

PREQUALIFICATION DOCUMENTS

Pre-Qualification of Firms/Vendors/Workshops

For

**Repair & Maintenance of Vehicles, Machinery &
Equipment, Computer & Equipment, Furniture &
Fixture and Building & Structure.**

**Government of Pakistan
Ministry of Energy,
Power Division**

July, 2026

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GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY
POWER DIVISION
PRE-QUALIFICATION NOTICE

1. Ministry of Energy (Power Division) intends to invite proposals for prequalification of Firms for repair/maintenance work in the following categories during the Financial Year 2026-27 under Rules 15 & 16 read with Rule 42(a) & (b) of the Public Procurement Rules, 2004. The Firms/Workshop/Vendors having valid registration with Sales Tax / Income Tax Departments, active status on the Active Taxpayer List (ATL) of the FBR are eligible to participate in the prequalification Process through Framework Agreement for the Repair & Maintenance of vehicles, Furniture/fixture, Machinery & Equipment, Computer Hardware /Software, Others / Miscellaneous and Building / structure.
2. Applicants are directed to submit their applications along with Bid Security of Rs. 100,000/- in shape Demand Draft, in accordance with the instructions given in the prequalification documents and must comply with the Terms & Conditions.
3. Prequalification documents can be download from Power Division (www.power.gov.pk) and PPRA (www.ppra.gov.pk) website or can be collected from office of undersigned. Applications must be submitted **till 11:00 hours latest by 15th August, 2026.**
4. Applications will be opened in the presence of Applicants' representatives who choose to attend at **1200 hours** on the same date.
5. Applications shall be evaluated according to evaluation criteria mentioned in these prequalification documents and open/close framework agreement shall be executed with the prequalified firms for a period of as prescribed in PPRA Rule 2004.
6. During the agreement period, only prequalified firms shall be issued 'Request for Quotation' notices for Repair/ Maintenance work of official vehicles, machinery & Equipment, building, furniture & fixtures and computer & equipment, whenever required by this office.
7. For obtaining any further information or clarifications, please contact in the office of the undersigned.

Section Officer (General-I)
Ministry of Energy (Power Division)
A-Block, Pak Secretariat, Islamabad
051-9103187, 9209620

INSTRUCTIONS TO APPLICANTS (ITA)

Eligibility of Applicants & Cost of Application Submission

1. Eligible Applicants

- 1.1 This Invitation for applications is open for well reputed Income Tax / GST registered firms completing all the documentary requirements in accordance with ITA Clause 8.
- 1.2 Applicants shall not be under a declaration of blacklisting by any Government department or Public Procurement Regulatory Authority (PPRA).

2. Cost of Application Submission

- 2.1 The Applicant shall bear all costs associated with the preparation and submission of its application. Ministry of Energy (Power Division) will not be liable for those costs, regardless of the conduct or outcome of the prequalification process.

Prequalification Documents

3. Content of Prequalification Documents

- 3.1 The services required, prequalification procedures, and terms & conditions are prescribed in the documents. In addition to the Invitation for Applications, the prequalification documents include: -
 - a. Instructions to Applicants (ITA).
 - b. Terms & Conditions of Framework Agreement.
- 3.2 The Applicant is expected to examine all instructions, forms, terms, and specifications in the prequalification documents. Failure to furnish all information required in the prequalification documents or to submit a application not substantially responsive to the prequalification documents in every respect will be at the Applicant's risk and may result in the rejection of its application.

4. Clarification of Prequalification Documents

- 4.1 A prospective applicant requiring any clarification of the prequalification documents may notify to the Section Officer (General), Ministry of Energy

(Power Division), Islamabad in writing or by email. Power Division will respond in writing to any request for clarification of the prequalification documents which it receives no later than one (1) day prior to the deadline for the submission of applications.

5. Amendment in Prequalification Documents

- 5.1 At any time prior to the deadline for submission of Applications, Ministry of Energy (Power Division) may modify the prequalification documents by amendment.
- 5.2 All prospective applicants that have received the prequalification documents will be notified of the amendment in writing or by email and will be submitting applications on them.
- 5.3 In order to allow prospective applicants reasonable time in which to take the amendment into account in preparing their applications, Ministry of Energy (Power Division), at its discretion, may extend the deadline for the submission of applications.

Preparation and Submission of Applications

6. Language of Application

- 6.1 The application prepared by the applicant, as well as all correspondence and documents relating to the application exchanged by the Applicant and Ministry of Energy (Power Division) shall be written in English or Urdu. Supporting documents and printed literature furnished by the Applicant may be in the same language.

7. Preparation & Submission of Applications

- 7.1 Applicants shall apply comprising Technical Proposal in accordance with ITA Clause 8.

