



"SAY NO TO CORRUPTION"
PAKISTAN MINERAL DEVELOPMENT CORPORATION
HEAD OFFICE, 13-H-9, ISLAMABAD, 44790

PRE-QUALIFICATION OF FIRMS/CONTRACTORS/SUPPLIERS IN MISC. CATEGORIES

Pakistan Mineral Development Corporation is an autonomous corporation under the administrative control of Ministry of Energy (Petroleum Division), Government of Pakistan invites electronic bids from the interested Parties/Firms registered with Federal Board of Revenue (FBR)/Respective Revenue Boards for income tax & sales tax and who are on active taxpayer list (Income & Sales Tax) of the Federal Board of Revenue (FBR)/Respective Revenue Boards for **"Pre-Qualification of Firms/Contractors/Suppliers in the following categories through open frame work agreement:-**

Lot Nos.	Category
Lot - 01	Renovation & Repair/Maintenance Works
Lot - 02	Supply of office furniture items.
Lot - 03	Supply of Refreshment Items
Lot - 04	Supply of Office Stationery/Equipment's items.
Lot - 05	Supply of Photocopier & repairing/maintenance services thereof.

Pre - Qualification documents containing detailed terms & conditions can be obtained on working days from PMDC Head Office, Islamabad at Plot # 13, Sector H-9, Islamabad on payment of Rs.1,500/- (non-refundable).

The proposals prepared in accordance with the instructions provided in the Pre-Qualification Documents should reach the Undersigned through registered courier/post or by-hand at PMDC Head Office, Islamabad upto 11:00 AM on 02nd March, 2026. Proposals will be opened on same date at 11:30 AM in the presence of participants who may desire to attend the proposal opening. This advertisement is also available on PPRA website at www.ppra.org.pk.

Dy. General Manager (Procurement)
Phone: 051-9265128





Pakistan Mineral Development Corporation
Head Office, 13-H-9, Islamabad-44790

Ref. No. PMDC/Pro/Pre-Qualification Misc./HO
Due for opening on 02.03.2026 at 11:30AM

PRE-QUALIFICATION OF CONTRACTORS/SUPPLIERS/VENDORS IN MISC CATEGORIES.

1. INTRODUCTION:

Pakistan Mineral Development Corporation is an autonomous corporation under the administrative control of Ministry of Energy (Petroleum Division), Government of Pakistan. It was established in 1974 to expand and help mineral development activities in the country. It involves exploration and evaluation of economic mineral deposits, preparation of techno-economic feasibility reports, mining and marketing

2. OBJECTIVE:

Enlistment of different suppliers from market against below mentioned requirements through Open Framework Agreement. The suppliers/vendors may apply for more than one category/lot. However, the supplier should have minimum relevant experience for three years in relevant category. Detail of Category are as under :-

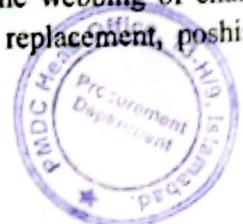
Lot Nos.	Category	Qty.
Lot - 01	Renovation & Repair/Maintenance Works.	As and when required
Lot - 02	Supply of office furniture items.	As and when required
Lot - 03	Supply of Refreshment Items	As and when required
Lot - 04	Supply of Office Stationery/Equipment's items.	As and when required
Lot - 05	Supply of Photocopier & repairing/maintenance services thereof.	As and when required

3. SCOPE OF WORK

Detail of requirements under each category is as under:

LOT - 01 --- RENOVATION & REPAIR/MAINTENANCE WORKS

- The work may include repair and maintenance of office buildings like **Civil Works** like masonry/plaster work, glass doors/partitions, Aluminum/iron windows, wooden partitions/doors/cabinets, Floor/walls tiles, false ceiling, PCC/RCC works, wall paneling etc, **Plumbing/Sanitary Works** like accessories, laying of PPR, UPVC, shower sets etc. **Electric Works** like laying of cables, lights, etc. and any other related work or as desired by the procuring agency.
- The work may include polishing and repairing of tables, chairs, cane webbing of chairs computer chairs, mechanical base of chairs and seat filling, Foam replacement, polish



works of Chairs/Sofas and any other related work or as desired by the procuring agency.

- The work may also include landscaping, maintenance of driveways and sidewalks and any other relevant goods / services as require by the procuring agency.

LOT – 02 --- SUPPLY OF OFFICE FURNITURE ITEMS.

- The works may include supply/installation of office furniture items like customized workstations, sofa sets, hydraulic chairs (low/high back), visitors chairs, table different sizes/customized design, wooden/irons racks etc. and any other related work or as desired by the procuring agency.

LOT – 03 --- SUPPLY OF REFRESHMENT AND JANITORIAL ITEMS

- The works may include supply of Misc. Refreshment Supplies (Sugar, Tea, Milk, Biscuits, Juices, Mineral Water and similar items or as desired by the procuring agency.

