F.NO. 3(306)-Account/E&T/2025-26
Government of Pakistan
Excise and Taxation Department
H-9, Islamabad
******

PRE-QUALIFICATION OF FIRMS (OPEN FRAME WORK)

Excise and Taxation Department, Islamabad invites sealed technical proposal from the firms, which have established set-up in Islamabad with dexterous manpower, for service render. The detail of earnest money in shape of pay order is as under:-

Sr. No	Description	Amount
01	Render Service	500,000

2. The interested firms/companies should submit their profile/consent for pre-qualification latest by 04.12.2026 till 11:00 Hrs.

3. The interested firms may obtain terms and conditions from the undersigned's office.

4. All the sealed profile/technical proposal for pre-qualification will be opened in this office in the presence of representatives of the participating firms on 04.12.2026 at 11:45 Hrs.

5. The pre-qualification process is open to the firms subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested firms may obtain further information from the Excise & Taxation Department ICT (Excise & Taxation Department – Islamabad) through EPADS 2.0 during office hours. A complete set of Pre-qualification documents may be accessed by interested firms through EPADS.

6. The proposal, prepared in accordance with the instructions in the Pre-qualification documents, must be submitted both manual and through EPADS 2.0 on or before Friday, December 04, 2026 11:00 Hrs. Both manual and e-applications will be opened on the same day at Friday, December 04, 2026 11:45 Hrs.

5. This office has the right to accept or reject any or all proposal as per PPRA's Rules/regulations at any stage of the pre-qualification process.

EXCISE & TAXATION OFFICER
MOTOR REGISTERING AUTHROITY
ISLAMABAD

TERMS AND CONDITIONS
FOR PRE-QUALIFICATION OF FIRMS

i. Firms should have their own office in Islamabad.

ii. Firms must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ALT) of FBR. The firm should have bank account and vendor number assigned by AGPR.

iii. For prequalification, firms having experience, capability and resources may apply along with the following information and documents: -

a) Name of the firm along with postal address, Phone & Fax numbers.
b) Copy of incorporation certificate & organizational structure.
c) Similar nature of works completed during last five years by government departments, auto & Simi auto organizations.
d) Similar nature of works in hand along with names and addressed of clients.
e) Pre-Qualified for similar nature of works with Govt., Semi Govt./Private Firm.
f) List of Key personal & detail of technical staff.
g) Affidavit for non-blacklisted/involved in arbitration/litigation with any client during last 5 year.
h) Proof of enlistment with other departments.
i) Professional Tax certificate, Islamabad.
j) in case the firm is registered as (General Order Suppliers/enterprises etc.)

iv. Firms shall provide the proof of services being rendered to at-least five Ministries/Divisions along with certificate of satisfaction.

v. The firms will be shortlisted as per PPRA Rules 2026.

vi. Successful firms shall be responsible to provide its services after approval of their quotation.

vii. Pre-qualification of firms will be processed in light of clause 21 to 25 of PPRA Rules, 2026.

viii. Only pre-qualified firms/companies will be eligible to do business with this office.

ix. Sealed pre-qualification proposal should reach this office (during office hours) or by courier at the address of undersigned within the stipulated time otherwise pre-qualifications proposal will not be accepted.

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Excise and Taxation Office, Islamabad

Prequalification Document

Open Framework Agreement

Excise and Taxation Department,

H-9, Islamabad,

Pakistan.

Phone: 051-111-383-383

Government of Pakistan
Excise and Taxation Department
H-9, Islamabad

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PREQUALIFICATION OF FIRMS

FOR RENDER SERVICES

EXCISE AND TAXATION DEPARTMENT

ISLAMABAD.

1. Excise and Taxation Islamabad invites proposal from professional service provider based in Islamabad for prequalification, under an open framework agreement.
2. The agreement will cover the financial year 2026-27 and may be extended for upto two years based on satisfactory performance. Services will be procured as and when required through requests for quotations (RFQ) or single quotation (as the case may be) through EPADS.
3. Interested vendors duly registered with FBR (Active of Sales tax & Income Tax List) and on PPRA's may submit their proposals along with a Rs. 500,000/- Security Deposit (Pay Order) in favor of Excise and Taxation Department, Islamabad in a single envelope before closing of submission date and time in the office of the Excise and Taxation Islamabad and also upload on **EPADS 2.0**.
4. The tender document can be downloaded from **EPADS 2.0** Interested firms may submit their proposal and documents duly signed/stamped along with covering letter on firm/company's letter head in Excise and Taxation on or before 04-12-2026, by 11:00 PM and also upload on **EPADS 2.0** positively. Technical proposal which is submitted in Excise and Taxation Office and also upload on **EPADS 2.0** will be considered.
5. Blacklisted firms are not eligible to apply. Incomplete, partial, or conditional proposal shall not be accepted. Proposal received after due date and time shall not be accepted.
6. Excise and Taxation Department, Islamabad may cancel prequalification process in accordance with PPRA rules without assigning any reason.

