



**PREQUALIFICATION DOCUMENT FOR ENLISTMENT OF VENDORS FOR
MISCELLANEOUS WORKS AND SERVICES**

Date/Time of Submission: 11-09-2026 at 11:00 AM
Date/Time of Opening: 11-09-2026 at 11.30 AM

TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Finance & Trade Centre Building, Sharaf Faisal, Karachi

INVITATION FOR PREQUALIFICATION PROPOSALS FOR MISCELLANEOUS WORKS AT TDAP KARACHI

Trade Development Authority of Pakistan (TDAP) invites applications from Karachi based professional vendors for prequalification of "Services for **civil work, sanitary work, painting, repair works and other** miscellaneous works for a **period of three (03) years**. Technical proposals only shall be evaluated for prequalification. Financial quotations shall not be obtained at this stage and shall be invited separately through Request for Quotations (RFQs) from among prequalified vendors whenever required. Interested vendors, duly registered with FBR (NTN & GST), may submit their proposals via e-PADS before closing of submission date and time.

2. INSTRUCTIONS FOR APPLICANTS

Open Framework Agreement: The Prequalification shall remain valid up to 3 years. Whenever services are required by TDAP, 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 TDAP.

3. SCOPE OF WORK: Following miscellaneous work, **BUT NOT LIMITED TO**, will be awarded to the qualified vendors, from time to time through work order:

- (1) **Civil Works**
 - 1) Floor tiles
 - 2) Vinyl flooring
 - 3) Wall paneling
 - 4) Wallpapers
 - 5) Roller blinds
- (2) **Sanitary Works**
 - 1) Taps
 - 2) Wash basins
 - 3) Commode
 - 4) Muslim shower
- (3) **Painting**
 - 1) Whitewash
 - 2) Emulsion paint
 - 3) Primer
- (4) **Repair Works**
 - 4) Furniture
 - 5) AC
 - 6) Office equipment
- (5) **Other Miscellaneous Maintenance**

4. OBJECTIVE OF PREQUALIFICATION

The objective of this prequalification process is to establish a panel of technically competent, financially sound, and legally compliant vendors for the service as defined in the scope of supply under an Open Framework Agreement. The prequalification aims to ensure transparency, fairness, competition, value for money, and compliance with the Public Procurement Rules, 2004 (as amended), while facilitating timely procurement of quality goods on an "as and when required" basis. It is intended to streamline the procurement process by reducing lead time, promoting competitive call-off procurements among prequalified vendors, ensuring uninterrupted availability of required items, and enabling continuous performance monitoring to maintain a reliable and efficient vendor base for TDAP's operational requirements.

5. Eligibility Criteria (Mandatory Requirements)

The applicant shall meet the following mandatory requirements. Failure to comply with any of these requirements shall render the application non-responsive and liable to rejection.

S. No.	Eligibility Requirement	Required Documentary Evidence	Status
1	Valid NTN Registration	NTN Certificate with Active Status	Mandatory
2	Valid SRB (where applicable)	SRB Certificate with Active Status	Mandatory
3	Office in Karachi	Office Address, Utility Bills, Rent Agreement or Affidavit duly signed by Notary public Registrar	Mandatory
4	Affidavit regarding Non-Blacklisting nor involvement in any litigation with any organization	Affidavit on Stamp Paper	Mandatory

Note: Only applicants fulfilling all mandatory eligibility requirements shall be considered for detailed technical evaluation.

6. Detailed Evaluation Criteria (100 Marks)

Applicants meeting the mandatory eligibility requirements shall be evaluated on the following criteria:

Technical Evaluation Criteria / Score Sheet

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	<u>Company Profile</u>		<u>35</u>
1.1	<u>Years of Experience in relevant field (General Orders/Repairs/ Renovations):</u>		<u>20</u>
	≤ 2 year	0	
	≥ 2 ≤ 4 years	3	
	≥ 5 ≤ 7 years	05	
	≥ 8 ≤ 10 years	10	
	≥ 10 ≤ 15 years	15	
	≥ 10 years	20	
1.2	<u>Clientele:</u>		<u>10</u>
	≥ 3 ≤ 5 MNCs or local firms	3	
	≥ 5 ≤ 8 MNCs or local firms	7	
	≥ 10 MNCs or local firms	10	
1.3	<u>No. & Experience of employees</u>		<u>05</u>
1.3.1	Number of employees		
	Number of employees ≤ 10	2	

