

Standard Bidding Document

Framework Agreement for Repair & Maintenance Services, FY 2026-27
(Works)

National



October 17, 2026

*Office of the Chief Commissioner ICT, Islamabad (Islamabad Capital Territory (ICT) Administration), Accounts
Officer*

*ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad, Islamabad Capital Territory
Phone: +92-333-797-1414, Email: admin@ictadministration.gov.pk*

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INVITATION FOR PREQUALIFICATION FOR OPEN FRAMEWORK AGREEMENT

PROCUREMENT OF WORKS

1. The **Office of the Chief Commissioner ICT, Islamabad (Islamabad Capital Territory (ICT) Administration)** has sufficient / has received / intends to apply for funds from **Non-ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **Framework Agreement for Repair & Maintenance Services, FY 2026-27** having reference number **FFW10656**.
2. The **Office of the Chief Commissioner ICT, Islamabad (Islamabad Capital Territory (ICT) Administration)** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Open Framework Agreement with the successful bidder(s) following completion of the bidding process.
3. The objective of the intended Open Framework Agreement is the on-demand supply of **Framework Agreement for Repair & Maintenance Services, FY 2026-27** through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the Prequalified Applicants in **Tuesday, November 3, 2026**. The Open Framework Agreement is expected to be signed with the successful bidder(s) in **Wednesday, November 18, 2026** for a period of **12 Months**.
5. The Prequalification process is open to all **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Office of the Chief Commissioner ICT, Islamabad (Islamabad Capital Territory (ICT) Administration)** through **EPADS v2.0** during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/framework->**

agreements/10656.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, November 3, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Tuesday, November 3, 2026 11:30 AM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at <https://vendors.epads.gov.pk/>. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 48 of Public Procurement Rules, 2004, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the Procuring Agency's website and on PPRA's website.

Office of the Chief Commissioner ICT, Islamabad (Islamabad Capital Territory (ICT) Administration)

Accounts Officer

ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad, Islamabad

Capital Territory

+92-333-797-1414

admin@ictadministration.gov.pk



Instructions to Applicants

A. General

1. Scope of Application

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. Source of Funds

2.1. Source of funds is same as referred in Invitation for Prequalification.

3. Fraud and Corruption

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call-off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

PART 2 Supply Requirements

6.8. Section VII - Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Prequalification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing through ePADS. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / ePADS as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through ePADS. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through ePADS.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and ePADS.

Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through ePADS.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in

another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

12. Application Submission Letter

12.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

14. Documents Establishing the Qualifications of the Applicant

14.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

14.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

14.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

14.4. The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:

14.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

14.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through ePADS

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. Deadline for Submission of Applications

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through ePADS.

17. Opening of Applications

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through ePADS. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. Confidentiality

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance

with ITA 26 through ePADS.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through ePADS.

19. Clarification of Applications

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through ePADS.

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into

account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

23.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without

thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on ePADS, duly approved by the Principal Accounting Officer or Head of Organization.

25. Prequalification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through ePADS indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through ePADS.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through ePADS.

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through ePADS.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

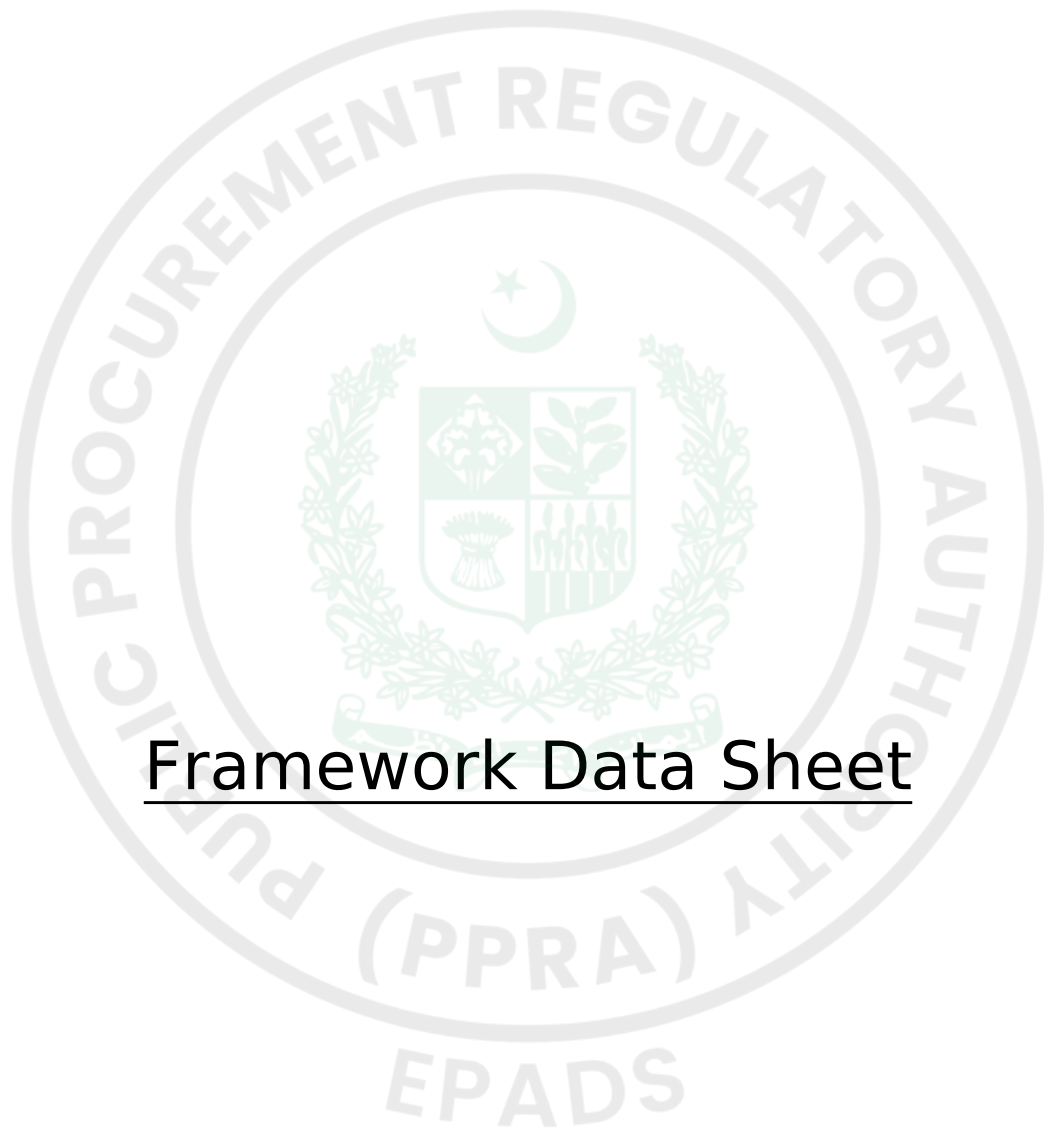
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2025.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2025 read with "Mechanism for Blacklisting Regulations, 2024".



