

**GOVERNMENT OF PAKISTAN
MINISTRY OF MARITIME AFFAIRS**

PRE-QUALIFICATION DOCUMENT

1. INVITATION TO BIDS

The Ministry of Maritime Affairs, Government of Pakistan, invites sealed bids from reputable firms/contractors registered with the relevant Government authorities for providing repair and maintenance services on an as-and-when-required basis during the Financial Year 2026-2027. Bidding shall be conducted under the **Single Stage – One Envelope Procedure** in accordance with the Public Procurement Rules, 2004.

2. SCOPE OF WORK

The successful bidder(s) shall provide repair and maintenance services under one or more of the following categories:

1. Repair & Maintenance of Transport Vehicles
2. Repair & Maintenance of Machinery
3. Repair & Maintenance of Furniture & Fixtures
4. Repair & Maintenance of Office Buildings
5. Repair of Transport
6. Repair & Maintenance of Computer Hardware
7. Repair & Maintenance of IT Equipment
8. Electrical Repairs
9. Plumbing & Sanitary Repairs
10. Civil Repair Works
11. Painting and Minor Renovation Works
12. Any Other Repair & Maintenance Works assigned by the Ministry.

3. ELIGIBILITY CRITERIA

- Be registered with FBR.
- Be on the Active Taxpayer List (ATL).
- Possess at least five year relevant experience in repair and maintenance works.
- Not be blacklisted by any Government organization.
- Submit complete bidding documents duly signed and stamped.

4. DOCUMENTS TO BE SUBMITTED

The bidder shall submit:

- Covering letter/application.
- Company/firm profile and organizational structure.
- Certificate of incorporation/registration, as applicable.
- NTN certificate and Active Taxpayer evidence.
- Sales Tax Registration Certificate, where applicable.
- Experience record with client names, nature/value of work and completion/performance evidence.
- Details of technical personnel, workshop/facilities, tools and equipment relevant to each category.
- Financial capacity evidence, including the last three years' audited financial statements for entities required to maintain audited accounts; otherwise appropriate financial evidence.
- CNIC of proprietor/authorized representative.
- Affidavit/declaration regarding non-blacklisting/debarment and correctness of information.
- Any other evidence specified in the Evaluation Matrix.
- PPRA & AGPR Registration
- Registration with SECP where the applicant is a company, or other lawful registration where applicable.
- Active Taxpayer Status.

5. BID SECURITY

Bid Security as per details given below in the form of Bank Draft/Pay Order in favor of **DDO Ministry of Maritime Affairs** may please be submitted/furnished with the documents Suppliers should sum up the bid security amount if applied in more than one category.

Name of Procuring Agency	Ministry of Maritime Affairs, Islamabad.		Bid Security
Title of Procurements	1)	Repair & Maintenance of Transport Vehicles	68,000/-
	2)	Repair & Maintenance of Machinery	90,000/-
	3)	Repair, Maintenance & Purchase of Furniture & Fixtures	182,000/-
	4)	Repair & Maintenance of Office Buildings	320,000/-
	5)	Repair & Maintenance of Computer Hardware	60,000/-
	6)	Repair & Maintenance of IT Equipment	100,000/-

6. VALIDITY OF BID

The bid shall remain valid for **90 days** from the date of opening.

7. SUBMISSION OF BIDS

Bids shall be submitted online on EPADS V 2.0 before 28-09-2026 10:30 am. Hard format of bids shall not be entertained.

9. EVALUATION CRITERIA

The bids shall be evaluated on the basis of required documents & past Experience and the contract may be awarded to the **most advantageous bidder** in accordance with PPRA Rules.

10. AWARD OF CONTRACT

The Ministry reserves the right to:

- Award one or more categories to different firms.
- Increase or decrease the quantity of work.
- Issue work orders on an as-required basis.
- Cancel the procurement process at any stage in accordance with PPRA Rules, 2004.

11. CONTRACT PERIOD

The contract shall remain valid for **one (01) year**, extendable with the approval of the competent authority on satisfactory performance and subject to applicable Government rules.

12. PAYMENT TERMS

- Payment shall be made after satisfactory completion of work.
- Payment shall be processed upon submission of invoice and certification by the concerned officer.
- Applicable Government taxes shall be deducted at source.

13. GENERAL TERMS & CONDITIONS

- Urgent work shall be done on priority basis by contractor.
- The contractor shall complete the assigned work within the time specified in the work order.
- Only genuine spare parts/materials shall be used wherever applicable.
- The Ministry may inspect the work at any stage.
- Defective work shall be rectified by the contractor at his own cost.
- No advance payment shall be made unless specifically approved.
- The contractor shall comply with all applicable Government rules and safety requirements.

14. Forfeiture of Bid Security:

- i. The Bid Security furnished by the Supplier shall be liable to forfeiture, in whole or in part, by the Procuring Agency in the event of:
 - a. failure or refusal by the Supplier to execute or perform any Work Order in accordance with the terms and conditions of the Prequalification, without lawful justification;
 - b. material breach of any provision of the order which remains unremedied within the period specified in the written notice issued by the Procuring Agency;
 - c. abandonment, refusal or persistent failure to undertake an accepted Work Order;
 - d. submission of false, forged or materially misleading information or documents at the pre-qualification, Work Order stage;
 - e. insolvency, bankruptcy, cessation of business or any other event which materially impairs the Framework Supplier's ability to perform its obligations;
 - f. blacklisting, debarment or other action under the applicable procurement laws/rules which renders the Framework Supplier ineligible to continue under the Framework Agreement; or
 - g. termination of the Agreement by the Procuring Agency due to a material default attributable to the Supplier.
- ii. Except in cases involving fraud, corruption, forged documents, abandonment, or other circumstances requiring immediate action, the Procuring Agency shall provide the Prequalified Supplier with a written notice specifying the default and a reasonable opportunity to remedy the default before forfeiting the Performance Security.
- iii. The Procuring Agency may, after consideration of the Supplier's response, forfeit the whole or such portion of the bid Security as is commensurate with the loss, damage or liability suffered or reasonably likely to be suffered by the Procuring Agency, subject to the applicable PPRA Rules and the terms of this Agreement.
- iv. Forfeiture of the bid Security shall not prejudice or limit any other right or remedy available to the Procuring Agency under the pre-qualification, the relevant Work Order, the Public Procurement Rules, 2004, or any other applicable law, including recovery of additional loss or damages where legally permissible.
- v. Where the bid Security is forfeited in whole or in part, the pre-qualified Supplier shall, within fifteen (15) days of being notified, replenish the bid Security to its original required amount, failing which the Procuring Agency may terminate the pre-qualification Agreement and/or take such other action as may be permissible under the applicable law.

15. DECLARATION BY THE BIDDER

I/We certify that the information provided in this bid is true and correct. I/We agree to abide by all terms and conditions contained in this Tender Document.

Name of Firm: _____

Representative Name: _____

Signature: _____

Official Stamp

Date: _____