

F. No. 1-6/2025-GA
GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH

PRE-QUALIFICATION NOTICE

Ministry of National Food Security and Research (M/o NFS&R) intends to pre-qualify workshops / firms / vendors registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / shops / stock / manpower / expertise in Islamabad / Rawalpindi, under Rule 15 read with Rule 42(a)&(b) of the Public Procurement Rules, 2004, and sign framework agreement(s) with the selected bidder(s) subsequent to bidding process, for supply of following procurements, goods, works and services on the basis of annual running contract on “as and when” required basis for the Financial Year 2025-26 from the date of award of contract up to 30-06-2026 and extendable till finalization of next pre-qualification, as may be deemed appropriate by M/o NFS&R. Details are as under:-

Sr. No.	Pre-qualification Description	Bid Security / Earnest Money (not exceeding 5%)
(i)	Pre-Qualification of Workshops for Repair / Maintenance work of official vehicles / motorcycles of different make such as Suzuki, Toyota, Honda.	Rs. 20,000/-
(ii)	Pre-Qualification of Firms / Vendors for purchase / petty purchase / conference / seminar / repair / maintenance including non-tender items up to Rs. 500,000/- in terms of Rule 42 of the Public Procurement Rules, 2004.	Rs. 20,000/-

2. Pre-qualification bids shall be submitted / received and opened as per following schedule:-

Submission of bidding documents	Pre-qualification Notice and Bidding/Tender document containing list of items, specifications of required items and terms & conditions can be downloaded from the websites of Ministry of National Food Security and Research www.mnfsr.gov.pk PPRa www.ppra.org.pk and EPADS https://eprocare.gov.pk . The interested eligible bidders may should submit bids through EPADS. No manual bids shall be accepted. The bid security/earnest money, earmarked above, in the shape of Pay Order / Demand Draft / Call Deposit in favour of SO (GA), M/o NFS&R along with bid documents should be uploaded through EPADS (scanned copy) and hard copy must be submitted physically in Room No. 412, 4th Floor, B-Block, Pak. Secretariat, Islamabad, on or before closing date and time. The bids without bid security shall not be entertained.
Closing date and time	Till 23rd September, 2025 at 11:00 A.M.
Date and time for opening of bids	On 23rd September, 2025 at 11:30 A.M. in the Office of Deputy Secretary (Admn-I), Room No. 403, 4 th Floor, Ministry of NFS&R, Pak- Secretariat, Islamabad, in the presence of bidders or their representatives who wish to be present.

3. Procuring agency reserves the right to accept or reject in whole or part any or all bids / proposals as per Rule 33 of the Public Procurement Rules, 2004.

(MUHAMMAD SAJJAD)
Section Officer (GA)
Ph: 9201270

F. No. 1-6/2025-GA
GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH
ISLAMABAD
Tel: 051-9201270



PRE-QUALIFICATION FORM /BIDDING DOCUMENTS

Sr. #	Pre-qualification Description	Bid Security / Earnest Money (not exceeding 5%)
(i)	Pre-Qualification of Workshops for Repair / Maintenance work of official vehicles / motorcycles of different make such as Suzuki, Toyota, Honda.	Rs. 20,000/-
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Sr. No.....

GOVERNMENT OF PAKISTAN
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CRITERIA FOR PRE-QUALIFICATION OF WORKSHOPS /
INSTRUCTIONS TO WORKSHOP OWNERS

Terms & Conditions

1. Sealed bids are invited from workshops registered with Income and Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR (copies of valid documents may be attached), having their own complete setup i.e. garage, spare parts availability and technical experts in Islamabad / Rawalpindi, for carrying out repair & maintenance work of authorized vehicles of Ministry of National Food Security and Research (M/o NFS&R), Government of Pakistan, Islamabad on framework agreement on the basis of annual running contract on “as and when” required basis for the Financial Year 2025-26 from the date of award of contract up to 30-06-2026 and extendable till finalization of next tender, as may be deemed appropriate by M/o NFS&R.
2. The Pre-qualification process shall be carried out through EPADS.
3. Interested eligible bidders must be registered on the EPADS (<https://eprocure.gov.pk/>) and submit their documents on EPADS.
4. Bid security of amounting of Rs.20,000/- in shape of bank draft/call deposit in favour of SO (GA), MNFS&R must be uploaded (Scanned) in EPADS and submitted in hard copy otherwise proposal will be rejected straightaway.
5. The workshops must have at least 01 year experience.
6. Secure parking for the official vehicles may be ensured. The workshop will be responsible for any loss / damages caused in this regard.
7. Non blacklisting certificates on affidavit may be attached with bidding documents.
8. Purchase / Pre-qualification Committee may conduct physical visit of all workshops before pre-qualification.
9. The workshop 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.
10. While submitting rates the workshop should clearly show whether GST is excluded or included in the offered rates.
11. 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 in arisen again the workshop will be responsible to replace it free of cost.