Framework Data Sheet

Framework Data Sheet (FDS)

The following specific data for the Framework Agreement shall complement, supplement, or amend the provisions in the Instructions to Applicants/Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

FDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants/Bidders

A. General

FDS Clause Number 1

ITB Number 1.1

Identification Number of the Framework Agreement: **FFW10656**

The Procuring Agency is: **Office of the Chief Commissioner ICT, Islamabad (Islamabad Capital Territory (ICT) Administration)**

Framework Agreement Title: **Framework Agreement for Repair & Maintenance Services, FY 2026-27**

FDS Clause Number 2

ITB Number 2.1

The name of Procuring Agency is: **Office of the Chief Commissioner ICT, Islamabad (Islamabad Capital Territory (ICT) Administration)**

The name of Framework Agreement is: **Framework Agreement for Repair & Maintenance Services, FY 2026-27**

FDS Clause Number 3

ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

FDS Clause Number 4

ITB Number 3.1

Framework Type: **Open Framework Agreement**

FDS Clause Number 5

ITB Number 4.1

Framework Duration: **12 Months**

Commencement Date: **Expired after the framework duration of 12 months from the award date.**

Expiry Date: **Jobs Without Lots :**

Job	Delivery Schedule	Quantity
Repair of Transport	Address: Chief Commissioner's Office, ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad Schedule: 256 Days Quantity: 1/job	1/job
Repair of Machinery	Address: Chief Commissioner's Office, ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad Schedule: 256 Days Quantity: 1/job	1/job
Repair of Furniture & Fixture	Address: Chief Commissioner's Office, ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad Schedule: 256 Days Quantity: 1/job	1/job
Repair of Office Building	Address: Chief Commissioner's Office, ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad Schedule: 256 Days Quantity: 1/job	1/job
Repair of Residential Building	Address: Chief Commissioner's Office, ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad Schedule: 256 Days Quantity: 1/job	1/job
Repair of Hardware, Software & IT Equipment	Address: Chief Commissioner's Office, ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad Schedule: 256 Days Quantity: 1/job	1/job

Job	Delivery Schedule	Quantity
Maintenance of Park & Garden	Address: Chief Commissioner's Office, ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad Schedule: 256 Days Quantity: 1/job	1/job
Other Misc. Repair & Maintenance	Address: Chief Commissioner's Office, ICT Administration Complex, Mauve Area, Sector G-11/4., Islamabad Schedule: 256 Days Quantity: 1/job	1/job

FDS Clause Number 6

ITB Number 5.1

A list of debarred firms and individuals is available on PPRA website:
<https://ppra.gov.pk>

B. Contents of the Framework Document

FDS Clause Number 7

ITB Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

FDS Clause Number 8

ITB Number 7.1 & 8.2

Information related to the Framework Agreement shall be published on: **EPADS v2.0**

FDS Clause Number 9

ITB Number 7.2

Pre-Bid Meeting: **Clarification Date:**

C. Preparation of Applications / Bids

FDS Clause Number 10

ITB Number 10.1

This Framework Agreement Document has been issued in the language:
English

FDS Clause Number 11

ITB Number 11.1(d)

Additional documents to be submitted through **EPADS v2.0**:

No

FDS Clause Number 12

ITB Number 14.2

Source for determining exchange rates: **Not Applicable**

D. Scope of Framework Agreement

FDS Clause Number 13

ITB Number 15.1

Items, Services and/or Works covered under the Framework Agreement:

See Section Items and Lots

FDS Clause Number 14

ITB Number 15.2

Estimated Framework Value: **{ESTIMATEDVALUE}**

FDS Clause Number 15

ITB Number 15.3

Maximum Framework Value (if applicable): **{MAXIMUMFRAMEWORKVALUE}**

FDS Clause Number 16

ITB Number 15.4

Call-Off / Secondary Procurement Method: **{CALLOFFMETHOD}**

FDS Clause Number 17

ITB Number 15.5

Maximum number of suppliers to be admitted to the Framework Agreement:

{MAXSUPPLIERS}

E. Submission of Applications / Bids

FDS Clause Number 18

ITB Number 16.1

Deadline for Bid Submission:

Day: **Tuesday**

Date: **Tuesday, November 3, 2026**

Time: **11:00 AM**

FDS Clause Number 19

ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**

Day: **Tuesday**

Date: **Tuesday, November 3, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

F. Evaluation and Award

FDS Clause Number 20

ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21

ITB Number 22.1

Framework Award Basis: **Quality Based Selection (QBS)**

FDS Clause Number 22

ITB Number 23.1

Suppliers admitted to the Framework Agreement shall not be guaranteed any minimum quantity, value, or volume of business unless otherwise stated in the Framework Agreement.