LOT – 04 -- SUPPLY OF OFFICE STATIONERY/EQUIPMENT ITEMS

- The works may include supply of Misc. Stationary Items like A4 Paper, Legal Paper, Carbon Paper, File Cover, Calculator, Registers, Stapler, Pins, Tape, Diary, etc. or as desired by the procuring agency.

LOT – 05 -- SUPPLY OF PHOTOCOPIERS & REPAIRING/MAINTENANCE SERVICES THEREOF.

- This works includes supply/repair maintenance of photocopier machines of different models or as desired by the procuring agency.

4. ELIGIBLE BIDDERS/MANDATORY REQUIREMENTS

- i. Copy of Company Registration Certificate.
- ii. Sales Tax Registration Certificate.
- iii. NTN Certificate.
- iv. Company Profile/ Introduction of Organization (including name of Chief Executive, Partners, Key Professionals, etc.).
- v. Affidavit on legal stamp paper that the applicant firm has never been blacklisted by government/autonomous/private bodies and if applicable, details of any litigation insinuated by the firm or against it and present status of any pending litigation.
- vi. Affidavit that Bidder/firm or any its subsidiary firms or of its directors/owners or any their



- relatives (parents, children, brother, sister) should not be under litigation with PMDC in any local or foreign court of law.
- vii. Affidavit that Bidder/firm or any its subsidiary firms or of its directors/owners or any their relatives (parents, children, brother, sister) should not have any ongoing, under resolved business dispute with PMDC, PMDC shall be sole judge of fulfillment of this requirement.
- viii. Proof of Valid Registration with Pakistan Engineering Council (PEC). Applicable for only Lot - 01.

5. PRE - QUALIFICATION CRITERIA

Pre-qualification status shall be decided by purchase committee. Minimum threshold for passing is 65%. Firms meeting the criteria will be pre-qualified in each category for 03 years (based on their score and they will be invited to bid on case-to-case basis as per requirement. The weightage / marks for different categories will be followed as per table given below:-

Sr.#	Attributes	Maximum points	Criteria
1.	Firm/Company/Business Enterprise in Operations (No. of years). 5 year experience is preferred <i>Will be verified from NTN Registration certificate.</i>	15	Three marks will be awarded each year.
2.	No. of Public/Private sector Work orders/Contracts completed for relevant categories during last 5 years <i>Copies of the contracts/work order/completion certificate are required.</i>	20	04 number for each contract/Work order having values above Rs.100,000/-
3.	No. of Public/Private sector Work orders/Contracts in hand for relevant categories. <i>Copies of the contracts/work order are required.</i>	20	04 number for each contract/Work order having values above Rs.100,000/-
4.	Satisfactory Completion/Appreciation Certificate from two different clients. <i>Copies of completion/appreciation certificate required.</i>	10	5 number for each contract satisfactory certificate.
5.	Financial soundness certificate. Bank statement certificates for the last 2 years showing ending balance of current month/date.	10	Full marks having balance above & equal to Rs.500,000/-
6	Setup/Showroom/Office in Rawalpindi, Islamabad with minimum staff of 5 people	25	10 marks for office location. 3 marks for each staff member. No marks if office is not available in Islamabad/Rawalpindi
	Total Marks	100	



5. DELIVERY:

- i. Delivery of services/material against order issued under open framework agreement will be completed within stipulated time from the date of receipt of purchase/work order in the PMDC premises as agreed on case-to-case basis.
- ii. In case of failure to comply with the purchase/work order, penalty will be imposed on defaulting Supplier which will be 1% of total order value. This will be applicable in case of delays in delivery for each calendar day with maximum deduction up to 10% of order value.
- iii. Supplied items (Lot # 1 to 5) should be brand new, free from defects, original from OEM/Make along standard warranty (if applicable) which should be minimum one year from the date of supply. PMDC reserves the right to ask for required certification/authority/dealership or representation letter any time.
- iv. Supplied items should be supplied to a high standard of HSE and hygienic requirements with minimum expiry of 50% of their original shelf life remaining.
- v. Delivery of material against order issued under this inquiry is to be completed within stipulated time from the date of receipt of purchase order in the PMDC premises.
- vi. The bidder is bound to deliver items at designated location at his own expenses.

6. MODE OF PAYMENT:

- I. Payment will be made on completion of 100% satisfactory completion of supply/work order of each order. No extra payment in any aspect (on rejection / replacement) etc. will be made to the vendor.
- II. The rates will be inclusive of all taxes except GST, which needs to be mentioned separately.
- III. Income tax will be deducted & GST will be paid as per Government Rules.
- IV. All payments shall be made through crossed cheque in the Pak Rupees.
- V. Bidder will be responsible for arranging replacement within 2 weeks without any cost to buyer if any issues arises after work.

