where applicable] That the following litigation(s) are pending against/by the Firm, none of which affects its financial or operational capacity to perform: ____.
14. That I undertake to immediately notify the Procuring Agency, in writing, of any material litigation arising during the currency of the Framework Agreement.

Deponent

Name: _______________________ CNIC: _______________________

Signature & Stamp: _______________________ Date: _______________________

Chapter 13: Draft Open Framework Agreement

This Open Framework Agreement ("the Agreement") is made on this ____ day of ____________, 20____, at Islamabad, BETWEEN the Federal Shariat Court, 3rd Floor, Islamabad High Court Building, Constitution Avenue, G-5, Islamabad (hereinafter "the Procuring Agency", which expression shall, unless repugnant to the context, include its successors and assigns) of the ONE PART; AND M/s ______________________________, having its registered office at ______________________________ (hereinafter "the Vendor", which expression shall, unless repugnant to the context, include its successors and permitted assigns) of the OTHER PART.

WHEREAS the Procuring Agency, through a transparent prequalification process conducted under Rules 15, 16 and 16A of the Public Procurement Rules, 2004, has prequalified the Vendor for Category ____ under Tender No. FSC-02/2026-27; AND WHEREAS the Parties wish to record the terms upon which the Vendor shall provide goods/services to the Procuring Agency on an as and when required basis; NOW THEREFORE the Parties agree as follows:

Article 1: Definitions

- "Agreement" means this Open Framework Agreement, including its annexures and any Call-off Order issued hereunder.
- "Call-off Order" means a Purchase Order, Work Order or Service Order issued by the Procuring Agency to the Vendor specifying a particular requirement under this Agreement.
- "Category" means the category of goods/services listed in Chapter 6 of the prequalification document, for which the Vendor stands prequalified.
- "PPRA Rules" means the Public Procurement Rules, 2004, as amended from time to time.
- "Vendor" means the firm prequalified and admitted to the panel for the Category specified above.

Article 2: Duration

This Agreement shall remain valid and subsisting for a period of three (03) years from the date of signing, unless terminated earlier in accordance with Article 10, or extended by mutual written consent of the Parties in accordance with the PPRA Rules.

Article 3: Scope

The Vendor shall provide such goods/services falling within its prequalified Category as may be required by the Procuring Agency from time to time, strictly on an as and when required basis, through individual Call-off Orders. This Agreement does not, by itself, constitute a commitment by the Procuring Agency to place any order, nor does it guarantee any minimum quantity or value of business to the Vendor.

Article 4: Rights and Obligations

- The Vendor shall perform each Call-off Order in accordance with the specifications, quantities, rates and timelines specified therein, and in accordance with the Scope of Work at Chapter 6.
- The Vendor shall use only genuine, new and unused parts/items, except where refurbishment is expressly permitted by a specific Call-off Order.

- The Procuring Agency shall have the right to inspect, at any time, the goods supplied or work performed, and to reject any goods/work not conforming to the agreed specifications.
- The Vendor shall maintain, throughout the currency of this Agreement, the eligibility criteria and standards on the basis of which it was prequalified.

Article 5: Call-off Orders

Each Call-off Order shall specify the description, quantity/scope, rate, delivery/completion schedule and place of delivery/performance. Where more than one Vendor is prequalified for a Category, the Procuring Agency may seek competitive quotations among the prequalified Vendors of that Category for individual orders, and shall place the order with the Vendor offering the most advantageous combination of price, quality and delivery timeline, or as otherwise provided in this Agreement.

Article 6: Payment

Payment shall be made within a reasonable time after satisfactory delivery/completion, inspection and certification by the Procuring Agency's authorized officer, in accordance with the Procuring Agency's standard financial procedures, applicable government rules, and the rates fixed under the relevant Call-off Order. Payment shall be subject to deduction of applicable taxes at source.

Article 7: Warranty

The Vendor shall provide a warranty, as specified in the relevant Call-off Order, on all parts/items replaced or repaired. Should the same defect recur within the warranty period, the Vendor shall rectify or replace the item free of cost, without any additional charge to the Procuring Agency.

Article 8: Inspection

The Procuring Agency, through its authorized representative(s), shall have the right to inspect and test the goods/works at any stage, including at the Vendor's premises, to verify conformity with the specifications of the Call-off Order. Goods/works failing inspection shall be rejected, rectified or replaced at the Vendor's cost.

Article 9: Confidentiality

The Vendor shall treat as confidential all information, documents and data made available to it by the Procuring Agency in connection with this Agreement, and shall not disclose such information to any third party without the prior written consent of the Procuring Agency, except as required by law.

Article 10: Termination

- The Procuring Agency may terminate this Agreement, in whole or in part, by written notice to the Vendor, if the Vendor is blacklisted/debarred, is found to have supplied sub-standard/non-genuine parts, breaches a material term of this Agreement, or ceases to meet the eligibility criteria on which it was prequalified.
- Either Party may terminate this Agreement by giving thirty (30) days' prior written notice to the other Party, without assigning any reason, provided that all Call-off Orders issued and accepted prior to the date of termination shall remain valid and binding.
- Termination of this Agreement shall not affect any right, obligation or liability accrued prior to the date of termination.

Article 11: Dispute Resolution

The Parties shall, in the first instance, endeavour to resolve any dispute arising under this Agreement amicably through mutual negotiation. Failing amicable resolution, either Party may refer the dispute to the Grievance Redressal Committee constituted under Rule 48 of the PPRA Rules, or, where applicable, to arbitration/adjudication in accordance with the Arbitration Act, 1940, or the courts of competent jurisdiction at Islamabad.

Article 12: Force Majeure

Neither Party shall be liable for any failure or delay in performing its obligations under this Agreement to the extent such failure or delay is caused by an event of force majeure, including acts of God, war, civil commotion, fire, flood, epidemic, or governmental action beyond the reasonable control of the affected Party, provided that the affected Party notifies the other Party promptly upon occurrence of such event.

Article 13: Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Islamic Republic of Pakistan, including the Public Procurement Rules, 2004, as amended from time to time.

Article 14: Signatures

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day, month and year first above written, in the presence of the witnesses named below.

For and on behalf of the Procuring Agency   For and on behalf of the Vendor

Name: ________________________   Name: ________________________

Designation: ________________________   Designation: ________________________

Signature & Stamp: ________________________   Signature & Stamp: ________________________

Witness 1: ________________________   Witness 2: ________________________