FDS Clause Number 23

ITB Number 29.1

Framework-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Framework Agreement Documents
- The Procuring Agency's evaluation decision
- The Procuring Agency's Framework Award decision

Framework Items / Lots

Brief Description

The Chief Commissioner's Office, ICT intends to invite proposals for prequalification of the Firms for repair/maintenance work in the following categories for a **Financial Year 2026-27** (EXTENDABLE UPTO TWO FURTHER YEARS, ON ANNUAL BASIS, SUBJECT TO SATISFACTORY PERFORMANCE & MUTUAL CONSENT) **under Rules 22 & 23 read with Rule 30 of the Public Procurement Rules, 2026:-**

S. No.	Object Classification
1.	Repair of Transport
1.	Repair of Machinery
1.	Repair of Furniture & Fixture
1.	Repair of Office Building
1.	Repair of Residential Building

1.	Repair of Hardware, Software & IT Equipment
1.	Maintenance of Park & Garden
1.	Other Misc. Repair & Maintenance

2. The Firms having valid registration with Sales Tax / Income Tax Departments, active status on the Active Taxpayer List (ATL) of the FBR, their own complete set-up in Islamabad / Rawalpindi, preferably in the vicinity of the Chief Commissioner's Office, ICT, with three years of working experience in the categories applied in public sector organizations, and most importantly registered on EPADS are eligible to participate in the prequalification process.

3. The Tender documents, essential for pre- qualifications, may be obtained from the office of the undersigned by One day before closure of the instant notice. The documents are also available on official websites of the PPRA/EPADS (www.ppra.gov.pk), (www.epads.gov.pk) and Chief Commissioner's Office ICT (www.ictadministration.gov.pk).

4. The prequalification proposals / documents complete in all respect must reach office of the Accounts Officer, Chief Commissioner's Office ICT, ICT Administration Complex, Mauve Area, G-11/4, Islamabad, on or before submission of the proposals /documents will be accepted till 11:00 a.m. on the closing date. The proposals will be opened on the same day at 12:00 noon in the Committee Room of the Chief Commissioner's Office ICT.

5. The prequalification proposals / documents of only those Firms will be accepted for the purpose of process of the prequalification, who have applied through E-PADS. Application through E-PADS shall not guarantee the pre-qualification of the Firm.

6. The Chief Commissioner's Office, ICT reserves the right to accept or reject any prequalification proposal wholly or partially by assigning proper justifications / deficiency, if any, in accordance with Rule 30 of the PPRA, 2026.

Eligibility & Qualification Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN)

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	75
YEAR OF ESTABLISHMENT	

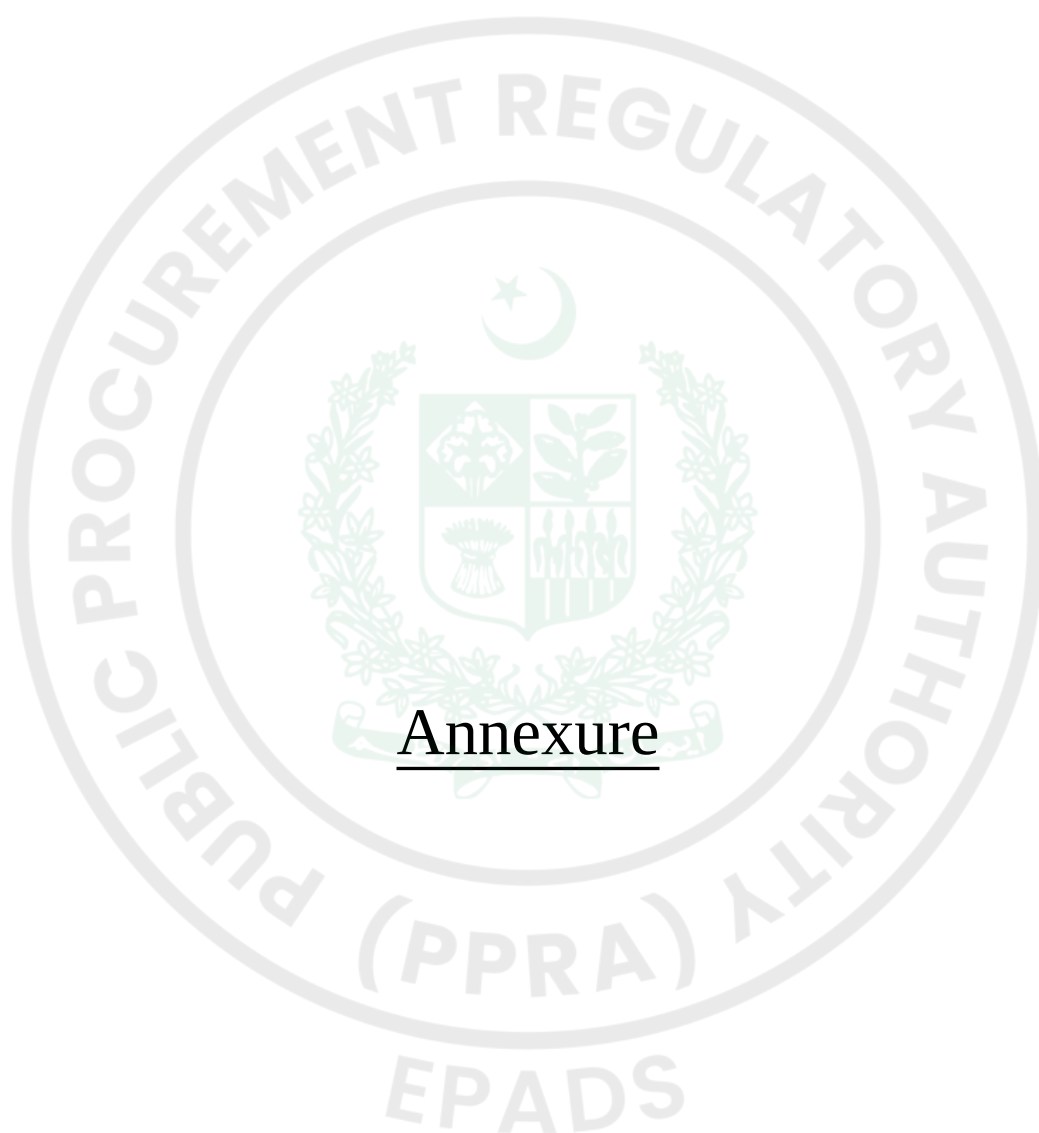
YEAR OF ESTABLISHMENT (Qualitative)(Doc Required)	20
10 Year (20)	
9 Year (18)	
8 Years (16)	
7 Years (14)	
6 Years (12)	
5 Years (10)	
4 Years (8)	
3 Years (6)	
2 Years (4)	
1 Year (2)	
Satisfactory Performance Letters from Govt. Organizations	