	Number of employees >11	5	
2	<u>Relevant Experience</u>		<u>35</u>
2.1	<u>Contracts handled so far in relevant field</u> (General Orders/Repairs/ Renovations)		
	$\geq 3 \leq 5$	2	
	$\geq 5 \leq 8$	05	
	$>8 < 12$	10	
	$>12 < 15$	15	
	$>15 < 20$	20	
	$>20 < 25$	25	
	$>25 < 30$	30	
	>30	35	
2.2	<u>Work Experience Government Agencies</u>		<u>20</u>
	<u>Contracts handled so far in relevant field</u> (General Orders/Repairs/ Renovations)		
	$\geq 3 \leq 5$	2	
	$\geq 5 \leq 8$	05	
	$>8 < 12$	10	
	$>15 < 20$	15	
	$>20 < 25$	20	
3.	<u>Financial Strength Of The Firm</u>		<u>05</u>
3.1	$\geq 5 \leq 10$ Million of annual turnover / Bank Account Maintenance Cert. & Bank Account Statement Showing Annual Cash Flow as $\geq 5 \leq 10$ Million	02	
3.2	≥ 10 Million of annual turnover / Bank Account Maintenance Cert. & Bank Account Statement Showing Annual Cash Flow as ≥ 10 Million	05	
<u>Mandatory For Technical Qualification</u>			
4.	<u>Registration with Income Tax and Sales Tax</u>	10	<u>05</u>
	TOTAL		100

Minimum Passing Marks are 75.

7. Prequalification Process

The applications will be opened electronically via e-PADS in accordance with Public Procurement Rules; therefore, each proposal shall be submitted containing all the required documents uploaded on the said forum. The applications will be evaluated by the procurement committee as per 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.

8. Rejection of Applications:

The Trade Development Authority of Pakistan (TDAP) reserves the right to accept or reject any applications, and to cancel 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.

9. Redressed of Grievances by Trade Development Authority of Pakistan (TDAP):

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 Trade Development Authority of Pakistan (TDAP) after the submission of his application may lodge a written complaint via e-PADS within before opening of the bid concerning his grievances. No complaint will be entertained after opening of bid. The committee shall investigate and decide upon the complaint in the light of PPRA Rules. Mere fact of lodging of a complaint shall not warrant suspension of the prequalification process.

10. Terms of Contract

- (1) The supplier must provide services, without subcontracting.
- (2) Only genuine and brand-new parts shall be installed upto the satisfaction of procuring agency.
- (3) The supplier must return old spare parts and provide warranties.
- (4) Goods / Services must be delivered within three days or as specified in the work order.
- (5) The supplier shall be responsible for all applicable taxes.
- (6) Any defective or low-quality components shall be rejected and the supplier has to replace it with high-quality components.
- (7) Any supplier failing to meet obligations will have their security deposit forfeited.
- (8) In case of late supply/services the firm will be charged with penalty 1% of the contract amount per day maximum upto 10% of the bill amount (increase 1% per day). After 10 days, the contract / pre-qualification of the firm shall stand cancelled.

The Trade Development Authority of Pakistan (TDAP) reserves the right to accept or reject all bid proposals or cancel the pre-qualification process under PPRA rules 2004.

APPLICATION FORM
(On Letterhead of Firm / Vendor)

Supplier Details

Name of the Supplier: _____

Address of
Office/Workshop:
Business
Information

Status: General Trader Professional Trader

Date of Establishment: _____

Registration Authority: _____

Experience:

- ☐ More than 5 years
☐ More than 8 years
☐ More than 10 years

NTN No.& Registration Date: _____

Bank Details

Bank Name and Branch Code: _____

Bank Account Title: _____

IBAN Number: _____ **PK**

Operational Details

Total Staff: _____

Covered Area of Office / Workshop: _____

Available Facilities: _____

Declaration

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

(Name)

(Signature)

(Company Stamp)

Date: _____