



Tender Notice No. 487/2026

PRE-QUALIFICATION OF GENERAL ORDER SUPPLIERS

Issue Date: **24-07-2026**

Closing Date: **17-08-2026 (11:00 AM)**

Pakistan Industrial Technical Assistance Centre (PITAC), an autonomous organization working under the administrative control of Federal Ministry of Industries & Production, Government of Pakistan invites bids/offers from experienced and financially strong firms for “Pre-Qualification of General Order Suppliers on Single Stage – Single Envelope Procedure (Rule 36(a), PPRA Rules, 2004).

1. Pay order/bank draft/banker’s cheque of amount **Rs.5000/- (non-refundable)** in the name of Director General PITAC, Lahore, must be submitted along with bid as Tender participation Fee.
2. Bids may be submitted as per conditions set out in bidding documents electronically through federal PPRA EPADS web portal <http://eprocure.gov.pk> before closing date&time. Manual bids shall not be accepted. The bids shall be opened on the same day at 11:30 AM.
3. Scanned copy of **Bid Security of amount Rs. 100,000/- (refundable)** in the shape of deposit at call or a bank guarantee issued by a scheduled bank in the name of Director General PITAC, Lahore be sent through EPADS, while the original Bid Security alongwith supporting documents (if any) must be dispatched to the undersigned. Bids, without Tender participation Fee (**Rs.5000**)and bid security(**Rs.100,000**)will be rejected. Bid validity period is 90 days from the date of opening of bids.
4. **Evaluation Process:** Bids will be evaluated as per criteria mentioned in Tender Documents. PITAC reserves the right to reject all Bids as per rule 33 PPRA 2004.
5. **Submission Deadline:** Bids will be submitted through Federal PPRA EPADS before the closing date & time. Bids will be opened on the same day at 11:30 AM in the presence of bidders or their representatives.

Note: Please send the hard copy of supporting documents (if any) to the undersigned.

Deputy Director (Coord/Purchase)
Pakistan Industrial Technical Assistance Centre (PITAC)
234-Ferozepur Road, Lahore Ph: 042-99230601,99230702,99230699 Fax: 042-99230589
Email: purchase@pitac.gov.pk, Website: www.pitac.gov.pk



PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE (PITAC)



**Ministry of Industries &
Production**

PREQUALIFICATION DOCUMENT (PQD) FOR GENERAL ORDER SUPPLIERS RefNo.PITAC-GOS-487/2026

PITAC, 234 – Ferozpur Road, near Metro Canal Station, Lahore – 54600

Ph: 042-99230601, PABX: 042-99230702,99230699 FAX:042-99230589

Email: purchase@pitac.gov.pk URL:www.pitac.gov.pk

Pakistan Industrial Technical Assistance Centre (PITAC), an autonomous organization working under the administrative control of Federal Ministry of Industries & Production, Government of Pakistan invites bids/offers for “Pre-Qualification of General Order Suppliers of the following field/categories:

- i. Supply of Stationery items/IT Equipment
 - ii. Supply of Hardware, Sanitary, Electrical & Electronics items
 - iii. Supply of Cleaning material
 - iv. Supply of Furniture
 - v. Supply of Machines, Tools, parts, etc.
 - vi. Civil Works
 - vii. Repairing of IT Equipment, Machines, etc.
2. Interested firm (s) registered with income tax, sales tax authorities, provincial revenue/tax authorities and active on taxpayer lists, may submit their bids/offers along-with required bid money on the basis of single stage - single envelope procedures on PPRA e-Procurement EPADS Portal upto **1100 hours on 17th August, 2026.**
 3. This Document containing detailed Terms and Conditions can be downloaded from PITAC’s Website (www.pitac.gov.pk) as well as PPRA’s website (www.ppra.gov.pk) till **1100 hours on - 17th August, 2026.** Bid must be supported with bid security as shown in the bidding document (Refundable) in the shape of Bank Draft in favor Director General PITAC, Lahore. The bidder will submit a scanned copy of bid security online on EPADSPortal and original will submit to Purchase Section, PITAC before the opening of tender otherwise the bid (s) will be declared as non-responsive. Manual bids shall not be entertained.
 4. PITAC reserves the right to accept / reject any or all offers wholly or partially as per PPRA rules.

Important Note

Bidders must ensure that they submit all the required documents indicated in the Pre-Qualification Document (PQD) without fail. Applications received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the PQD are liable to be rejected. The data sheets, valid documentary evidence as detailed hereinafter should be submitted by the Bidder for scrutiny.

This Pre-Qualification Process will be governed under Federal Public Procurement Regulations Authority (PPRA) Rules, as amended from time to time and instructions of the Government of the Pakistan as and when received.

PRE-QUALIFICATION DETAILS

The complete applications, as required under this PQD, must be uploaded on EPADS Portal before the closing date & time. All received proposals shall be publicly opened in the Committee Room of PITAC at **11:30 AM** on the same day in the presence of bidders or their representatives.