Satisfactory Performance Letters from Govt. Organizations (Qualitative)(Doc Required)	20
05 Client Satisfactory Performance Letter (20)	
04 Client Satisfactory Performance Letter (16)	
03 Client Satisfactory Performance Letter (12)	
02 Client Satisfactory Performance Letter (8)	
01 Client Satisfactory Performance Letter (4)	
Financial Capability	
Financial Capability (Attach Last Year Bank Statement (July 2025 to June 2026) Annual Turnover) (Quantitative)(Doc Required)	20
20 Million Above (20)	
15 Million to 19 Million (15)	
10 Million to 14 Million (10)	
Below 10 Million (5)	
Experience regarding relevant field/category	
Experience regarding relevant field/category (Attach Work Orders) (Qualitative)(Doc Required)	20
Well Equipped Workshop	
Well Equipped Workshop (Attach Detail Address of Workshop/Office with landline number & any other proof) (Qualitative)(Doc Required)	20

Call-Off / Secondary Procurement Procedure







Annexure

BIDDING DOCUMENTS

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **BIDDING DOCUMENTS** (page number: 36)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 53)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 54)







Additional Forms and Documents



GOVERNMENT OF PAKISTAN

CHIEF COMMISSIONER'S OFFICE ICT

BIDDING DOCUMENTS

FOR

PRE-QUALIFICATION OF THE FIRMS / VENDORS / CONTRACTORS / SERVICE PROVIDERS (Collectively referred to as "the Firms") FOR EXECUTION OF THE REPAIR / MAINTENANCE WORKS IN THE FOLLOWING CATEGORIES FOR FINANCIAL YEAR 2026-27 (EXTENDABLE UPTO TWO FURTHER YEARS, ON ANNUAL BASIS, SUBJECT TO SATISFACTORY PERFORMANCE & MUTUAL CONSENT) UNDER RULES 22 & 23 READ WITH RULE 30 OF THE PUBLIC PROCUREMENT RULES, 2026:-

S. No.	Object Classification
1.	Repair of Transport
2.	Repair of Machinery
3.	Repair of Furniture & Fixture
4.	Repair of Office Building
5.	Repair of Residential Building
6.	Repair of Hardware, Software & IT Equipment
7.	Maintenance of Park & Garden
8.	Other Misc. Repair & Maintenance



**GOVERNMENT OF PAKISTAN
CHIEF COMMISSIONER'S OFFICE, ICT**

PREQUALIFICATION NOTICE

The Chief Commissioner's Office, ICT intends to invite proposals for prequalification of the Firms for repair/maintenance work in the following categories for a **Financial Year 2026-27** (EXTENDABLE UPTO TWO FURTHER YEARS, ON ANNUAL BASIS, SUBJECT TO SATISFACTORY PERFORMANCE & MUTUAL CONSENT) **under Rules 22 & 23 read with Rule 30 of the Public Procurement Rules, 2026:-**

S. No.	Object Classification
1.	Repair of Transport
2.	Repair of Machinery
3.	Repair of Furniture & Fixture
4.	Repair of Office Building
5.	Repair of Residential Building
6.	Repair of Hardware, Software & IT Equipment
7.	Maintenance of Park & Garden
8.	Other Misc. Repair & Maintenance

2. The Firms having valid registration with Sales Tax / Income Tax Departments, active status on the Active Taxpayer List (ATL) of the FBR, their own complete set-up in Islamabad / Rawalpindi, preferably in the vicinity of the Chief Commissioner's Office, ICT, with three years of working experience in the categories applied in public sector organizations, and most importantly registered on EPADS are eligible to participate in the prequalification process.

3. The Tender documents, essential for pre- qualifications, may be obtained from the office of the undersigned by One day before closure of the instant notice. The documents are also available on official websites of the PPRA/EPADS (www.ppra.gov.pk), (www.epads.gov.pk) and Chief Commissioner's Office ICT (www.ictadministration.gov.pk).

4. The prequalification proposals / documents complete in all respect must reach office of the Accounts Officer, Chief Commissioner's Office ICT, ICT Administration Complex, Mauve Area, G-11/4, Islamabad, on or before closing date. Submission of the proposals /documents will be accepted till 11:00 a.m. on the closing date. The proposals will be opened on the same day at 11:30 a.m in the Committee Room of the Chief Commissioner's Office ICT.

5. The prequalification proposals / documents of only those Firms will be accepted for the purpose of process of the prequalification, who have applied through E-PADS. Application through E-PADS shall not guarantee the pre-qualification of the Firm.

