

F.No. 7-12/2025(G)-
GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION AND SOCIAL SAFETY

PRE-QUALIFICATION NOTICE

1. Bids are invited from the original manufactures / authorized dealers / reputed workshops registered with Income & Sale Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stocks in Rawalpindi / Islamabad during the Financial Year 2026-27:

Name of Procuring Agency	M/O PA&SS, Government of Pakistan, Islamabad.
Annual Repairs & maintenance	i. Pre-Qualification of repair and maintenance of office building ii. Pre-Qualification of repair and maintenance of Furniture and Fixture.

2. Tender bids would be collected and opened as per following schedule: -

Date of Collection of Tender Bids	From _____ to _____, bidding documents shall be collected through E-Pak Acquisition & Disposal System (EPADS) and shall apply for tender 2026-27 through EPADS. No manual bids/ hard copies shall be accepted.
Date, Time & Place of publicly opening of Tender Bids.	On _____ at 11 A.M. Committee Room Ministry of Poverty Alleviation and Social Safety, 4th Floor, Evacuee Complex, F-5/1. Islamabad in the presence of bidders or their representatives by the purchase committee according to PPRA Rule 13(1).

4. Interested eligible bidders are requested to register themselves on the EPADS (<https://eprocure.gov.pk>) and submit their documents on EPADS. The interested eligible bidders may obtain bidding documents containing list of items, specifications of required items and detailed terms and conditions from the websites of M/o (PASS), PPRA and EPADS.

5. Bids Security is Rs.35,000/- (excluding of all Government applicable Taxes at the time of submission) in shape of Bank Draft/ Pay Order (refundable) in favor of Section Officer (General), M/o PASS must be attached and all bidders must required to submit their bid security before opening to Section Officer (General) , Rule-25 of PPRA Rules-2004.

6. The Purchase Committee may reject the all proposal at any time prior to acceptance of a bid or proposal in accordance with Rule-33 of PPRA Rules-2004.

(Muhammad Khabab Jaffar)
Section Officer (General)
Ph: 051-9210029

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ISLAMABAD
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PRE-QUALIFICATION /BIDDING DOCUMENTS

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PRE-QUALIFICATION / FORM

Note: - **PLEASE READ CAREFULLY ALL THE CONDITIONS SPECIFIED IN THE INSTANT TENDER DOCUMENTS/ FORM BEFORE SUBMISSION OF THE BID/ QUOTATIONS.**

Part-I (Section-I)	➤ Instructions to Bidders / Firm (ITB) • Introduction • Terms and Conditions • Bid Currencies • Bid Prices • Bid Security • Forfeiture of Earnest Money and Blacklisting of Firm/ Vendor • Submission and Opening of Bids • Evaluation and Comparison bids • Award of Procurement Contract • Payments • Corrupt or Fraudulent Practices
Part-I (Section-II)	➤ Check List ➤ Standard Bid Form ➤ Contract Form

Part-I (Section-I)

INSTRUCTION TO BIDDERS / FIRMS

Introduction:

1. Bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sale Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stocks in Rawalpindi / Islamabad during the Financial Year 2026-27:

Name of Procuring Agency	M/O PA&SS, Government of Pakistan, Islamabad.
Annual Repairs & maintenance	i. Pre-Qualification of repair and maintenance of office building ii. Pre-Qualification of repair and maintenance of Furniture and Fixture.

Terms & Conditions:

1. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall rejected.

2. The firm / bidder must have at least 02- years of experience.

3. The firm / bidder shall furnish details of its premises i.e. full address, Telephone/Fax/WhatsApp No. and E-Mail. The firms/ bidders should have their proper office in Rawalpindi / Islamabad.

1. The bidder/Manufacturer will submit and undertaking in the form of affidavit on stamps paper of Rs. 100/- that their firm has not been blacklisted in the past on any grounds by any government (Federal, Provincial) a local body or a public sector organization. On account of submission of false statement of concealment of facts the bidder/ manufacturer will be debarred from bid.

2. Single stage-one envelop procedure as contained in Rule 36(a) of PPRA, 2004 as well Procurement Regulations issued vide SRO No. 296(I)/223 dated 27.02.2023 shall apply.

3. The Ministry reserves the right to accept or reject any or all the tender bids as per PPRA rules, 2004 amended from time to time.

4. In case of any dispute decision of the chairman Purchase committee shall be final.

5. Prices shall be quoted in Pak Rupees.

6. The contract of pre-qualification shall be valid and binding on the bidder throughout the period of contract up to 30.06.2027.

7. Unsuccessful bidders' bid security will be discharged / returned as promptly as possible after announcement and publication of evaluation results / result.

8. The Purchase Committee will evaluate the bidding documents which have been determined to be substantially responsive as most advantageous. Result of bid evaluation in the form of a report giving justification for acceptance or rejection of bids (Minutes of the meeting of Purchase Committee) at least 10 days prior to the award of procurement contract will also be announced in terms of Rule 35 of PPR Rules, 2004.

9. The procuring agency / purchaser i.e. M/o PASS will award the contract to the successful bidders/ firms whose bids have been determined to be substantially responsive most advantageous.

10. Within 07 days of receipt of notification of award, the successful pre-qualified bidders and the procuring agency/ purchaser shall sign the contract agreement on stamps paper worth Rs. 100/- . Specimen annexed herewith.

11. Payments will be made on receipt of original bills and invoices with work completion certificates in duplicate duly completed in all respect. Payment for work done shall be made after satisfactory inspection report by the concerned Incharge. Income Tax and sales tax at Government rate/ rules will be deducted from each invoice.

Corrupt or Fraudulent Practices

12. The purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

i. defines for the purpose of this provision, the terms set forth below as follows:

“Corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competitive and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

ii. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

iii. Will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

I / We have read and agree with the above mentioned terms and conditions.

Name of Bidder/ Firm

Signature. _____

Date:

Seal

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Part-I (Section-II)

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms/ Bidders	Yes / No
1.	Registered on EPADS.	
2.	Bid Security	
3.	NTN No. with copy of certificate	
4.	GST No. with copy of certificate	
5.	Copy of Active Taxpayer List	
6.	Bank Account no.	
7.	Documentary Proof of having 02-years' experience	
8.	Stamp paper / declaration about black listing	
10.	Address of firm along with landline Telephone / Fax Numbers and other contact details.	
11.	Experience Certificate	

Name of Bidder / Firm

Signature. _____

Date:

Seal

Part-I (Section-II)

1. Contract Form

THIS AGREEMENT made ____ day of _____ 20 _____ between Ministry of Poverty Alleviation and Social Safety, Government of Pakistan, having its principal place of business at 4th Floor, Evacuee Trust Complex, F-5/1, Islamabad (hereinafter referred to as the “M/o PASS, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part) and (name of the firm), a firm duly registered, having its head office at (complete address) (hereinafter referred to as “Supplier”, which expression shall, where the context so permits, include its successors, legal, representative and permitted assignees of the other part):

NOW THIS AGREEMENT WITNESSETH AS FOLLWOS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) The Purchaser’s Notification of Award; and
 - b) Work Orders which shall be issued by M/o PASS time to time.
3. In consideration of the payments to be made by the Purchaser to the bidders as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Ministry hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the work done Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)
Signed, sealed, delivered by _____ the _____ (for the Supplie

