

04(1)/SIFC/General/Pre-Qualification of Firms/26-27
Government of Pakistan
(Cabinet Secretariat)
Special Investment Facilitation Council Division
(SIFC)

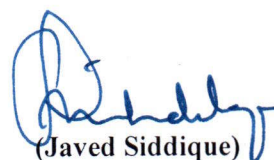
INVITATION TO BID

Special Investment Facilitation Council, Islamabad invites sealed bids/proposals from reputed Contractors/Suppliers/Firms/ Workshops registered with Sales Tax/Income Tax Departments and having their own workshops/stocks/manpower/expertise in Rawalpindi/Islamabad for Pre-Qualification of following Procurements, Works and Services during Financial Year 2026-2027. The detail is as under: -

Name of Procuring Agency	Special Investment Facilitation Council , Islamabad
Title of Procurement	i. Pre-qualification of workshop(s) for Repair/Maintenance of different make and models of vehicles/Motorcycles. ii. Repair/Maintenance of all types of hardware/IT Equipment. iii. Repair/Maintenance of Plant & Machinery items. iv. Repair/Maintenance of Furniture & Fixture.
Contact of Officer	Deputy Director (General) (Ph: 051-9215542)
Closing Time and Date of bids	Upto 1100 hours, dated 07.09.2026
Time and place of opening of bids	1130 hours, dated 07.09.2026 Prime Minister's Office, 2 nd Floor, Room 234-B Special Investment Facilitation Council

2. Tender documents can be obtained in hard form from the Special Investment Facilitation Council, Prime Minister's Office.

3. Interested parties having NTN, GST, Vendor Number and Active Tax Payer Certificates by FBR may submitted in hard on or before 07.09. 2026 at 1100 which will be open on the same day i.e. on 07.09.2026 at 1130 in presence of Contractors/Suppliers/Firms/Vendors. The procuring agency reserves rights to accept or reject any or all bids/proposals, distributes business among bidders in accordance with Rule-33 of PPRA Rules 2004.



(Javed Siddique)
Deputy Director (General)
Tel #: 051-9215542

CRITERIA FOR PRE-QUALIFICATION OF CONTRACTORS/SUPPLIERS/FIRMS/VENDORS

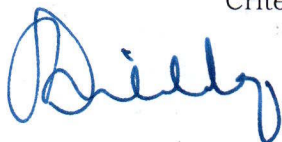
For repair and maintenance of vehicles/Hardware/IT Equipment/Plant and Machinery/Furniture & Fixture, purchase of spare parts, tyres and batteries the sealed bids are invited from registered workshops.

- i. The bids, prepared in accordance to the instructions contained in the bidding documents along with bid security @ 5% of estimated cost (against each category of repair and maintenance work). Instrument and required documents must be submitted in hard on or before 07.09. 2026 at 11:00 AM.
- ii. Original Bid Security instrument MUST be submitted to the under signed in favor of Deputy Director (General), SIFC, Islamabad before closing hours of the bids submission time otherwise respective bid will not be opened and the call deposit/bid security of successful bidders will be kept with this office up to 30th June, 2027. Cheques will not be accepted in any case.
- iii. The Firms should have their own complete setup i.e. garage, spare parts availability and technical experts in Islamabad/Rawalpindi.
- iv. The Firms should be registered with Sales Tax and Income Tax Department. (Valid documents may be attached).
- v. The interested parties must have sound financial position; Financial position proof i.e 01 year's bank statement (from 01.7.2025 to 30.6.2026) may be provided.
- vi. Affidavit regarding Non-black listing of workshop/firm on stamp paper at least of Rs.100/- value may be attached with bidding document.
- vii. One Bidder can apply for one category of repair and maintenance work, depending on their eligibility.

TERMS & CONDITIONS

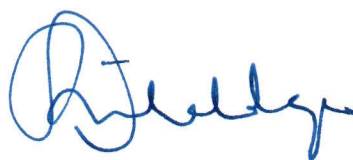
- i. Interested firms are required to submit separate bids for relevant category of repair and maintenance work as detailed below at **Annex-D**, in accordance with their respective competencies
- ii. **Qualification and Evaluation of Bids**
 - a) The Procuring Agency will determine, to its satisfaction, whether a Bidder is prequalified to perform the obligations set out in the Bidding Documents satisfactorily, and in accordance with the evaluation criteria prescribed in the Bidding Documents.
 - b) The Procuring Agency will technically evaluate and compare the Bids, which have been determined to be substantially responsive, as per the requirements of the Bidding Documents.
 - c) Pre-Qualified Bidder shall be intimated accordingly, and the disqualified / non-responsive Bidder may collect its Bid Security subject to submitting an application to Procuring Agency with the contents that it is satisfied with the results announced by Procuring Agency and it has no obligation with respect to the bidding process conducted pursuant to the Bidding Documents.
- iii. The Firms on the panel will be bound to carry out the requisite work on immediate basis when referred to it even at odd hours
- iv. The Firms will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired, should clearly be mentioned in quoted rates.
- v. The bid validity period will be 30-06-2027.
- vi. The authority reserves the right to accept or reject any application/bid or cancel the process of prequalification without assigning any reason to the applicant/bidder(s) in accordance with Rule-33 of PPRA Rules-2004
- vii. **Determination of Responsiveness of the Bidder.**

The bids shall be evaluated by the Committee in the light of following Bid Evaluation Criteria.