6. The Chief Commissioner's Office, ICT reserves the right to accept or reject any prequalification proposal wholly or partially by assigning proper justifications / deficiency, if any, in accordance with Rule 30 of the PPRA, 2026.

Eligibility Criteria, Documents Needed, Category-wise Scope of Work, Terms and Conditions And Marking Criteria

A. ELIGIBILITY CRITERIA

1. Registered with Sales Tax / Income Tax Departments having their valid registration numbers.
2. At least three (03) years of experience of working with public sector organizations in repair and maintenance work/procurement of each Category.
3. Complete physical office set-up in Islamabad / Rawalpindi, preferably in the vicinity of the Chief Commissioner's Office ICT.
4. Neither blacklisted nor in dispute or litigation with any public sector organization. A Rupee 100/- Affidavit will be required on this count.
5. Dedicated/regular experienced technical staff.
6. Authorized dealership or dedicated workshop in case of repair/maintenance work of vehicles, computer (hardware & software), machinery and equipment etc.
7. Financial Stability of the firm.
8. Bid Security amounting to Rs. 500,000/- (Rupees Five Hundred Thousand only) in shape of Payorder/Bank Draft/Demand Draft in the name of the Accounts Officer, Office of the Chief Commissioner, ICT, Islamabad. Cheque will not be accepted.

B. DOCUMENTS NEEDED

The following documents are required for pre-qualification:-

1. Complete profile of the firm/service provider, along with year of establishing.
2. Sales Tax Registration Certificate & NTN Certificate
3. Proof of being active taxpayer
4. Affidavit for being not black listed ever & no dispute/litigation with any Ministry/Division/Department/Sub-ordinate office, on Rs. 100/- stamp paper.
5. Details of employees of the firm (permanent, Temporary, Technical, and non-Technical etc) with designation and contact numbers.
6. List of workshops with necessary equipment along with complete addresses
7. Proof of working / engagement with any public sector organization(s). (Work orders/award letters etc. for each category may be attached).
8. Affidavit that the information provided in the Tender / Bidding document is correct.
9. Financial status of the firm supported by bank statements.
10. Bid Security amounting to Rs. 500,000/- (Rupees Five Hundred Thousand only) in shape of Payorder/Bank Draft/Demand Draft. Cheque will not be accepted.
11. Professional Qualification/Registration Certificate by ETO Islamabad/Rawalpindi.

C. CATEGORY-WISE SCOPE OF WORK

1. REPAIR & MAINTENANCE OF OFFICIAL VEHICLES/MOTOR BIKES

- Replacement of Engine Oil, Oil Filter, AC Filter, Gear Oil, Brake Oil etc.
- Tuning, wheel alignment & balancing, plugs changing etc.
- Replacement of bearings, complete engine overhauling, gearbox, steering overhauling.
- Brake disk pad, Brake shoe, drum tuning, suspension work.
- Engine overhauling, AC Work, denting, painting, seal cover & poshish work.
- Replacement of batteries, replacement of tyres, servicing & polishing.
- All electrical and mechanical works etc.
- Any other work relating to repair & maintenance of vehicles/motor bikes.

2. REPAIR & MAINTENANCE OF MACHINERY & EQUIPMENT

A. Photocopier Machines

- Monthly maintenance, replacement of toners, drum unit, developing unit, Fusing unit, transfer roller unit, image transfer belt unit, toner filter, tray rollers, ADF rollers, bypass roller, developer powder and other necessary repair & maintenance.

B. 100 KVA Generator

- Oil change, filter change, inspection of air intake system.
- Electrical system and wiring, load bank testing, function test, generator cleaning.
- Battery and coolant inspection, spark plugs, replacement of batteries and other miscellaneous electrical and mechanical works.

C. Air Conditioners & Electrical Equipment

- Installation of ACs, inspection and replacement of filters, checking and cleaning, of condensate drain, cleaning of indoor unit, cleaning and washing of outdoor units, checking of insulation, refrigerant recharging, compressor repairing, gas filling and other electrical/mechanical works of air conditioners as may be required by the procuring agency.

D. All Other Machinery & Equipment

- The works may include repairing of all types of UPS, configuration etc. replacement of batteries.
- Repair of Water Dispenser, motor pumps, refrigerators, TV LED microwave ovens etc.
- Repair of all types of fans, electric heaters, electric kettle, biometric attendance devices, lamps and any electrical or mechanical works of equipment may also be repaired during the contract period.

3. REPAIR & MAINTENANCE OF COMPUTER HARDWARE, SOFTWARE & IT EQUIPMENT

- The work may include repairing of computers, installation of windows, MS Office and other software's.
- Repairing of printers, fax machines, scanners, CCTV cameras and other IT Equipment and telecommunication equipment such as video conferencing systems, projectors, multimedia, routers, networking works, switches etc. and all other IT related works.

4. REPAIR & MAINTENANCE OF OFFICE FURNITURE & FIXTURES

- The work may include polishing, repairing of tables, chairs, cane webbing of chairs, repairing of drawers, wooden almirah, side racks, steel racks, steel cabinets, steel almirah etc
- Steel safes, repairing of courtroom tables, rostrums, computer chairs, mechanical base of chairs and seat filling, curtains & blinds.
- Foam replacement, poshish works of Chairs/sofas, all types of wooden doors, windows, partitions, and any other work related to repair & maintenance of furniture & fixtures.

D. REPAIR & MAINTENANCE OF OFFICE BUILDING & RESIDENTIAL BUILDING

- The work may include repair and maintenance of office building i.e. masonry work, glass doors, windows, partitions, walls, roof, false ceiling, and any other related work as desired by the procuring agency.
- The work may also include landscaping, maintenance of driveways and sidewalks and any other relevant goods /services as required by the procuring agency.
- Electrical and plumbing works, sewerage lines, sanitation, water tanks etc.

