



GOVERNMENT OF PAKISTAN
OFFICE OF THE ACCOUNTANT GENERAL
PAKISTAN REVENUES, G-8/4, ISLAMABAD

No. Admn-II/CT/Prequalification/F&F-H&E/2025-26/ 3087

Dated: April 20, 2026

TENDER NOTICE

PRE-QUALIFICATION OF VENDORS FOR REPAIR & MAINTENANCE SERVICES

The Office of the Accountant General Pakistan Revenues (AGPR), Islamabad, invites electronic bids via EPADS from well-reputed firms/vendors for pre-qualification regarding the Repair & Maintenance of the following categories on an "As and When Required" basis for the Financial Year 2025-26 (extendable for a further period of one year upon mutual consent):

- **Category-I: Repair of Office Furniture & Fixture**
- **Category-II: Repair of Hardware & Equipment**

TERMS & CONDITIONS:

- 1. Eligibility:** Bids are invited from firms/workshops that are:
 - Registered with Income Tax and Sales Tax Departments.
 - Active on the Active Taxpayer List (ATL) of FBR.
 - Based in Islamabad/Rawalpindi with their own proper workshop/service center.
 - Not blacklisted by any Government/Semi-Government organization (an affidavit on stamp paper must be attached).
- 2. Bidding Procedure:**
 - Procurement shall be conducted through the EPADS system (<https://eprocure.gov.pk>) under the "Single Stage – One Envelope" procedure.
 - Vendors may apply for one or both categories. Evaluation will be carried out separately for each category.
- 3. Tender Documents:**
 - The Bidding Documents containing detailed specifications, evaluation criteria, and terms & conditions can be downloaded free of cost from the AGPR website (www.agpr.gov.pk) and the PPRA website (www.ppra.org.pk).
- 4. Bid Security (Earnest Money):**
 - A Bid Security of **Rs. 100,000/- (Rupees One Hundred Thousand Only)** for each category applied for must be submitted in the shape of a Pay Order/Demand Draft in favor of "Branch Officer (Admn), AGPR, Islamabad".
 - The original financial instrument must be submitted to the undersigned physically before the bid closing time.
 - A scanned copy of the instrument must be uploaded with the technical proposal on EPADS.
- 5. Submission & Opening:**
 - Closing Date & Time: Electronic bids must be submitted through EPADS on or before **07th May, 2026, at 11:00 AM.**
 - Opening Date & Time: Bids will be opened on the same day at 11:30 AM via EPADS in the presence of bidders' representatives who choose to attend.

Note: Manual bid submission (hard copies) is not allowed and will be rejected, except for the original Bid Security instrument.


**Branch Officer
(Admin-II)
AGPR, G-8/4, Islamabad
Tel: 051-9260960**

ACCOUNTANT GENERAL PAKISTAN REVENUES
G-8/4, ISLAMABAD
Phone No: 051-9260325

Pre-Qualification Documents

**Regarding Repair of Furniture and Fixture of AGPR Office
Building**

(In accordance with *PPRA Rules 2004, E-Pak-Procurement Regulations 2023*)

Name of Firm:

M/S _____

1. Invitation for Pre-Qualification:

Office of the Accountant General Pakistan Revenues, (AGPR), G-8/4, Islamabad, invites E-applications from reputable and experienced contractors/firms for **pre-qualification** to carry out regarding repair of Furniture and Fixture of AGPR office building.

Only **pre-qualified firms** will be shortlisted for issuance of Request for Quotation.

2. Instructions to Applicants/Bidders:

i. **Submission:** Applications must electronically be submitted through **EPADS Portal**.

ii. **Deadline for Submission:**

Applications must be uploaded by **07th May 2026** not later than 11:00 AM on the **EPADS Portal**.

iii. **Application Format:**

Applicants must submit colored scanned copies of documents on EPADS, duly stamped and signed.

3. Scope of Work:

The scope may include (but is not limited to):

- Fixing broken legs, drawers or doors
- Polishing, refinishing or repainting
- Replacing worn-out hinges, handles, locks
- Patching scratches, dents or cracks
- Repairing or welding broken frames
- Replacing rusted parts or screws
- Adjusting hinges or sliding mechanisms
- Replacing torn fabric or leather
- Fixing cushions or padding
- Repairing reclining or adjustable mechanisms
- Tightening or replacing bolts, hinges, and brackets
- Realigning doors or panels
- Repairing broken or sagging shelves
- Fixing loose or damaged panels
- Replacing connectors or trims
- Repairing notice boards, whiteboards, and wall-mounted items
- Fixing attached lighting or electrical fixtures in furniture
- Adjusting built-in storage units
- Any other work related to furniture and fixture.