**Bid Evaluation Criteria
(for Category I)**

Sr.	Description	Marks	Supporting Annexure
1	Valid Income Tax Registration Number (Active with FBR)	Mandatory	
2	Valid GST/PST Registration Number (Active) – 100% Compliance	Mandatory	
3	Submission of Undertaking on valid and attested E-stamp Paper confirming not blacklisted/debarred (Yellow stamp papers not accepted)	Mandatory	
5	Income Tax Returns for the last 2 years (10 marks for each year)	Max. 20 Marks	
6	Years of Establishment (From NTN registration date) (5 marks for each year)	Max. 10 Marks	
7	Relevant Experience in Govt./Autonomous Bodies (10 mark per year)	Max. 20 Marks	
8	Financial Turn over – Bank Statement (01-07-2025 to 30-06-2026) with Account Maintenance Letter: - Above 5 Million = 30 marks - 3 to 5 Million = 20 marks - Less than 3 Million = 10 marks	Max. 30 Marks	
9	Working with: - Govt. Department = 10 marks - Private Company = 5 marks	Max. 10 Marks	
10	Human Resource – Workforce/Staff Details (with CNICs)	Max. 10 Marks	



**Bid Evaluation Criteria
(for Category II to IV)**

Sr.	Description	Marks	Supporting Annexure
1	Valid Income Tax Registration Number (Active with FBR)	Mandatory	
2	Valid GST/PST Registration Number (Active) – 100% Compliance	Mandatory	
3	Submission of Undertaking on valid and attested E-stamp Paper confirming not blacklisted/debarred (Yellow stamp papers not accepted)	Mandatory	
4	Income Tax Returns for the last 5 years (4 marks for each year)	Max. 20 Marks	
5	Years of Establishment (From NTN registration date) (2 marks for each year)	Max. 10 Marks	
6	Relevant Experience in Govt./Autonomous Bodies (4 mark per year)	Max. 20 Marks	
7	Financial Turn over – Bank Statement (01-07-2025 to 30-06-2026) with Account Maintenance Letter: - 10 Million & above = 30 marks - 5 to <10 Million = 20 marks - Less than 5 Million = 10 marks	Max. 30 Marks	
8	Working with: - Govt. Department = 10 marks - Private Company = 5 marks	Max. 10 Marks	
9	Human Resource – Workforce/Staff Details (with CNICs)	Max. 10 Marks	

Notes:

A bidder obtaining **70% or more** marks will be considered **Pre-Qualified**. Bidders obtaining **less than 70%** will be considered **non-responsive**.

FIRM PROFILE

Sr. No.	Descriptions	Details
1	Firm Name	
2	Postal Address	
3	Permanent Address	
4	Nature of Business	
5	Owner's Name	
6	CNIC	
7	Mobile Number	
8	Valid NTN Number	

Note:

Ensure that **all details are attached**, and the **columns of details are filled** according to the above-mentioned sequence.

Bidder Signature & Stamp:

Nature/Category of Services

Category.	Nature of Services
1	Repair of Transport (including but not limited to)
a.	Purchase of tyres for official vehicles/ Motorcycles
b.	Purchase of Batteries for official vehicles/ Motorcycles
c.	Spare Parts
d.	Assorted Lubricants
e.	Assorted Accessories of all Vehicles
f.	Mechanics of all kind
g.	Mechanical
h.	Electrical
i.	Engineering Works
j.	Battery works
k.	Radiators / Bumpers
l.	Denting & Painting
m.	Wheel Balancing & Alignment services
n.	Air conditioning (Heating & Cooling)
II	Maintenance of Plant and Machinery (All type of Plant & Machinery use in office)
III	Installation and Maintenance of Furniture and Fixture (including but not limited to)
a.	Assembly and installation of various types of office furniture (desks, chairs, cabinets, partitions, shelving units, etc.)
b.	Secure mounting and positioning of fixtures
c.	Wooden partitioning as per layout requirements, flooring, carpeting
d.	Modular workstations and cubicles
IV	Repair of Hardware/IT Equipment (including toner refill)