E. MAINTENANCE OF PARK & GARDEN

- Supply of different plants, grass etc. when required.
- Landscaping of lawn, garden, and pavement of walking track in lawn.
- Provision / Repair / Maintenance of lawn benches, fountains, lights etc.

F. PRINTING WORK & OTHER MISC. WORK

- The work may include photocopy of various official documents.
- The work may also include binding (all types), preparation of photocopy sets of different agenda items.
- Printing of office identity cards/visiting cards/certificates etc.
- Provision of shield/souvenir etc.
- Any other task as assigned by the procuring agency.
- Any other Misc. Repair & Maintenance.

Note: For repair of machinery / equipment / furniture / hardware / IT and other equipment, it shall be responsibility of the firm to either repair the items on spot or arrange the transportation of the same at their own cost. As regard vehicles, in case a vehicle is non-movable then the firm should arrange recovery vehicle for transportation at their own cost.

TERMS AND CONDITIONS

1. The Firms having valid registration with Sales Tax Income Tax Departments, active status on the Active Taxpayer List (ATL) of the FBR, their own complete set-up in Islamabad / Rawalpindi, preferably in the vicinity of the Chief Commissioner's Office ICT, three years of working experience in the categories applied in public sector organizations, and most importantly registered on EPADS are eligible to participate in the prequalification process.
2. The Tender documents, essential for pre- qualification, may be obtained from the office of the undersigned on any working day free of cost. The documents are also available on official websites of the PPRA (www.ppra.gov.pk) and Chief Commissioner's Office ICT (www.ictadministration.gov.pk).
3. An affidavit on Rs.100/- stamp paper will be required to the effect that the Firm/Vendor/ Contractor / Service Provider is not blacklisted and has no dispute/litigation with any Government Organization(s). Concealment of the facts on this count will lead to blacklisting.
4. The Competent Authority reserves the right to accept or reject any prequalification proposal by whole or partially with assigning proper justifications / deficiency, if any, in accordance with the PPR, 2026. Besides, consequent upon establishing the fact that substandard work is done, the firm will be blacklisted forthwith with payment of the work done stopped.
5. The prequalification proposals complete in all respect may reach the Accounts Officer, Chief Commissioner's Office ICT, ICT Administration Complex, Mauve Area, G-11/4, Islamabad, on or before closing date and shall also be submitted on EPADS. The proposal will be accepted till 11:00 a.m. on the closing date. The proposals will be opened on the same day at 11:30 a.m in the Committee Room at Chief Commissioner's Office ICT.
6. The prequalification proposals / documents of those Firms only will be accepted for the purpose of process of the prequalification, who have applied through E-PADS. Application through E-PADS shall not guarantee the pre-qualification of the Firms.
7. The Firms obtaining 75% Marks will be declared successful in pre-qualification, subject to fulfillment of other criteria contained in the tender documents and the Public Procurement Rules, 2026.
8. The relevant documents supporting the options selected by the firm must be attached with the tender document. Without supporting documents, the selected option of the firm will not be considered in marking.
9. The successful Firms will have to sign contract agreement (open framework agreement) with this office for carrying out the works required falling in the Categories mentioned above during the current financial year-2026-2027 (extendable upto 02 years on annual basis, subject to satisfactory performance of

the firms and mutual consent). If the qualified supplier fails to sign agreement with ICT within specified date & time, his security deposit will be forfeited by the Chief Commissioner Office, ICT & prequalification will be cancelled.

10. Security worth **Rs.500,000/-** (Rupees five hundred thousand only) for repair/maintenance works will require to be deposited in favor of Accounts Officer, Chief Commissioner's Office, ICT. The security deposits will be released / refunded to the unsuccessful Firms in due course of time; and, to the successful bidders, after 30th June, 2027. Further, if the evidence of Security Deposit is not uploaded on EPADS or not sent to this office on time, the bid shall be rejected.
11. The prequalified Firms will keep themselves a call away from the Chief Commissioner's Office ICT and will be bound to send their technical staff / labourers etc., within the shortest possible time to carry out the required work(s). They must keep themselves available even on closed holidays throughout the period of their contract.
12. The participating Firms should clearly indicate the job at questionnaire for which they want to qualify.
13. The entire process of pre-qualification and subsequent award of contract will be governed by the Public Procurement Rules, 2026.
14. The Firms must comply with the Standard Anti-Corruption Policy of Government of Pakistan and must not be declared ineligible by any court of Law or any Government of Pakistan department due to corrupt/fraudulent/coercive / collusive practices. In such an event, they will be disqualified at once.
15. The Chief Commissioner's Office, ICT shall disqualify the Firms pursuant to the Public Procurement Rules, 2026 (amended from time to time) read with all other applicable Laws for award of contract, if it finds with substantial evidence that they are involved directly or through an agent in corrupt, fraudulent, collusive, or coercive practices in competing for any contract.
16. The Firms must not conceal any information that might hinder the execution of the project. The Chief Commissioner's Office ICT shall disqualify or blacklist those Firms on grounds of submission of false or fabricated information and may take any legal action apart from blacklisting them.
17. As per Rule 27(a) of the PPRA 2026, Single Stage One Envelop procedure will be adopted.
18. In case of grievances of the applicants, the GRC shall address the complaints of applicants. That may occur prior to the entry into force of procurement contract. The committee shall investigate & decide the complaint within **14 days** of the receipt of complaint. Mere fact of lodging of a complaint shall not warrants suspension of the prequalification process.
19. The Chief Commissioner's Office ICT reserve the right to accept or reject all bid proposals or cancel the pre-qualification process without assigning any reason at any time.