4. Eligibility Criteria:

Firms must meet the following minimum eligibility requirements:

Sr. No	Parameter	Yes	No
i.	Valid NTN and Sales Tax Registration (Active status on FBR)		
ii.	Undertaking on judicial stamp paper that the firm is not blacklisted by any government/semi-government/autonomous body		
iii.	Qualified supervisors and skilled manpower.		
iv.	List of relevant equipment, tools, and machinery		
v.	An undertaking on judicial stamp paper that the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, AGPR reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rule.		
vi.	Minimum 3 years of experience in repair of furniture and fixture.		
vii.	Pay order/demand Draft of Rs. 100,000/- (Rupees: One Hundred Thousand Only) in favour of Branch Officer (Admn), AGPR, Islamabad (Cheques are not acceptable) shall be submitted before the bid closing time. Copy of the pay order/demand draft shall be scanned and made part of technical proposal to be submitted electronically. Original pay order/ demand Draft shall reach to the Branch Officer (Admn), AGPR, before closing time of Pre-Qualification.		

Note:

- a) Proof of aforesaid parameters must be provided.
- b) Bidders who fail to provide any of the above-mentioned supporting documents shall be disqualified.

5. General Conditions:

- i. Successful bidder(s) will submit an amount of **Rs. 100,000/-, (Rupees One Hundred Thousand Only)** as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
- ii. AGPR shall evaluate the Prequalification Proposals in a manner prescribed in advance and reject any Proposal which doesn't conform to the specified requirements.
- iii. For each repair work/order, AGPR shall call up quotations in sealed envelope from the prequalified contractors/firms on its panel and award the work to the contractor/firm who has quoted the lowest rates; however, if two or more pre-qualified firms/contractors quote

same rates for either of the job assignments, the bidder/firm who may provide the required supplies in the shortest possible time will be given preference.

- iv. After the prequalification, the shortlisted firms/contractor will have to sign the agreement with AGPR.
- v. Payment will be made by AGPR within two weeks on production of the following and after deduction of all taxes as per government law:
 - (a) Bill(s) in original along with sale tax invoice, (if applicable)
 - (b) Satisfactory report duly signed by Building charge/Admin Officer
 - (c) Copy of work order issued by AGPR.
- vi. The bidder cannot modify or withdraw his bid after submission.
- vii. AGPR reserves the right to forfeit the performance security deposit case of breach of any clause of the contract by the contractor.
- viii. AGPR may on need basis pre-qualify new firms/contractor during continuity of framework agreements in terms of Regulation 16(A)(5) of PPRA Rules, with previously pre-qualified firms/contractor.
- ix. AGPR reserves the right to accept or reject any or all bids under **Rule 33** ("Rejection of bids") of PPRA Rules.
 - AGPR reserves the right to verify any information provided by the firms etc.
 - Incomplete, unsigned, or late submissions (electronic or hardcopy) will be rejected.
 - Pre-qualification confers no right to award of contract; it only entitles applicants to participate in restricted tenders.

ACCOUNTANT GENERAL PAKISTAN REVENUES

G-8/4, ISLAMABAD

Phone No: 051-9260325

Pre-Qualification Documents

**Regarding Repair of Hardware and Equipment of AGPR
Office Building**

(In accordance with *PPRA Rules 2004, E-Pak-Procurement Regulations 2023*)

Name of Firm:

M/S _____

1. Invitation for Pre-Qualification:

Office of the Accountant General Pakistan Revenues, (AGPR), G-8/4, Islamabad, invites E-applications from reputable and experienced contractors/firms for **pre-qualification** to carry out repair of hardware and equipment's of AGPR office building.

Only **pre-qualified firms** will be shortlisted for issuance of Request for Quotation.

2. Instructions to Applicants/Bidders:

- i. **Submission:** Applications must electronically be submitted through **EPADS Portal only**.
- ii. **Deadline for Submission:**
Applications must be uploaded by **07th May 2026** not later than 11:00 AM on the **EPADS Portal**.
- iii. **Application Format:**
Applicants must submit colored scanned copies of documents on EPADS, duly stamped and signed.

3. Scope of Work:

The scope of work may include but is not limited to the repair and maintenance/service of the following hardware and equipment items:

Sr. No	Items description
1.	Air conditioners (AC)
2.	Computers & Laptops
3.	Printers and Scanners
4.	Water Dispenser
5.	Heater (Gas and electric including burners)
6.	Photocopier Machine
7.	Servers
8.	Networking devices (routers, switches)
9.	Miscellaneous Items (LED TV, Refrigerators, Sound Systems or any other items)

4. Eligibility Criteria:

Firms must meet the following minimum eligibility requirements:

Sr. No	Parameter	Yes	No
i.	Valid NTN and Sales Tax Registration (Active status on FBR)		
ii.	Undertaking on judicial stamp paper that the firm is not blacklisted by any government/semi-government/autonomous body		
iii.	Qualified supervisors and skilled manpower.		
iv.	List of relevant equipment, tools and machinery		
v.	An undertaking on judicial stamp paper that the information submitted in the Pre-Qualification documents is true whereby, found false or deceptive, AGPR reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rule.		
vi.	Minimum 3 years of experience in repair of hardware and equipment's.		
vii.	Pay order/demand Draft of Rs. 100,000/- (Rupees: One Hundred Thousand Only) in favour of Branch Officer (Admn), AGPR, Islamabad (Cheques are not acceptable) shall be submitted before the bid closing time. Copy of the pay order/demand draft shall be scanned and made part of technical proposal to be submitted electronically. Original pay order/ demand Draft shall reach to the Branch Officer (Admn), AGPR, before closing time of Pre-Qualification.		

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