The Prequalification process will be

- 7.2 The Bid/Proposal shall be opened in front of the representative of applicants on the time & date of application opening specified in these prequalification documents.
- 7.3 Ministry of Energy (Power Division) will evaluate the applications in accordance with the evaluation criteria prescribed at **ITA Clause 8**

8. Required Documents and their Marking

- 8.1 Vendors/Firms shall be awarded marks based on documents submitted by them. Some documents are mandatory whereas the others are assigned marks. **Mandatory documents** are the following: -

Sr. No.	Description	Status
1	Covering letter on the letterhead of the firm where it should be clearly mentioned whether the firm wants to be prequalified for stationery items or cartridges or both.	Mandatory
2	Proof of Firm's Income Tax and Sales Tax Registration.	Mandatory
3	Declaration from the Applicant on legal stamp paper that it has not been blacklisted by any government department.	Mandatory
4	Accounts Statement of the firm's business account for the period from (1 st July, 2020 to 30 th June, 2023) showing an average monthly turnover of More than 10 million.	Mandatory

8.2 Documents required if the firm requires being prequalified for Repair & Maintenance of **Furniture/Fixture, Machinery/Equipment and Computer/equipment** :: -

Sr. No.	Description	Assigned Marks
1	Status of the firm whether it is the *manufacturer / distributor or General Order Supplier. Marking for each status will be as follows: - i. Manufacturer 15 ii. Distributor 10 iii. General Order Supplier 05 *Valid Proof to be provided	
2	Detail of the completed orders of Government / Semi Government / Autonomous bodies for purchase of Stationery items/Cartridges by the firm in last one year: - i. Five completed Work Orders 25 ii. Four completed Work Orders 20 iii. Three completed Work Orders 15 iv. Less than three completed Work Orders 10 *Satisfactory report from the respective organization will be required.	

3	The firms shall have to provide the details of their experience in market. Number of experience years and marks assigned are below: - i. Experience of more than 10 years 25 ii. Experience of more than 7 years 20 iii. Experience of more than 5 years 10 iv. Experience of less than 5 years 05 *Proof of incorporation of the firm shall be required.	
4	If the firm has its office in: - i. Rawalpindi / Islamabad. 25 ii. Any other city. 15	
5	Availability of technical staff of the firm for repairing of Furniture/Fixture, Machinery/Equipment and Computer/ equipment in Rawalpindi / Islamabad. 10 *Name, qualification and experience of the technical Staff would be required.	
Total Marks		100
Qualifying Marks		60

8.3. Documents required if the firm requires to be prequalified for **Repair & Maintenance of Vehicles.**

Sr. No.	Description	Assigned Marks
1	Previous repair work related to the Government Departments Rs. 25,000 01 Mark Rs. 50,000 03 Marks Rs. 75,000 05 Marks Rs.100,000 & above 10 Marks	10
2	Organization strength in terms of machinery & equipment (Documentary evidence, may be in the form of pictures/work orders of the workshops/authorized agents of manufacturers unit. must be provided: Available Service: Mechanical 05 Marks Electrical 05 Marks Denting 05 Marks Painting 05 Marks	20
3	Previous experience of the Workshops with Government Departments/renowned private organizations; (the marks shall be awarded as under) 02 Year Experience 8 marks 04 Year Experience 15 marks 05 Year and above Experience 20 marks	20

4	The requirement for Technical Staff: <u>Mechanical:</u> One Mechanic 05 marks Two Mechanics 08 marks Three & above Mechanics 10 marks <u>Auto Electrician:</u> One AE 05 marks Two AE 08 marks Three & above AEs 10 marks <u>Auto Denter:</u> One AD 05 marks Two AD 08 marks Three & above ADs 10 marks <u>Auto Painter:</u> One AP 05 marks Two AP 08 marks Three & above APs 10 marks <u>A/C Unit:</u> 1 AC mechanic with 1 Helper 05 marks 2 AC mechanic with 2 Helper 10 marks	50
Total Marks		100
Qualifying Marks		60

8.5. Documents required if the firm requires to be prequalified for **Repair & Maintenance of Building/Structure.**

Sr. No.	Description	Assigned Marks
1	Previous Similar Works (Government/Semi-Government/Autonomous Bodies/Private Sector) One similar R&M of Building work order = 10 Marks Two similar R&M of Building work orders = 20 Marks Three similar R&M of Building work orders = 25 Marks Four or more similar R&M of Building work orders = 30 Marks	30
2	Value of Similar Completed Work: Up to Rs. 5 Million = 5 Marks Above Rs. 5 Million to Rs. 20 Million = 10 Marks Above Rs. 20 Million to Rs. 50 Million = 15 Marks Above Rs. 50 Million = 20 Marks	20
3	Experience of the Firm 02 Year Experience 5 marks 03 Year Experience 10 marks 05 Year and above Experience 15 marks More than 5 Years = 20 Marks 20 marks	20

4	Financial Capability Bank Statement/Bank Certificate = 10 Marks Income Tax Returns (last 2 years) = 10 Marks Average Annual Turnover commensurate with the nature of works = 10 Marks	30
Total Marks		100
Qualifying Marks		60

8.3 Firms shall be required to score at least 60 marks in the respective category in addition to the availability the mandatory documents in order to be prequalified.