G. MARKING CRITERIA

The marking criteria for pre-qualification of the Firms for the said repair /maintenance works under different categories will be observed in the following manner:

Sr. No.	Qualification	Total Marks
1	YEAR OF ESTABLISHMENT 02 MARK FOR 01 YEAR (MAX 20 MARKS) (Qualitative)(Doc Required)	20
2	Satisfactory Performance Letters from Govt. Organizations (Qualitative) 04 MARKS for 01 Client Satisfactory Performance Letter (Max 20 Marks)	20
3	Financial Capability (Quantative) Attach Last Year Bank Statement (July 2025 to June 2026) Annual Turnover	20
	20 Million Above (20 Marks)	
	15 Million to 19 Million (15 Marks)	
	10 Million to 14 Million (10 Marks)	
	Below 10 Million (05 Marks)	
4	Experience regarding relevant field/category (Qualitative) Attach Work Orders	20
5	Well Equipped Workshop (Qualitative) Attach Detail Address of Workshop/Office with landline number & any other proof	20
	TOTAL MARKS	100

Note: The firms obtaining less than 75% marks will not be considered for prequalification.

INSTRUCTIONS

1. Conditional, incomplete and non-compliance to terms and conditions of the bidding documents and over writing/cutting in documents shall not be accepted.
2. Any document received after the specified submission date and time mentioned in this document shall not be considered and it will deem to have been rejected.
3. Member(s) of the Purchase Committee may visit any or all Firms, before finalization of their pre-qualification.
4. List of Names and Telephone numbers of their technical teams with their experience and name of Focal Person shall be attached.
5. The prequalified Firms shall be bound to carry out the requisite works on top priority basis whenever work is referred to them.
6. If a Firm is unable to provide required services, as per work order, then the firm would be backlisted for future business with the Government Departments through PPRA.
7. This shall be the responsibility of the successful Firms / bidder to have secure custody / keeping of the official items, in case the same are transported to the bidder facility / office. If any damage occurs to such items required to be transported to the Chief Commissioner's Office ICT, the bidder shall bear the loss.
8. The Firms requiring any further clarification or information of the document may visit office of the Accounts Officer, Chief Commissioner's Office ICT, ICT Complex G-11/4, Islamabad , or contact him at phone No. 051-9108107.

CHECK LIST

Name of Firm:

Sr. #	Pre-Requisite Documents to be provided by the Firms	Yes / No
1.	Registered on E-PADS	
2.	NTN No. with copy of certificate	
3.	GST No. with copy of certificate	
4.	Date of Establishment	
5.	Copy of Active Taxpayer List	
6.	Vendor No. by AGPR Islamabad	
7.	Bank Name, Branch Code & IBAN, Account No.	
8.	Stamp paper/declaration of Non-black listing/Non litigation/dispute	
9.	Proof of Financial Soundness / copy of bank statement for the last three year	
10.	Registered Address of Firm	
11.	Landline Telephone / Email address and other contact details of Owner, focal person and technical person	
12.	List of clients/departments/Ministries	
13.	Appreciation Letters, if any.	
14.	Bid Security Rs. 500,000/- (Pay order/Bank Draft/DD)	
15.	Professional Qualification/Registration Certificate by ETO	

Name of Bidder	
Signature	
Date	
Stamp	

Application Form

(On Letterhead of Firm)

Supplier Details

Name of the Firm	
CNIC No.	
Address of Office/Workshop	
Date of Establishment	
Registration Authority	
Experience	☐ More than 1 year ☐ More than 3 years ☐ More than 5 years
NTN No. & Registration Date	
Bank Name and Branch Code	
Bank Account Title	
IBAN Number	PK
Total Staff	
Covered Area of Office / Workshop	
Available Facilities	
Services in which applied	

Declaration

I hereby confirm that the information provided is accurate and complete.

(Name): _____

(Signature): _____

(Company Stamp): _____

Date: _____

Relevant Experience

(To be submitted on Applicant's Letterhead)

Note: Attach documentary evidence.

Sr. #	Name of the Govt. Department / Ministry	Title and Ref. No. of Contract (with Date)	Period of the Contract	Total Worth
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Declaration

I hereby confirm that the information provided is accurate and complete.

(Name): _____

(Signature): _____

(Company Stamp): _____

Date: _____

Key Staff of Firm

(To be submitted on Applicant's Letterhead)

Sr. #	Name	Designation	Qualification	Experience
1				
2				
3				
4				
5				
6				
7				
8				

Declaration

I hereby confirm that the information provided is accurate and complete.

(Name): _____

(Signature): _____

(Company Stamp): _____

Date: _____

**OPEN FRAMEWORK AGREEMENT
FOR REPAIR & MAINTENANCE SERVICES
BETWEEN
OFFICE OF THE CHIEF COMMISSIONER ICT, ISLAMABAD
AND
[NAME OF PREQUALIFIED FIRM/VENDOR]**

THIS AGREEMENT is made on this ____ day of _____, 2026, at Islamabad, Pakistan between **PARTIES**

- The Chief Commissioner Office ICT, Islamabad (hereinafter the “Procuring Agency”),
 - 2. M/s *[Name of Firm/Vendor]*, a firm duly organized and existing under the laws of Pakistan, having its principal office at *[Address]* (hereinafter the “Supplier” or “Vendor”).
- Collectively referred to as “the Parties”.

ARTICLE 1: DEFINITIONS

In this Agreement, unless the context otherwise requires:

- “**Agreement**” means this Open Framework Agreement including all annexes, schedules, and amendments.
- “**Framework Period**” means the duration of this Agreement as defined in Article 2.
- “**Services**” means repair and maintenance services as described in the tender/prequalification document.
- “**Work Order**” means the specific order issued by the Procuring Agency under this Agreement after RFQ/mini-competition.
- “**Security Deposit**” means the performance security submitted by the Supplier in the amount of PKR 200,000/-.
- “**PPRA Rules**” means the Public Procurement Rules 2026 (as amended).

