



GOVERNMENT OF PAKISTAN
DIRECTORATE OF POST CLEARANCE & INTERNAL AUDIT (NORTH)
3rd FLOOR, CUSTOM HOUSE,
MAUVE AREA, G-9/1,
ISLAMABAD



NOTICE PRE-QUALIFICATION TENDER NO.01/2026-27

FOR REPAIR OF OFFICE FURNITURE & FIXTURES, MACHINERY, HARDWARE, AND I.T EQUIPMENTS (ALL KINDS)

The Directorate of Post Clearance & Internal Audit (North), Islamabad intends to prequalify reputable, experienced, and financially sound firms/companies for the provision of Repair & Maintenance Services of Office Furniture & Fixtures, Machinery, Hardware and I.T Equipment's on and as and when required basis during the Financial Year 2026-27. Details are as under: -

Name of Repairing Agency	The Directorate of Post Clearance & Internal Audit (North), Islamabad.
• <u>Repair of Furniture & Fixtures</u> • <u>Repair of Machinery</u> • <u>Repair of Hardware</u> • <u>Repair of I.T Equipment's</u>	Repair of kitchen cabinets, Repair of Admin & Accounts Branch cabins almirah tables and chairs, Repair of Audit Branch cabins almirah tables and chairs. Repair & maintenance of chairs, cabinets and furniture of DG's office, Director's office, DD's office. Repair of conference room/Meeting room chairs and tables etc. Repair of all kinds of machinery items. Repair of all kinds of Hardware items. Repair of office I.T equipment of, multimedia system (online meetings) of conference room, Repair of systems & IT equipment and repair of modems and networking devices.
Contact Officer	Incharge General Branch 0300-0036082
Closing Date & Time for Submission/Receiving of Applications.	Upto 12:00 PM on 23.10.2026 The Directorate of Post Clearance & Internal Audit (North), Islamabad.
Date & Time for opening of Applications/Proposals.	12:30 PM on 23.10.2026 The Directorate of Post Clearance & Internal Audit (North), Islamabad.
Period	For (01) One Year.

2. Applications must be submitted electronically through the E- Procurement (**E-PADS**) System, with a hard copy of Pre-qualification documents (Single-Stage: Single-Envelope Bidding Procedure) submitted to this office as well during office timings from 08:00 am to 04:00 pm on working day.

3. The procuring agency reserves the right to accept or reject any or all bids / proposals in accordance with Rule-33 of PPRA Rules, 2004.

(ADIL RIAZ)
Deputy Director

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Directorate of PC & IA (North) Islamabad

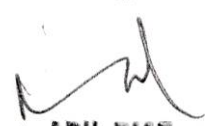
**INVITATION FOR PREQUALIFICATION
FOR OPEN FRAMEWORK AGREEMENT
PROCUREMENT OF NON-CONSULTANCY SERVICES**

1. The Directorate of Post Clearance & Internal Audit (North), Islamabad has sufficient / has received / intends to apply for funds from ADP and intends to apply part of such funds toward payments under the framework agreement for "Framework agreement Repair & Maintenance Services of Office Furniture & Fixtures, Machinery, Hardware and I.T Equipment's " having reference number.
2. The Directorate of Post Clearance & Internal Audit (North), Islamabad intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign an Open Framework Agreement with the successful bidder(s) following completion of the bidding process.
3. The objective of the intended Open Framework Agreement is the on-demand supply of Framework Agreement for Repair & Maintenance Services of Office Furniture & Fixtures, Machinery, Hardware and I.T Equipment's, through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the prequalified Applicants in **Wednesday, October 07, 2026**. The Open Framework Agreement is expected to be signed with the successful bidder(s) in **Friday, October 23, 2026** for a period of one Year.
5. The Prequalification process is open to all National Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from Directorate of Post Clearance & Internal Audit (North), Islamabad through EPADS v2.0 during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through EPADS v2.0 at: <https://epads.gov.pk>.
6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through EPADS v2.0 on or before **Friday, October 23, 2026 12:00 PM**. Applications will be opened electronically through EPADS v2.0 on the same day at **Friday, October 23, 2026 12:30 PM**. Manual submission of applications shall not be entertained.
7. Vendors who have not yet registered on EPADS v2.0 may complete their registration at: <https://vendors.epads.gov.pk/>. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 48 of Public Procurement Rules, 2004, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the procuring agency's website and on PPRA website.