OPEN FRAMEWORK AGREEMENT

Date/Time of Submission: 04.12.2026 at 11:00 Hrs

Date/Time of Opening: 04.12.2026 at 11:45 Hrs

1. INVITATION FOR PREQUALIFICATION PROPOSALS FOR SERVICES.

Excise and Taxation Islamabad invites proposal from Islamabad based professional firms for prequalification for provision of " Render Services " to this office through an open framework agreement for a period of one year and extendable up to two years (from the date of agreement). Single stage one envelope procedure shall be followed as per PPRA's Rule 27 (a). Services will be acquired as and when required through request for quotations/financial proposals quotation based (as the case may be). Interested firms, duly registered with FBR, may submit their proposals along with Bid Security of Rs. 500,000/- for render services in Excise and Taxation Department, Islamabad in a single envelope before closing of submission date and time in the office of the Excise and Taxation, H-9 Islamabad. The proposals and security must be submitted in hard at the given address before closing date and time.

2. INSTRUCTIONS FOR APPLICANTS

Open Framework Agreement:

An open framework agreement, which means an agreement with specified terms and conditions without an agreed price, will be signed with the shortlisted firms for a period of one year extendable for another two years on satisfactory performance. This contractual arrangement will allow this office to procure Render Services that are needed continuously or repeatedly at agreed terms and conditions over three years through request for quotations or placement of orders. The Excise and Taxation Department shall shortlist at least three firms against this category for services required. If only one firm submit a proposal, the purchase committee will consider their nomination in line with PPRA guidelines and rules.

Whenever a service is required by Excise and Taxation Department, the office shall request quotations/financial proposals from prequalified firms only. The shortlisted firms shall be bound to provide their quotations including all taxes. The request for quotations/financial proposals will be called on time to time basis whenever services are required by Excise and Taxation Department, Islamabad.

3. SCOPE OF WORK

- Services of cleaning staff
- Gate Keeper
- Skilled worker for scanning, data entry and machine operator.
- I.T Technician
- Electrician
- Plumber
- Gardner

Eligible Firms

Firms must fulfill the below listed criteria:

i. Professional Service provider in Islamabad in the relevant business having specialized expertise to facilitate the department, as per requirement of the procuring agency shall submit their proposals for prequalification (documentary evidence to be provided as per technical evaluation criteria).

ii. The Firms/Vendor must be registered with FBR and possess a valid NTN number with active status of income tax and sales tax.

iii. Must have experience in providing similar services to federal government departments.

iv. Must have never been blacklisted by any government department.

v. Having Professional Tax Certificate, Islamabad.

Mandatory Documents:

Proposals shall comprise the following mandatory documents. Failure to submit the proposal without any document mentioned below will lead to rejection of complete bid.

i. Company Profile

ii. Active income tax and sales tax registration status on FBR.

iii. Details of services the company provides along with company employees who have qualification / experience in relevant field.

iv. Proof of office and a working landline number in Islamabad.

v. Financial strength proof (tax returns of 2026).

vi. Copies of contracts / work orders with federal government departments (minimum 03 years' experience is mandatory).

vii. Performance certificates from federal government departments (minimum 02).

viii. Undertaking on stamp paper confirming no blacklisting from any federal or

provincial government department.

ix. Undertaking on company letter head by CEO / Director / Owner that they have read and agreed to terms and conditions of the bidding document.

x. Rs. 500,000/- Security Deposit (in shape of DD/P.O along with other documents) before the end of closing date & time.). If the potential bidder fails to submit security deposit, their proposal shall be rejected.

xi. The proposed firms must fill in forms attached at the end of the proposal along with their technical proposal (Application Form, Financial Strength, Experience, and Key Staff).

