



GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS ENFORCEMENT
CUSTOMS HOUSE MULTAN



INVITATION FOR PRE-QUALIFICATION

Collectorate of Customs Enforcement, Custom House, Multan intends to pre-qualify well-established and well-reputed firms / contractors having income tax / sales tax registration and whose names are on the Active Tax Payers List (ATL) of FBR, for the following lots / services, for the financial year 2025-2026.

Lot No.	Description
1	Repair of Building
2	Repair of Vehicle
3	Repair of Machinery
4	Repair of Furniture & Fixtures
5	Repair of Hardware
6	Repair of IT Equipment
7	Transportation of Goods

1. Pre-qualification will be conducted through procedures specified in Pre-qualification Documents and interested applicants may download the Pre-qualification Documents from PPRA website or collect from the address given below.
2. Applications for Pre-qualifications should be submitted online, as well as, in sealed envelopes delivered to the office mentioned below on or before 12.00pm on 15th October, 2025.
3. Interested Firms / Contractors may download tender documents online from website of PPRA and FBR or get from the address given below, during office hours till closing date.
4. The said tender will be processed through Single Stage One Envelop bidding.
5. These proposals will be opened on the same day at 02.00 pm hours in the Conference Room at the Ground Floor of Custom House, Multan in presence of the applicants.
6. The application must accompany a security amount Rs. 25,000/- in the shape of Pay Order or Bank Draft in favour of Collector, Collectorate of Customs Enforcement, Multan issued by any scheduled bank of Pakistan.
7. The Applicant must clearly mention name of category / lot applying for, on envelop and in Pre-qualification Documents.
8. The services will be obtained as per availability of budget.
9. The procuring agency reserves the right to reject any or all the proposals under Rule-33 of the PPRA Rules 2004.

PROCUREMENT OFFICER: Incharge General Branch, Custom House, LMQ Road, Multan.
Phone # 061-9200377

**COLLECTORATE OF CUSTOMS
ENFORCEMENT, MULTAN**

Tender Document

“Pre-qualification of Firms”

Date:
Bid Reference No.

Submission Date for Sealed Proposals: 15th of October, 2025 (12:00 pm)

Custom House Colony, LMQ Road, Multan
Tel: +92-61-9200377 | Fax: +92-61-9200924

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1. INVITATION TO BIDS

Collectorate of Customs Enforcement Multan (CoC) intends to introduce the process of pre-qualification of Firms / Contractors for work at Custom House Colony, Multan, in order to streamline its procurement procedures for following categories / services.

1. Repair of Building
2. Repair of Vehicles
3. Repair of Machinery
4. Repair of Furniture and Fixtures
5. Repair of Hardware
6. Repair of IT Equipment
7. Transportation of Goods

All reputable and well established contractors are invited to apply for the pre-qualification by submitting the pre-qualification proposal Proforma. The CoC Multan will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

2. INSTRUCTION TO BIDDERS

- 2.1 The selection of Firms / Contractors will be based on Prequalification process as defined in the PPRA Rule – 16A Govt. of Pakistan. The CoC Multan will adopt single stage one envelope bidding procedure as laid down in Public Procurement Rules 2004 Rule # 36 (a).
- 2.2 The bid shall be a single envelope, containing prequalification proposal for a single category. The envelope shall be marked as “Prequalification Proposal for -----Category Name-----”. The CoC Multan engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by Firms / Contractors to demonstrate their respective qualifications and any other information that the CoC Multan deems necessary for prequalification. The CoC Multan is providing a set of prequalification documents to Firms / Contractors.

- 2.3 The CoC Multan shall evaluate the proposal in a manner prescribed given in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified Firms / Contractors shall be entitled to participate in the subsequent procurement proceedings. CoC Multan, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a Firm / Contractor, whether or not prequalified, may require the Firm / Contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as CoC Multan may decide.
- 2.4 CoC Multan shall disqualify a Firm / Contractor on the ground that it had provided false, fabricated or materially incorrect information.
- 2.5 Only 03 Firms / Contractors will be short- listed / selected.
- 2.6 The bidders must submit **Bid Security @ of Rs.25,000/-** in shape of Pay Order, Demand Draft, Call Deposit Receipt from any scheduled Bank in favor of **the Collector, Collectorate of Customs Enforcement Multan** otherwise prequalification will be rejected.
- 2.7 Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
- 2.8 A separate agreement shall be executed with successful bidder.
- 2.9 Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered, have National Tax Number (NTN) and exists on Active Tax Payer List of FBR.
- 2.10 Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion / provision of services ordered.

3. ELIGIBILITY AND PREQUALIFICATION CRITERIA

The bidders fulfilling the following eligibility criteria, will be declared eligible for Prequalification process which is provided as Annexure-B.

- i. Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- ii. Bidder must be Income Tax, General Sales Tax (GST) registered and on Active Taxpayer List of FBR (Copies required),
- iii. Kindly fill the **Annexure – A and Annexure - B** and attach the supporting documentary evidences as mentioned above and also in each annexure;

Annex – A: Organization Information

Annex – B: Prequalification /Evaluation Criteria

- iv. And also sign the declaration form at the end of document and attach with your other documents.

4. SCOPE OF JOB

- a. CoC Multan will offer a prequalification letter of one (01) year up to 30th June, 2026 (which is further extendable) to a qualified bidder for required services that the period of contract can be terminated by the CoC Multan without assigning any reason or intimation.
- b. The qualified Firms / Contractors will share the quotations of required services as and when required by CoC Multan.
- c. The Firms / Contractors will provide financial proposal for required services.
- d. The Firm / Contractor with lowest offered bid will be awarded work order for the said services.
- e. The Firm / Contractor will provide quality work/services to CoC Multan within agreed timelines of work order during the contract period.

