

TERMS & CONDITIONS OF PRE-QUALIFICATION FOR MECHINERY & EQUIPMENT, FURNITURE & FIXTURES & OFFICE BUILDING

1. The Firms must have Sales Tax Registration Certificate, National Tax Number and Vendor Number as well as facilities of telephone lines, etc. for urgent & immediate contact.
2. The firm should have at least 3 years of relevant experience.
3. The firm should have completed at-least 3 project of similar nature - irrespective of cost.
4. The firm should have capabilities with respect to personnel, equipment, and plant (CVs of key technical staff to be attached).
5. The firm should be in good financial position i.e the firm should have average annual financial turn over greater than Rs. 2 Million.
6. The firms shall provide audited financial statements or bank certificates.
7. The firms should have appropriate managerial capability (Company's organogram to be provided).
8. The firm should be registered with Pakistan Engineering Council (PEC) in relevant category (Required for Civil Works only).
9. The firms shall submit an affidavit and certificate of non-blacklisting.
10. The application/ proposal should accompany a Pay Order/Bank Draft of Rs. 200,000/- as Earnest Money in favor of DDO of Planning, Development and Special Initiatives Division. The earnest money will be returned to the unsuccessful applicants immediately after finalization of the pre-qualification and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2027**.
11. The firms having office located in Islamabad/ Rawalpindi will be eligible.
12. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
13. A responsive/non responsive checklist will be used in evaluation of bids.

**TERMS & CONDITIONS OF PRE-QUALIFICATION FOR EVENT
MANAGEMENT**

1. The Firms must have Sales Tax Registration Certificate, National Tax Number and Vendor Number as well as facilities of telephone lines, email, etc. for urgent & immediate contact.
2. The firms should have at least 3 years of relevant experience. The firms should demonstrate a strong portfolio of previous work experience, showcasing expertise in managing large-scale events, capturing high-quality visuals, social media management and live streaming, and producing compelling documentaries. The firms must have experience and resources to handle boarding, lodging and transportation at multiple venues simultaneously and experience to design, develop and print HD content
3. The firms should have completed at-least 3 project of similar nature - irrespective of cost.
4. The firms should have capabilities with respect to personnel, equipment, and plant (CVs of key technical staff to be attached). The firms should have a dedicated team of professionals with expertise in event planning, management, photography, videography, editing, social media management and live streaming etc.
5. The firms should be in good financial position i.e the firm should have average annual financial turn over greater than Rs. 2 Million.
6. The firms shall provide audited financial statements or bank certificates.
7. The firms should have appropriate managerial capabilities (Company's organogram to be provided). The firms should possess the necessary equipment and resources for efficient and high-quality event coverage and content creation. The firms should have the capacity and resources to handle multiple projects simultaneously and demonstrate a creative approach to event management and content creation.
8. The firms shall submit an affidavit and certificate of non-blacklisting.
9. The application/ proposal should accompany a Pay Order/Bank Draft of Rs. 200,000/- as Earnest Money in favor of DDO of Ministry of Planning, Development and Special Initiatives. The earnest money will be returned to the unsuccessful applicants immediately after finalization of the pre-qualification and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2027**.
10. Submission of any false statement/documents concealing of information is likely to disqualify the bidders.
11. Firms/ contractors should note that during the period from the receipt of the proposal and till further notice from the authority, all queries should be communicated via contact person and in writing only.
12. Event management must be completed within the stipulated time from the date of receipt of purchase order in the pre-decided premises/ venues.
13. A responsive/non responsive checklist will be used in evaluation of bids.

**TERMS & CONDITIONS OF PRE-QUALIFICATION FOR REPAIR/
MAINTENANCE OF OFFICIAL VEHICLES**

1. The interested workshops/ Firms/ Vendors/ local car manufacturer service providers must have at least 5 years' relevant experience with Government Departments in relevant field.
2. The workshops/ Firms/ Vendors should have their own complete setup i.e. garage/secure parking, spare parts availability and technical experts. The workshop will be responsible for any loss/damage caused in this regard.
3. The Workshops/ Firms / Vendors should have their Telephone/Fax facilities etc.
4. The workshop/ Firms / Vendors should be registered with Sales Tax and Income Tax Department. Valid documents must be attached with the bid.
5. The interested workshops/ Firms / Vendors must have sound financial position. Proof of Bank Statement for the last two years, must be attached.
6. Non-black listing certificate on Affidavit must be attached with documents.
7. Procurement Unit may conduct physical visit of all workshops/offices before pre-qualification.
8. The workshop/ Firms / Vendors on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it, even at odd hours.
9. While submitting rates the workshop should clearly show whether GST is excluded or included in the offered rates.
10. The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the workshop will be responsible to replace it free of cost.
11. Successful bidder must take and return the items for repair / maintenance at his own cost, if the repair is required at the bidder's workshop.
12. The intending workshops must provide a list of its clients.
13. In case of submission of any false information/documents and any deficiency found in deliverables, the workshop will be disqualified/blacklisted.
14. Ministry of Planning, Development & Special Initiatives reserves the right to reject or accept any/all bids as per PPRA Rules, 2004.
15. The application/ proposal should accompany a Pay Order/Bank Draft of Rs. 200,000/- as Earnest Money in favor of DDO of Ministry of Planning, Development and Special Initiatives. The earnest money will be returned to the unsuccessful applicants immediately after finalization of the pre-qualification and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2027**.
16. The firms having office located in Islamabad/ Rawalpindi will be eligible.
17. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
18. A responsive/non responsive checklist will be used in evaluation of bids.