9. Disqualifications

9.1. The applicant company shall be disqualified if:

- i. The firm does not qualify technically.
- ii. Power Division will not entertain incomplete/conditional bids.
- iii. The firm/company is not registered with the Income Tax and Sales Tax authorities.
- iv. The firm has been blacklisted by any other government department.
- v. Any other major discrepancy found in the proposal.
- vi. The firm is or has been, at any time during the last five (05) years, involved in litigation, arbitration, or any other dispute or event that had or may have a material adverse effect on the firm's ability to perform the contract.
- vii. Its involvement in litigation is chronic.
- viii. Its past conduct or execution of work under the contracts has been poor.
- ix. The Specification and other requirements of the assignment are not properly adhered to, or it is different from those mentioned against each deliverable.
- x. Any other significant discrepancy found in the proposal and non- compliance of the terms and conditions of the RFP and tender notice.
- xi. The firm has been blacklisted by any other government department.

10. Deadline for Submission of Applications

- 10.1 Applications must be received till **1100 hours latest by 15th August 2026.**
- 10.2 Ministry for Energy (Power Division) may, at its discretion, extend this deadline for the submission of Applications by amending the prequalification documents in accordance with ITA Clause 5.3.
- 10.3 Any application received after the deadline for submission of Applications pursuant to the above clause will be rejected and returned unopened to the Applicant.

11. Modification and Withdrawal of Applications

- 11.1 The Applicant may modify or withdraw its application after the application's submission, provided that written notice of the modification, including substitution or withdrawal of the Applications, is received by Ministry for Energy (Power Division) prior to the deadline prescribed for submission of Applications.
- 11.2 No application may be modified after the deadline for submission of Applications.
- 11.3 No application may be withdrawn once it is opened.
- 11.4 Documents Establishing Applicant's Eligibility and Qualification
- 11.5 Pursuant to ITA Clause 8, the Applicant shall furnish, as part of its application, documents establishing the Applicant's eligibility to application and its qualifications and financial capabilities.
- 11.6 The documentary evidence of the Applicant's eligibility to application shall establish to the Ministry of Energy (Power Division) satisfaction that the Applicant, at the time of submission of its application, is eligible as defined under ITA Clause 1.

12. Period of Validity of Applications

- 12.1 Applications shall remain valid for a period of ninety (90) days specified after the date of application opening. An application valid for a shorter period shall be rejected by Ministry for Energy (Power Division) as non-responsive.
- 12.2 In exceptional circumstances, Ministry for Energy (Power Division) may solicit the Applicant's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email).

Opening and Evaluation of Applications

13. Opening of the Applications

- 13.1 Applications received within the prescribed deadline will be opened in the presence of Applicants' representatives who choose to attend, at 1200 hours on the day of the deadline for submission of Applications.

14. Evaluation of Applications

- 14.1 Initially, Ministry for Energy (Power Division) will examine the Technical Application to confirm that all documents have been provided in accordance with the ITA Clause 9.2, and to determine the completeness and substantive responsiveness of each document submitted.
- 14.2 Ministry of Energy (Power Division) shall notify Applicants who have been rejected on the grounds of their Technical Applications being substantially non-responsive.
- 14.3 Ministry of Energy (Power Division) will further carry out technical evaluation of

each quoted item based on marking criteria specified in ITA Clause 8.1, 8.2 & 8.3.

- 14.4 Firms shall have to secure a minimum of 60 marks in the respective category (Stationery or Cartridges) in addition to the mandatory documents to be declared successful and prequalified.

15. Framework Agreement for Repair/ Maintenance work of official vehicles, Machinery & Equipment, Building, furniture & fixtures and computer & equipment

- 15.1 Framework Agreement in accordance with the Rule 16A of Public Procurement Rules shall be executed with all prequalified firms for Repair/ Maintenance work of official vehicles, machinery & Equipment, building, furniture & fixtures and computer & equipment for a period of three years. During the period of framework agreement, only those prequalified firms shall be issued "Request for Quotation" notices, whenever the demand arises.