Contact Details

**Directorate of Post Clearance & Internal Audit (North), Islamabad,
Incharge General Branch
Custom House, Plot No. 24, Mauve Area, Sector G-9/1, Islamabad
Cell: +92-300-003-6082**



ADIL RIAZ
Deputy Director

Directorate of PC & IA (North) Islamabad



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INSTRUCTIONS TO BIDDERS

Prequalification will be conducted in accordance with the provision of the public Procurement Regulator Authority (PPRA) Rules, 2004, and only firms meet the eligibility and qualification criteria that shall be considered for participation in subsequent tender. This Prequalification document shall be used for submission of Competitive Bidding for Repair & Maintenance Services of Office Furniture & Fixtures, Machinery, Hardware and I.T Equipment's of The Directorate of Post Clearance & Internal Audit (North), Islamabad. Interested bidders submitted their applications electronically through the E- Procurement (**E-PADS**) System and download the Prequalification documents from the PPRA Website. The bidders will be shortlisted/selected on fulfillment of evaluation criteria.

2. These following documents are attached for guidance and necessary compliance.

- i. Instructions to bidders
- ii. Evaluation Criteria
- iii. Terms and conditions



**CRITERIA FOR PRE-QUALIFICATION OF OFFICE FURNITURE & FIXTURES, MACHINERY,
HARDWARE AND I.T EQUIPMENT'S TERMS AND CONDITION**

- i. The interested Outlets must have 5-years' experience in relevant field.
- ii. Outlets must have capabilities of all types of Office Furniture & Fixtures, Machinery, Hardware and I.T Equipment's.
- iii. Outlets must have capabilities of timely repair of Office Furniture & Fixtures, Machinery, Hardware and I.T Equipment's.
- iv. All payments (s) will be made through AGPR Cheques/MPGs.
- v. The interested parties must have sound financial positions, proof may be provided.
- vi. Non-black listing certificate on affidavit may be attached with bidding documents.
- vii. Outlets must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ATL) of FBR, valid documents may be attached.
- viii. The Vendors/Firms applying for Pre-Qualification will submit Quotations on demand as and when the repair of furniture & I.T equipment's is required.
- ix. The Directorate of Post Clearance Audit & Internal Audit (North), Islamabad reserves the right to adopt/reject wholly or partially any proposal or cancel the pre-qualification process altogether at any stage under PPRA Rules.
- x. Only Islamabad/Rawalpindi based Outlets are eligible to submit their proposals.
- xi. Application must be accompanied by Call Deposit Receipt of Rs.30,000/- in favor of "**DDO Directorate of PC&IA (North), Islamabad**" The minimum qualifying marks for pre-qualification of firm will be 70 marks out of 100.

TERMS AND CONDITIONS

- i. The Outlets on the panel will be bound to carry out the requisite work on immediate basis when Repair work is referred to it even in odd hours.
- ii. Outlets shall be liable to give warranty of each item repaired. If the same defect arises again during warranty period, the firms shall be responsible to repair it free of cost.
- iii. Confidentiality of all correspondences/matters will be ensured.
- iv. I/We have read and agree with the above-mentioned terms and conditions.

Authorized Signature: _____

Name & Designation: _____

Company Stamp/ Seal: _____



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EVALUATION AND SCORING CRITERIA (100 MARKS)

Criteria	Description	Marks
Experience	The interested firms may have One year experience in relevant field. The firm having experience shall be awarded 5 marks per year, maximum up to 5 years. Experience beyond years will also yield maximum 25 marks.	25
Work Experience	The firms should provide details of Federal provincial Government Ministries/ Divisions/ Department to whom, they have provided or providing services of same nature.	20
Tools & Equipment	The firms must have their own complete setup. i.e. parts availability and technical experience in Islamabad/ Rawalpindi to provide quality & timely service as per requirement in accordance with all application laws, rules and regulations.	20
Registration	The firms must be registered with Sales Tax and income Tax Department (FBR). The firm must be GST/NTN registered and should be active Sales / income Taxpayer.	10
Financial Soundness	The interested parties must have sound financial position: proof may be provided for last one year in shape of income tax and Company back statement.	15
Warranty & Replacement	Undertaking of free replacement during warranty period.	10
Total Score		100

Minimum Qualifying Score = 70 Marks.

Authorized Signature: _____

Name & Designation: _____

Company Stamp/ Seal: _____