Security Deposit

The proposal for prequalification of firm must be accompanied with Rs. 500,000/- Security Deposit in the form of Pay Order from any scheduled bank in favor of Excise and Taxation Department, Islamabad. The security deposit shall be valid for the contract period. If the security deposit is not provided to this office in time, then the proposal shall be rejected by Excise and Taxation Department as non-responsive. The security deposits of unsuccessful applicants will be returned after award of the contract to the shortlisted firms. Moreover, during the course of contract period, the security deposit will be liable to deduction / forfeit on account of loss to the procuring agency due to inferior quality of services which shall be communicated in writing.

Submission of Proposals

The application along with relevant required document duly signed/stamped on company's letter head must be submitted before closing time. The original security deposit in form of bank draft must be submitted in the office of Excise and Taxation H-9/4 Islamabad on the prescribed time and date as given above. The proposals will be opened and evaluated as per technical evaluation criteria given below.

Prequalification Process

The proposal will be opened on given date, time & venue as per Single Stage-Single Envelope Bidding Procedure in accordance with Public Procurement Rules, therefore, each proposal shall be submitted containing all the required documents. The applications/proposal will be evaluated by the procurement committee as per below evaluation criteria with the documentary evidences provided by the firms. The procurement committee may call the firms for a meeting to discuss the requirements and terms and conditions. The firm shall be pre-qualified by the competent authority on fulfillment of mandatory requirements as laid down in the bidding document.

Evaluation Criteria:

The Proposal shall be evaluated on the basis of following criteria: -

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	**Experience**	Company Establish date. 01 Marks for each year Max 10 Marks	10
2	**Financial Capability**	Annual turnover for last years attached income tax 2026. 1. PKR 10–15 million = 5 2. PKR 15–25 million = 8 3. PKR 25–35 million = 10	10
3	**Human & Technical Resource**	Qualified technical staff. 01 Marks for each employee Max 10 Marks	10
4	**Government Experience**	Prior experience with Government / Semi-Government / Autonomous Bodies. 02 Marks for each client Max 10 Marks	10
5	**Skilled staff detail**	List of Worker, presence and qualification marks will be decided by the evaluation committee	10
		Total Marks	**50 Marks**

Applicants must secure at least 35 marks out of 50 to be declared prequalified.

Note: Passing of Mandatory Criteria is a precondition.

Signing of Contract:

After nominating the qualified firms by the Procurement Purchase Committee, a Letter of Intent shall be issued to the firms wherein they will be directed to sign agreement within time period. If the qualified firms fail to sign agreement with Excise and Taxation Department, Islamabad within specified date and time, his security deposit will be forfeited by the procuring agency and their pre- qualification will be cancelled. The successful firms shall not transfer the obligations of the contract to any other contractor or firms through sub-contracting. The contractor shall be bound to provide the required services to this office by himself as and when required during the contract period.

Rejection of Applications:

The Excise and Taxation Department reserve the right to accept or reject any applications/proposals, and to annul 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.

Redressed of Grievances by the Excise and Taxation Department:

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 Excise and Taxation Department after the submission of his application may lodge a written complaint concerning his grievances. The committee shall investigate and decide upon the complaint within 30 days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the prequalification process.

Terms of Contract

The terms & condition of the contract will be decided after the finalization of one evaluation or with financial proposal.

Excise and Taxation Department reserve the right to accept or reject all bid proposals or annul the pre-qualification process without assigning any reason at any time.

APPLICATION FORM

(On Letterhead of Firm)

Supplier Details

Name of the Supplier: _____

CNIC Number: _____

Address of Office: _____

Business Information: _____

Status: ☐ General Traders ☐ Professional Traders

Date of Establishment: _____

Registration Authority: _____

NTN No. & Registration Date: _____

Experience:

☐ More than 3 years ☐ More than 5 years ☐ More than 10 years

Bank Details

Bank Name & Branch Code: _____

Bank Account Title: _____

IBAN Number: _____

Operational Details

Total Staff: _____

Covered Area of Office: _____

Available Facilities: _____

Declaration

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

(NAME) _____

(Signature) _____

(Company Stamp) _____

(Date) _____

RELEVANT EXPERIENCE

(To be submitted on Applicant's Letterhead)

Note: Attach documentary evidence.

Sr. No.	Name of the Govt Department	Title & Ref. No of Contract	Period of the Contract	Total Worth	Status
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

Declaration

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

(NAME) _____

(Signature) _____

(Company Stamp) _____

(Date) _____

KEY STAFF OF FIRM

(To be submitted on Applicant's Letterhead)

Sr. No	Name of Staff	Designation	Area of Expertise	Experience
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Declaration

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

(NAME) _____

(Signature) _____

(Company Stamp) _____

(Date) _____