



TENDER NOTICE

PRE-QUALIFICATION / ENLISTMENT OF FIRMS

Pakistan Academy of Letters (PAL), Islamabad invites applications from reputed, experienced and financially sound firms/contractors for pre-qualification/enlistment under PPRA Rules, 2004 for a period of two (02) years (extendable) in the following categories:

Categories:

1. Supply of Stationery / Petty Purchases
2. Repair & Maintenance of Office Building (Civil, Electrical & Allied Works)
3. Repair & Maintenance of Office Vehicles

1. METHOD OF PROCUREMENT

- Pre-qualification under Rule 15 of PPRA Rules, 2004
- Subsequent procurements shall be made through:
 - Request for Quotations (RFQ) under Rule 42(c)
 - Open Competitive Bidding (where applicable)
- Framework/Rate Contracts will be established with pre-qualified firms

2. ELIGIBILITY CRITERIA

Interested firms must fulfill the following mandatory requirements:

- Registration with SECP / Registrar of Firms
- NTN and Sales Tax Registration (where applicable)
- Active Taxpayer status on FBR ATL
- Minimum two (02) years relevant experience
- Not blacklisted by any Government/Semi-Government organization
- Relevant experience in the applied category

3. BIDDING DOCUMENTS

- Pre-qualification documents can be downloaded free of cost from:
 - PPRA EPADS: <http://eprocure.gov.pk>
 - PAL Website: www.pal.gov.pk

4. SUBMISSION OF APPLICATIONS

- Applications shall be submitted through **EPADS** (E-Pak Acquisition & Disposal System).
- In case of manual submission (if allowed), sealed envelopes clearly marked with category name may be submitted at the address given below.

Deadline for Submission: [01/06/2026] at [1100 hours]

Opening of Applications: [01/06/2026] at [0200 hours]

5. GENERAL TERMS

- Applications received after due date shall not be entertained.
- PAL reserves the right to accept or reject any or all applications under **PPRA Rule 33**.
- Incomplete applications shall be rejected.
- This pre-qualification does not constitute any commitment for award of contract.

6. GRIEVANCE REDRESSAL

Any complaint shall be addressed in accordance with **PPRA Rule 48**.

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051-9269722

Director
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Sector H-8/1, Islamabad
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INCHARGE STORE

PAKISTAN ACADEMY OF LETTERS (PAL)

Sector H-8/1, Islamabad

Tel: 051-9269722, Website: www.pal.gov.pk