7. GENERAL TERMS & CONDITIONS:

1. Pre - Qualification documents containing detailed terms & conditions can be obtained on working days from PMDC Head Office, Islamabad at Plot # 13, Sector H-9, Islamabad on payment of Rs.1,500/- (non-refundable).
2. The proposals prepared in accordance with the instructions provided in the Pre-Qualification Documents should reach the Undersigned through registered courier/post OR by hand at PMDC Head Office, Islamabad upto 11:00 AM 02nd March, 2026. Proposals will be opened on same date at 11:30 AM in the presence of participants who may desire to attend the proposal opening. This advertisement is also available on PPRA website at www.ppra.org.pk.
3. PMDC shall make open framework agreements with pre-qualified suppliers/vendors for a period of two years which can be extended for further one year.
4. The suppliers/vendors may apply for more than one category. However, the supplier should pass on the relevant criteria for each category with experience of similar items.
5. The pre-qualified firms would be required to deposit security money in the shape of pay order/Bank Draft of Rs.50,000/- (for each category separately if applying in more than



- one category) in favor of Pakistan Mineral Development Corporation (PMDC) and in case of failure the firm will be disqualified.
6. Incomplete and conditional responses will not be entertained.
 7. Case to case basis financial offers will be called from firms who are pre-qualified.
 8. PMDC may seek clarification from any of the participating bidders at any stage during the pre-qualification process, as deemed necessary.
 9. The PMDC reserves the right to accept/reject wholly or partially any response or cancel the pre-qualification process altogether at any stage of the pre-qualification process. Reasons of rejection can be communicated on request.
 10. Modify or cancel the pre-qualification process at any stage without assigning any reason.
 11. The proposals should not have any over-writing or cutting.
 12. In case of any dispute between the two parties in any matter arising out from agreement/orders raised against this pre-qualification, the case shall be referred to the MD, PMDC whose decision shall be final and binding on both the parties.
 13. Firm or any of its subsidiary firms or of its directors/owners or any of their relatives (parents, children, brother, sister) should not have any ongoing, under resolved business dispute with PMDC or any public sector entity, PMDC shall be sole judge of fulfillment of this requirement.
 14. PMDC shall have the right to cancel the bid and subsequent award of contract, if any information is revealed at any stage which is contrary to the above mentioned pre-qualification criterion.

Authorized Signature _____

Name: _____

Designation: _____

Date: _____

Sajid

(Sajid Hussain)

Dy. General Manager (Procurement)

Phone: 051-9265128



BASIC INFORMATION OF APPLICANT

Prospective Applicant

- (a) Name: _____
- (b) Address of the corporate headquarters and its branch office (s), Pakistan: _____
- (c) Date of incorporation and / or commencement of business: _____
- (d) Type (corporation, partnership, etc): _____
- (e) Telephone No: _____
- (f) Cell No: _____
- (g) Fax: _____
- (h) Email: _____
- (i) NTN Registration No. _____ and STN _____
- (j) Registration with professional body: _____

Details of individual (s) who will serve as the point of contact / Communication for the Bidder's company:

- (a) Name: _____
- (b) Designation: _____
- (c) Address: _____
- (d) Telephone No. _____
- (e) Cell No. _____
- (f) E-mail address: _____

Signature & Seal of Authorize Representative



Sr#	Description	Documents Proof attached		
		Yes	No	
1	Firm Incorporated in ()	Total Years of Experience as on the bid opening date ()		
2	Total number of public/private sector contracts/orders completed in last five years having value more than PKR 300,000/-. ()	PKR Values for each contract (top five) 1 2 3 4 5		
3	Total number of public/private sector contracts/orders in hand in last five years having value more than PKR 300,000/-. ()	PKR Values for each contract (top five) 1 2 3 4 5		
4	Satisfactory Completion/Appreciation Certificate from different clients. <i>Copies of completion/appreciation certificate required.</i>	PKR Values for each contract (top five) 1 2 3 4 5		
5	Financial soundness certificate. Bank statement certificates for the last 2 years showing ending balance of current month/date.			
6	Setup/Showroom/Office in Rawalpindi, Islamabad.			



CHECK LIST FOR MANDATORY DOCUMENTS

Sr. No.	Description	Yes	No
1	Original Bid money amounting to Rs.50,000/- is attached DD Number _____ Dated _____		
2	Copy of Company Registration Certificate.		
	Sales Tax Registration Certificate		
4	NTN Certificate.		
5	Company Profile/ Introduction of Organization (including name of Chief Executive, Partners, Key Professionals, etc.).		
6	Affidavit on legal stamp paper that the applicant firm has never been blacklisted by government/autonomous/private bodies and if applicable, details of any litigation insinuated by the firm or against it and present status of any pending litigation.		
7	Affidavit that Bidder/firm or any its subsidiary firms or of its directors/owners or any their relatives (parents, children, brother, sister) should not be under litigation with PMDC in any local or foreign court of law.		
8	Affidavit that Bidder/firm or any its subsidiary firms or of its directors/owners or any their relatives (parents, children, brother, sister) should not have any ongoing, under resolved business dispute with PMDC, PMDC shall be sole judge of fulfillment of this requirement.		
9	Proof of Valid Registration with Pakistan Engineering Council (PEC). Applicable for only Lot - 01.		