5. TERMS OF REFERENCE

To provide quality and timely services, Firm / Contractor will agree on following terms of references:

- a) The Firm / Contractor will be bound to provide required service within agreed timelines starting from issuance of work order duly conveyed through official letter.
- b) Income tax, GST (as applicable) will be deducted in accordance with the provisions
- c) of Government Rules amended from time to time.
- d) The payment for the services will be made through cross Cheque on the successful completion of Job and receipt of valid sales tax invoice.

6. GUIDELINES

- I. Only short-listed Firms / Contractors will be considered for financial proposals / quotations. The financial proposals will be called separately from qualified bidders.
- II. All documents and information received by CoC Multan from Contractors will be kept confidential.
- III. Documents submitted to CoC Multan will not be returned.
- IV. All expenses related to participation in this prequalification document shall be borne by the bidders.
- V. Documents shall also be submitted in hard copies, as well, in a sealed envelope marked as "Pre-Qualification Proposal for '---category name---'". The envelope containing hard copies proposal shall be received in Custom House, LMQ Road, Multan during office hours till closing date.
- VI. CoC Multan reserves the right to request submission of additional information from bidders in order to clarify/further understand aspects of technical proposal, if required.
- VII. CoC Multan reserves the right to verify any information provided by the bidders.



(Maqbool Ahmad)

Deputy Collector (HQ)

Collectorate of Customs Enforcement,

Custom House Colony, LMQ Road,

Multan.

Tel: +92-61-9200377 | Fax: +92-61-9200924

7. DECLARATION

Kindly provide the declaration as per format provided below at the end of proposal.

I, ----- hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of " [---the name of organization---] "

Name	
Designation	
Signature	
Date and Place	

8. SUBMISSION OF PREQUALIFICATION PROPOSAL

Complete proposal containing technical details; all required information and documentary evidences may be submitted before 12:00 pm on 15th of October, 2025. The proposals will be opened on the same day at 02:00 pm in presence of the bidders who wish to attend. The proposal should be submitted in sealed envelope clearly mentioned "Prequalification Proposal for '---category name---'"

Important Note: The competent authority may reject all the proposals at any time prior to the acceptance of a bid or proposal. CoC Multan shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

Annexures

Annex – A

Name of Category Applying for:- _____

Organization Information

Sr. No.	Required Information	Response
1.	Legal name of Firm/Contractor	
2.	Year of Registration / Establishment of the Organization	
3.	National Tax Number	
4.	General Sales Tax (GST) number	
5.	What is the legal status of your Organization? Tick the relevant box (one box only). Attach copy/copies of Registration Certificate's	Sole Proprietor
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (please specify)
6.	Name and designation of "Head of Organization"	
	Mobile:	
	Phone:	
	Email:	
	Fax:	
	Address of Organization:	
7.	Name and designation of "Contact Person"	
	Mobile:	
	Phone:	

(Signature and Seal of Bidder)

Annex-B

Pre-Qualification/Evaluation Criteria

Sl. No.	Description	Tick the Relevant Box	Documents Required
1	Relevant Experience		
1.1	0 - 1 year experience		Registration Certificate
1.2	1 - 4 years experience		
1.3	4 - 7 years experience		
1.4	More than 7 years experience		
2	Financial Soundness		
2.1	Bank Statement worth upto 01 Lac Rupee		Bank Statement or on Banks Letter head Certificate
2.2	Bank Statement worth 01~02 Lac Rupee		
2.3	Bank Statement worth 02~03 Lac Rupee		
2.4	Bank Statement worth more than 03 Lac Rupee		
3	Total Clients with Firm		
3.1	01~03 clients		Copies of Work Orders or List of clients on signed Firm letter head
3.2	04~07 clients		
3.3	08~10 clients		
3.4	More than 10 clients		
4	Workshops		
4.1	Mechanical Workshop		Details of Workshop facilities on signed Firm letter head
4.2	Electrical Workshop		
4.3	Denting and Painting		
4.4	Parts Shop		
5	Working Staff		
5.1	Working staff 01~03		List of Working Staff with name and designation on Firm letter head
5.2	Working staff 04~06		
5.3	Working staff 07~10		
5.4	If more than 10 working staff		

(Signature and Seal of Bidder)

AFFIDAVIT FOR NON – BLACKLISTED (ON LEGAL STAMP PAPER OF Rs.100)

1. It is stated that M/s _____ is participating in tender for Pre-qualification of Firms / Contractors for

[..... 1. Repair of Building 2. Repair of Vehicle 3. Repair of Machinery 4. Repair of Furniture and Fixtures 5. Repair of Hardware 6. Repair of IT Equipment 7. Transportation of Goods.....]

(Please tick the relevant category)

in Custom House, Collectorate of Customs Enforcement Multan for the period of 01 (one) year effecting from the date of issuance of work order / contract agreement.

2. M/s _____ hereby certifies that it is not under a declaration of ineligibility / blacklisted by any Government (Federal & Provincial), a local body or any public sector organization. Furthermore, M/S _____ is not involved in any litigation with any party whatsoever.

Sign of Person _____

Address

Telephone No(s)

Fax No(s)

Mobile No(s)

Stamp of the firm

(Duly verified by notary public)