

BIDDING DOCUMENTS/INSTRUCTION TO THE BIDDERS

1. INVITATION FOR PRE-QUALIFICATION

- i. Federal Government Organization, Punjab Lahore invites applications for pre-qualification from reputable registered firms/suppliers/contractors in Lahore for providing services related to Repair of Furniture & Fixtures on need basis through pre-qualification on e-Pak Acquisition & Disposal System (EPADS).
- ii. The pre-qualification process is being conducted in accordance with the Public Procurement Rules, 2004 and will be processed electronically via E-PADS.

2. APPLICATION SUBMISSION DEADLINE

- i. **Submission:** All potential bidders are requested to submit online bids on electronic portal of EPADS <http://eprocure.org.pk> before 07.10.2026 at 1030-hours
- ii. **Deadline:** Bid/proposal closing date 07.10.2026 at 1030-hours.
- iii. **Opening Date:** Bid/proposal opening date 07.10.2026 at 1100-hours.

3. ELIGIBLE BIDDERS

- i. **PPRA Registration:** The firm/vendor must be registered with PPRA for e-procurement on EPADS.
- ii. **FBR Registration:** The firm/vendor must be registered with the FBR (Federal Board of Revenue) for Income Tax/Sales Tax, NTN etc.
- iii. **Vendor Number:** The firm/vendor must have vendor numbers issued by AGPR.
- iv. **IBAN/Account Number:** Firm must be given account maintenance certificate verified by vendor concerned Bank.
- v. **Affidavit of No Blacklisting:** The firm/vendor must submit an affidavit on a stamp paper of a minimum value of Rs.100, declaring that the bidder has not been blacklisted and not involved any litigation by any Government Department/Organization at the time of submission e-bid. A scanned copy must be submitted via EPADS, and the original must be provided to FGO.
- vi. **Compliance with Bidding Instruction:** The firms/vendor must carefully examine all instruction, terms and condition outlined in the bidding documents, failure to provide the required information may lead to rejection of the e-bids.

TERMS & CONDITIONS FOR PRE-QUALIFICATION

- i. The firms/suppliers/contractors who fulfills the criteria and having expertise in repair of furniture & fixtures may submit their proposal/bids through EPADS on or before 07.10.2026 at 1030 hours.
- ii. Proposals/Bids will be opened on the same day at 1100 hours in the presence of bidders' representative who choose to attend the same at 94-Upper Mall Lahore. The tender notice is available on EPADS 2.0 and PPRA website www.ppra.gov.pk.
- iii. The pre-qualification of firms/suppliers/contractors for FY 2026-27 shall be made through Open Framework Agreement under Rule 16-A of PPRA Rules, 2004. The bidding documents can be downloaded from PPRA website and EPADS 2.0
- iv. The firms/suppliers/contractors shall be registered with FBR and other relevant authorities having NTN/GST.
- v. All applicable taxes shall be deducted at the rate prescribed under tax laws of Pakistan from all payments of services rendered by firms/suppliers/contractors.
- vi. Use of unfair means, submission of fake documents and misinformation in any means by the firms/suppliers/contractors will result in blacklisting of firms/suppliers/contractors.
- vii. The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rule-2004.
- viii. In case of any holiday/law and order situation/mishaps, the tender opening date will be on next working day on same timings.
- ix. Firms/suppliers/contractors will be pre-qualified as per given below evaluation criteria:

EVALUATION CRITERIA FOR PRE-QUALIFICATION (S) OF FIRMS

Evaluation Criteria		
Sr. No.	Description	Marks (100)
1.	CNIC copies of owners/director(s) of firms/suppliers/contractors	20
2.	Incorporation Certificate/Form C Firm Registration Certificate	
3.	NTN/GST Certificate	
4.	Proof of inclusion in FBR's Active Taxpayer List (ATL) of Income Tax/Sales Tax	20
5.	Original Affidavit for not blacklisting/not being involved in litigation	
6.	List of clients	05
7.	List of managerial/technical staff	05
8.	Financial Statement Audit Reports for last 02 years/Tax Returns/Bank Account statement for last 02 years	10
9.	Past Experience: copies of Work/Supply Orders/Agreements with organizations/departments/ministries etc. Experience related to the similar assignments (years) • 10 years or more = 30 • More than 05 years = 15 • 03 to 05 years = 10 • Less than 01 year = 05	30

- x. Interested firms should have regular place of business, contact numbers, e-mail address and must provide proof of their office in the particular business in Punjab.
- xi. The procuring agency reserves the right to accept or reject or cancel any bid/proposal without assigning any reason. The decision of the Competent Authority would be final on all matters pertaining to this tender.
- xii. Successful bidders/pre-qualified firms/suppliers/contractors shall be required to furnish a security deposit/performance guarantee of amounting Rs.30,000/- in shape of pay order/bank draft in favor of Drawing & Disbursing Officer, PPHQ Lahore which will be refunded on expiry of the contract/agreement.

- xiii. After pre-qualification an open frame work agreement will be signed between Federal Government Organization and successful pre-qualified firms/suppliers/contractors.
- xiv. Agreement signed between FGO and pre-qualified firms/suppliers/contractors may be extended as per PPRA Rules for another year or any time period mutually agreed by both parties.
- xv. All the payments will be made through AGPR.
- xvi. The firms/suppliers/contractors must fill and submit Proposal Performa for firms/suppliers/contractors (Annex-A) alongwith following requisite documents for participation in the bidding/pre-qualification. Furthermore, all documents must also be uploaded through EPADS 2.0.
- xvii. Pre-qualified firms/suppliers/contractors shall be bound to carry out relevant repair work of all types of Furniture & Fixtures (Annex-B).

PERFORMA FOR FIRM/SUPPLIER/CONTRACTOR

FOR THE SUPPLY/REPAIR OF ALL TYPES OF _____

Name of Firm/Company/Supplier/Contractor	
Address	
Name (s) of owner/Director (s)	
Contact No.	
Email ID	
Year of incorporation/registration	
NTN No./STN No.	
Vendor number issued by AGPR	
Previous Experience in year (s)	

Document submission check list:

Sr No.	Details of Document submission	Yes/No
1.	CNIC copies of owner/directors of firms/companies/suppliers/contractor	
2.	NTN/GST/STN certificate	
3.	ATL (Active Taxpayer List) proof	
4.	Original affidavit for not blacklisting /not being involved in litigation	
5.	List of clients	
6.	List of managerial/technical staff	
7.	Dealership certificate for tyres / Market reputation for repair work	
8.	Financial Statement of last 02 years	
9.	Past experience: copies of work/supply orders/agreements with organizations/departments/ministries etc.	

Note: I/We have gone through each and every clause and agreed upon all the terms & conditions mentioned in Tender Notice.

Authorized Signature

Name:

Designation:

FURNITURE & FIXTUR LIST

Sr. No.	Description
1.	Executive Table
2.	Office Table
3.	Computer Table
4.	Center table
5.	Side table
6.	Side Rack
7.	Study Table
8.	Wooden Almirah
9.	Steel Almirah
10.	Wooden Rack
11.	Steel Rack
12.	Executive Chair
13.	Computer Chair
14.	Poshish Chair
15.	Cane Chair
16.	Sofa Set
17.	Wooden door with Accessories
18.	Net door with Accessories
19.	Windows (Wooden)
20.	Window Blinds