GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS (AIRPORT)
ISLAMABAD
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PRE-QUALIFICATION NOTICE

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

The Collectorate of Customs, Airports Islamabad intends to prequalify reputable, experienced, and financially sound firms/companies for the provision of Repair & Maintenance Services of Office Furniture & Fixtures, Machinery, Hardware & 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	**Collectorate of Customs Airports Islamabad**
1. Repair of Furniture & Fixtures **2. Repair of Machinery** **3. Repair of Hardware** **4. Repair of IT Equipment's**	(1) Repair of cabinets, almirah, tables, chairs, and furniture all kind of office. (2) Repair of Machinery, likes Scanners and Similar items (3) Repair of Hardware items. Repair of office, multimedia system (online meetings) of conference room, and all kinds of relevant Hardware. (4) Repair of IT equipment and repair of modems and networking devices, all kind of I.T Equipment's
Contact Officer	Incharge General Branch 0334-2488007
Closing Date & Time for Submission/Recieving of Applications.	Upto 12:30 PM on **20.11.2026** **Collectorate of Customs (Airport) Islamabad**
Date & Time for opening of Applications/Proposals.	02:30 PM on **20.11.2026** The **Collectorate of Customs (Airport) Islamabad**

2. Applications must be submitted electronically through the E- Procurement **(E-PADS 2.0)** System, with a hard copy of Pre-qualification documents (Single-Stage: Single-Envelope Bidding Procedure) and Pay Order/Bankers Cheque submitted to this office as well during office timings from 09:30 am to 04:30 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.

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DEPUTY COLLECTOR (HQ)
Collectorate of Customs (Airport)
Islamabad

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INSTRUCTIONS TO BIDDERS

Prequalification will be conducted in accordance with the provision of the Public Procurement Regulatory Authority (PPRA), Rules, 2004, and only firms meet the eligibility and qualification criteria that shall be considered for participation in subsequent process. This Pre-qualification document shall be used for submission of competitive bidding for Repair & Maintenance Services of Office Furniture & Fixtures, Machinery, Hardware & IT Equipment of the Collectorate of Customs (Airport), Islamabad. Interested bidders shall submit their applications electronically through E-Procurement (EPADS) System and download the Pre-qualification documents from PPRA website. The bidders will be shortlisted / selected on fulfilment of evaluation criteria.

2. The following documents are attached for guidance and necessary compliance:

i. Instructions to bidders
ii. Evaluation criteria
iii. Terms & conditions

Deputy Collector
Collectorate of Customs (Airport)
Islamabad

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Evaluation & 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 5 years will also yield maximum 25 marks.	**25**
Work Experience	The firms shall 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 in order 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 Tax payer.	**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.

DEPUTY COLLCETOR
Collectorate of Customs Airports
Islamabad

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

i. The interested Firms must have 5-years' relevant experience in relevant field.
ii. Firms must have capability of repairing all types of Office Furniture & Fixtures, Machinery, Hardware & I.T Equipment's.
iii. Repair workshop must have capability of timely repair of Office Furniture & Fixtures, Machinery, Hardware & I.T Equipment's etc.
iv. All payments (s) will be made through AGPR Cheques/MPGs.
v. The interested Firms must have sound financial positions, proof is required to be provided.
vi. Non-black listing certificate on affidavit may be attached with bidding documents.
vii. Repairing workshops 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 Collectorate of Customs Airports, 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. Islamabad/Rawalpindi based Firms/vendors will be given preference
xi. Application must be accompanied by Call Deposit Receipt of Rs.100,000/- in favor of Deputy Collector (HQ), Islamabad.
xii. The minimum qualifying marks for pre-qualification of firm will be 70 marks out of 100.

TERMS AND CONDITIONS

i. The workshop 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. Repairing workshops 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: _____