The prospective bidder shall submit a bid which complies with the PQD. It will be the responsibility of the Bidder that all factors have been considered while submitting the Bid.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. The prospective bidder should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency.

The Contact Person for all correspondence in relation to prequalification purpose is as follows:

Primary Contact:

Deputy Director (Coord/Purchase)

Pakistan Industrial Technical Assistance Centre (PITAC) HQ.

234-Ferozpur Road, Near Metro Canal Station, Lahore.

All prospective bidders should note that during the period from the receipt of the proposal and until further notice from the Contact Person, all queries should be communicated via Contact Person and in writing (e-mail/ Registered Letter) only.

All prospective bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring Agency will not be responsible for any costs or expenses incurred by prospective bidders in connection with the preparation or delivery of PQD.

INSTRUCTIONS TO BIDDERS

1. SCOPE OF APPLICATION

PITAC intends to pre-qualify experienced and capable firms / companies for the following:

Sr. No.	Subject Pre-Qualification
1	Pre-Qualification of General Order Suppliers

2. ELIGIBLE APPLICANTS

The Applicant may be a Sole Proprietor, Association of Persons, Firm, or company applying for the assignment. The term Applicant used hereinafter would therefore apply to a single entity. Bidders are requested to submit the following:

- a. **Prequalification Application Form: Annex - A**
- b. **Power of Attorney:** The Applicant should submit a Power of Attorney as per the format enclosed at **Annex - B**, authorizing the signatory of the PQD Application to submit the Applicant.
- c. **Affidavit of Blacklisting, Correctness of Information & Non-Litigation:** The Bidder must submit an affidavit (**Annex - C**) on judicial stamp paper for non-blacklisting from all government/semi-government autonomous bodies, departments etc. and that it has not gone against any such order in the court of law.
- d. Further that all the information submitted in the application is correct and true to the best of knowledge.

3. COMPLIANCE & CLARIFICATION:

Notwithstanding anything stated elsewhere in this document, PITAC shall have the right to seek updated information from the Applicant to ensure their continued eligibility. Applicants shall provide evidence of their continued eligibility in a manner that is satisfactory to the Procuring Agency. Applicant may be disqualified if it is determined by the Procuring Agency, at any stage of the process, that the Applicant will be unable to fulfill the requirements of any assignment or fails to continue to satisfy the Eligibility Criteria. Supplementary information or documentations may be sought from Applicants at any time and must so be provided within a reasonable time frame as stipulated by Procuring Agency.

4. PQD PREPARATION COST:

The Applicant shall be responsible for all the costs associated with the preparation of its PQD and its participation in the pre-qualification process. The Procuring Agency will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the pre-qualification process.

5. RIGHT TO REJECT ALL APPLICATIONS:

Notwithstanding anything contained in this PQD, the Procuring Agency reserves the right to reject all PQD's/pre-qualification and to annul the process at any stage and any time prior to the acceptance and declaration of the pre-qualified bidders. Mere pre-qualification shall incur any right of the pre-qualified bidder for business or award of job/assignment.

6. OPENING & EVALUATION OF APPLICATION – DUE DATE:

The Procuring Agency or its authorized forum would open the Applications on the given time and Date mentioned in the Schedule of Pre-qualification/ in the presence of applicant who choose to attend. The Procuring Agency shall prepare a record of the opening of applications that shall include, as minimum, the name and contact information of the Applicants.

7. EVALUATION OF PQD CRITERIA:

The Procuring Agency would subsequently examine and evaluate PQD applications in accordance with the criteria set out.

8. CONFIDENTIALITY:

Information relating to the examination, clarification, evaluation, and recommendation for the pre-qualified Applicants shall not be disclosed to any person not officially concerned with the process. The Procuring Agency will treat all information submitted as part of PQD Application in confidence and would require all those who have access to such material to treat the same in confidence. The Procuring Agency will not divulge any such information unless it is ordered to do so by The Competent Authority or forum.

9. CLARIFICATIONS:

To facilitate evaluation of PQD's, the Procuring Agency may at its sole discretion seek clarifications in writing from any Applicant participating in the prequalification process.

10. QUALIFICATION & NOTIFICATION:

All Applicants whose applications have met or exceeded ("passed") all the specified threshold requirements will, to the exclusion of all others, be prequalified by the Procuring Agency. After the evaluation of Prequalification Applications, the Procuring Agency would announce a list of pre-qualified Applicants. At the same time, the Procuring Agency would notify the other Applicants that their Prequalification Applications have been unsuccessful.

GENERAL TERMS & CONDITIONS

- a) The Pre-Qualification of firms will remain valid for a period of one year from the date of notification, extendable for another year on satisfactory performance.
- b) The firms scoring the minimum **65%** mark in the Evaluation Criteria will be pre-qualified.
- c) After Pre-Qualification, the Procuring Agency will call proposals/quotations from the Prequalified Bidders as and when desired as per requirements.
- d) The services required will be specified at the time of assignment.
- e) The rates shall be inclusive of all applicable taxes whenever the financial bids are quoted.
- f) Pre-Qualification of the firm in question may be cancelled in case of substandard performance.
- g) The Procuring Agency may cancel the Pre-Qualification Process at any stage of the Procurement.
- h) The results of Pre-Qualification will be intimated to the bidders.
- i) The Bidders are required to submit all the documentary evidence to establish their responsiveness.