ARTICLE 2: DURATION

This Agreement shall commence on the date of signing and remain valid for one (01) year, extendable on annual basis for up to three (03) years for F.Y. 2026-27 to 2028-29 subject to satisfactory performance and written consent of both parties.

ARTICLE 3: SCOPE OF AGREEMENT

This Agreement establishes a framework for the provision of repair & maintenance services for vehicles, machinery, IT equipment, furniture, office/residential buildings, gardens/parks, printing and miscellaneous works as described in the prequalification document.

This Agreement does not guarantee any minimum purchase. The Procuring Agency shall procure services only on a “when required” basis.

Prices are not fixed in this Agreement. For each requirement, the Procuring Agency shall invite quotations only from prequalified vendors.

ARTICLE 4: PROCUREMENT PROCEDURE

- For each requirement, the Procuring Agency shall issue an RFQ/Request for Financial Proposal to all prequalified suppliers in the category concerned.

- The Supplier shall submit a quotation inclusive of all taxes, duties, and charges within the specified time.
- Work orders shall be awarded to the Supplier offering the most advantageous quotation in accordance with PPRA Rules.
- No supplier shall refuse to provide a quotation when requested; refusal without justifiable cause shall be deemed breach of contract.

ARTICLE 5: SECURITY DEPOSIT

- The Supplier has submitted a Security Deposit of **PKR 500,000/-** in favor of the Accounts Officer, Chief Commissioner Office, ICT.
- The Security Deposit shall remain valid for the duration of the Agreement.
- The Procuring Agency may forfeit the deposit, partially or fully, if the Supplier:
 - o Fails to honor any work order;
 - o Provides defective or substandard services;
 - o Breaches material obligations;
 - o Fails to sign/perform the Agreement.

ARTICLE 6: PERFORMANCE STANDARDS

- The Supplier shall ensure that:
 - o Services are rendered in a professional, efficient, and timely manner.
 - o Only genuine, brand-new, and warranted parts are used.
 - o Old/replaced parts are returned to the Procuring Agency.
 - o Works are completed within one (01) day or within the timeline stated in the work order.

Any delay or poor performance may result in:

- o Penalty up to 2% of the work order value per day of delay (subject to a maximum of 10%);
- o Rejection of services at Supplier's cost;
- o Termination of Agreement and forfeiture of Security Deposit.

ARTICLE 7: PAYMENT TERMS

- Payments shall be made by the Procuring Agency within 30 days of:
 - o Satisfactory completion of services; and
 - o Submission of invoice with supporting documents.
- All payments shall be made in Pakistani Rupees (PKR) through crossed cheque/EFT.
- Deductions for taxes shall be made at source in accordance with applicable law.

ARTICLE 8: OBLIGATIONS OF THE SUPPLIER

The Supplier shall:

- Not subcontract, assign, or transfer its obligations.
- Ensure qualified staff and technicians are deployed.
- Comply with all applicable laws including labor, tax, and safety regulations.
- Maintain proper records of services rendered.

- Promptly report any issue that may delay or hinder performance.

ARTICLE 9: OBLIGATIONS OF THE PROCURING AGENCY

The Procuring Agency shall:

- Issue RFQs and work orders fairly and transparently.
- Provide timely access to sites/premises.
- Make timely payments as per Article 7.

ARTICLE 10: INSURANCE, HEALTH & SAFETY

- The Supplier shall be responsible for the safety of its personnel, equipment, and materials.
- The Procuring Agency shall not be liable for any accident, injury, or loss sustained by Supplier's employees during performance.

ARTICLE 11: CONFIDENTIALITY & ANTI-CORRUPTION

- Both parties shall keep all information exchanged under this Agreement confidential.
- The Supplier shall not offer or accept any bribe, gift, or inducement to influence procurement decisions.
- Breach of this clause shall result in immediate termination and blacklisting under Rule 19 of PPRA Rules.

ARTICLE 12: BLACKLISTING & DEBARMENT

In case of non-performance, fraud, corruption, misrepresentation, or breach of obligations, the Procuring Agency may recommend blacklisting of the Supplier in accordance with Rule 19 & 19A of PPRA Rules.

ARTICLE 13: AMENDMENT

No amendment to this Agreement shall be valid unless made in writing and signed by both parties.

ARTICLE 14: TERMINATION

The Procuring Agency may terminate this Agreement by written notice if:

- o The Supplier repeatedly fails to provide satisfactory services;
- o Provides false documents or misrepresents information;
- o Becomes insolvent or bankrupt.
- The Supplier may terminate this Agreement upon 60 days' written notice if the Procuring Agency fails to honor payment obligations.

ARTICLE 15: DISPUTE RESOLUTION

- Disputes shall first be resolved amicably.
- If unresolved, the matter shall be referred to the Grievance Redressal Committee (GRC) under PPRA Rules.
- If still unresolved, disputes shall be settled by arbitration under the Arbitration Act, 1940.

ARTICLE 16: FORCE MAJEURE

Neither party shall be held liable for failure to perform due to natural calamities, war, strikes, or events beyond their control. The affected party shall promptly notify the other.

ARTICLE 17: GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of Pakistan and the Public Procurement Rules 2026.

ARTICLE 18: NOTICES

Any notice under this Agreement shall be in writing and delivered to the following addresses:

- Procuring Agency: Chief Commissioner Office, ICT, Islamabad.
- Supplier: *[Vendor's Address]*.

SIGNATURES

For Chief Commissioner Office, ICT

For [Name of Vendor]

Name: _____

Name: _____

Designation: _____

Designation: _____

Signature & Stamp: _____

Signature & Stamp: _____

Witnesses:

1. _____

2. _____

Witnesses:

1. _____

2. _____

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.