Forfeiture of Earnest Money and Blacklisting of Workshop

12. In case of submission of any false information / documents and any deficiency found in deliverables, the Earnest Money will be forfeited and the workshop would also be disqualified/blacklisted.

Corrupt or Fraudulent Practices

13. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

- (i) defines, for the purposes of this provision, the terms set forth below as follows:
 - (a) “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty
- (ii) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (iii) will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

I / We have read and agree with the above mentioned terms and conditions.

Name of workshop/owner

Signature

Date

GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH

**CRITERIA FOR PRE-QUALIFICATION OF VENDORS / FIRMS FOR PURCHASE /
PETTY PURCHASE / CONFERENCE / SEMINAR / REPAIR / MAINTENANCE
INCLUDING NON-TENDER ITEMS**

1. The Pre-qualification process shall be carried out through EPADS. This Ministry will sign framework agreement(s) with the selected bidder(s) subsequent to bidding process.
2. Interested eligible bidders must be registered on the EPADS (<https://eprocure.gov.pk/>) and submit their documents on EPADS.
3. Bid security of amounting of Rs.20,000/- in shape of bank draft in favour of SO (GA), MNFS&R must be uploaded on EPADS and attached with Pre-Qualification proposal otherwise proposal will be rejected straightaway.
4. The interested vendors / firms must have their own shops/offices in Islamabad/Rawalpindi and having at least 01 years of experience.
5. The vendors / firms should be registered with Sales Tax and Income Tax Department and are on Active Taxpayers List of FBR. Valid documents shall be attached.
6. The firm must have telephone / fax facilities etc in Islamabad / Rawalpindi.
7. All / any payment(s) will be made through AGPR, Islamabad.
8. The interested vendors / firms have to provide proof regarding financial soundness/copy of bank statement for the last six months.
9. Non blacklisting certificates on affidavit may be attached with bidding documents.
10. Bid security of Qualified Firms only will be returned on successful completion of the Financial Year.
11. The result of the bid evaluation, in the form of a report will be announced within ten days. In case of any complaint of bidder, Redressal Committee of this Ministry will address grievances.
12. Further information in this regard, if any, can be sought during office hours on Phone No. 051-9201270.
13. The bids received within the stipulated time and date will be opened by the pre-qualification committee on the same day in the presence of the bidders of their authorized representatives, who choose to be present on the occasion.
14. Bids will be evaluated on aforementioned prescribed criteria as well as the pre-qualification notice.

Forfeiture of Earnest Money and Blacklisting of firm/vendor

15. In case of submission of any false information / documents and any deficiency found in deliverables, the Earnest Money will be forfeited and the firm/vendor would also be disqualified/blacklisted.

Corrupt or Fraudulent Practices

16. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

- (i) defines, for the purposes of this provision, the terms set forth below as follows:
 - (a) “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty
 - (ii) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 - (iii) will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

UNDERTAKING

I / We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm _____

Signature. _____

Date: _____ Seal

NOTE: -

BEFORE SUBMISSION OF THE BID SIGNATURE AND STAMP OF THE BIDDER ON EACH AND EVERY PAGE OF THE ORIGINAL TENDER FORM IS MANDATORY.

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1.	Registered on EPADS	
2.	Earnest money	
3.	NTN No. with copy of certificate	
4.	GST No. with copy of certificate	
5.	Copy of Active Taxpayer List	
6.	Bank Account No.	
7.	Stamp paper /declaration about Non-black listing	
8.	Signature and Stamp on Tender Documents	
9.	Proof of financial soundness / copy of bank statement for the last six months.	
10.	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details	

Name of Bidder/Firm _____

Signature. _____

Date:.....

Seal.....