CRITERIA FOR EVALUATION

The Applicants / Bidders shall be pre-qualified using criteria given below.

MANDATORY CRITERIA

- Business registration with SECP (for companies) or local authorities (FBR/PRA) (for sole proprietors/partnerships). PEC registration is mandatory for Civil Works.
- Valid CNIC of the proprietor or directors.
- The Individual/firm/company must possess valid registrations for NTN, Sales Tax, PST, and PRA, PEC and must be duly registered as a **General Order Supplier**. The Individual/Firm/Company that are not registered as **General Order Supplier** shall be deemed disqualified (copy of certificates and/or relevant documentation are required). For civil works, the Individual/firm/company should be registered with Pakistan Engineering Council under relevant category.
- Undertaking on a stamp paper of Rs. 100 (format attached as **Annex-C**) that individual/firm/company has neither been blacklisted nor has gone to court against such order.

Note: Individual / Firm / Company not fulfilling the mandatory criteria will be characterized as **nonresponsive** and will not participate in the further evaluation process.

TECHNICAL EVALUATION CRITERIA FOR PREQUALIFICATION OF GENERAL ORDERSUPPLIERS:

The Applicants / Bidders shall be pre-qualified using criteria given below.

- **Experience and Past Performance (30 Marks)**

S. No.	Relevant Experience	Total Marks 30 Marks
1	Experience in Public Sector Organization (Minimum 3 years) (Each year gets 5 marks)	15
2	Experience in Private Sector Organization (Minimum 3 years) (Each year gets 5 marks)	15

- **List of Clients (20 Marks)**

Sr. No.	Client List	Total Marks 20 Marks
1	List of Existing Client (2 number for each client)	20

- **Human Resource (20 Marks)**

Sr. No.	Technical/Managerial Resource (List of Employees to be attached)	Total Marks 20 Marks
1	01 to 05 employees	10
2	06 to 10 employees	15
3	More than 10 employees	20

- **Financial Position / Status (20 Marks)**

Sr. No.	Financial Transaction	Total Marks 20 Marks
1	Financial Transaction in last three years (minimum 5 million)	20

- **Income Tax (10 Marks)**

Sr. No.	Income Tax	Total Marks 10 Marks
1	Income Tax Return (for last two years) 05 number for each year	10

Total Marks: 100

Passing Marks: 65

ANNEXURE – A “PREQUALIFICATION DOCUMENT SUBMISSION FORM”

[Location, Date]

To: Dy. Director (Coord/Purch)
PITAC, 234- Frozepur Road, Lahore

Dear Sir,

We are interested in registering / applying for pre-qualification of our organization / firm for Prequalification of General Order Suppliers.

We, the undersigned, offer to provide in accordance with your Pre-Qualification Document No. **PITAC-PQD/487/2026** dated _ (insert date) _ and our Proposal.

We are hereby submitting our proposal through Federal PPRA EPADS Portal, which includes the Prequalification Document Application. Our Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We further affirm that the any public sector organization/department has not declared us ineligible due to allegations of corrupt, fraudulent, collusive, or coercive conduct. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original) _____

Name and Designation of Signatory _____

Name of Firm _____

Address _____

ANNEXURE – B “POWER OF ATTORNEY”

(On Firm Letterhead)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Procuring Agency) including signing and submission of all documents and providing information/responses to (name of the Procuring Agency) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 2025.

For _____

(Signature)

(Name, Designation and Address)

ANNEXURE – C “UNDERTAKING”

(This should be written on Rs.100 Stamp Paper)

We, the undersigned, hereby offer to participate for (prequalification of General Order Supplier) required by **(PITAC)** in accordance with its Pre-Qualification Document due for opening ----- 2026

We are hereby submitting our Bid and we hereby declare that:

- a) All the information and statements made in this Bid/Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the removed/blacklisted or suspended by any procuring agency of Pakistan or by any regulatory body in Pakistan and has no dispute with any Government Organization.
- c) We do not have any pending litigation/arbitration/bankruptcy proceeding (other than the litigation declared alongside this form) with any government department/public sector undertaking/ private sector entity/or any other agency for which we have executed/undertaken the works/services during the last 3 years.

We agree to abide by the terms and conditions of the Pre-Qualification Document and in addition to the conditions we also agree to abide by all the special instructions mentioned in the Prequalification Document. We also hereby categorically confirm that we are fully capable of providing the services of external auditors as laid down in the terms of reference.

We fully understand and recognize that PITAC is not bound to accept this Bid/Proposal that we shall bear all costs associated with its preparation and submission, and that PITAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Name, ID Card No and Title of Signatory_____

Authorized Signature and Stamp [In full and initials]: _____

Name of Firm: _____

Contact Details: _____

I. WITNESS

Signature: _____

Designation & ID Card No._____