

FEDERAL SHARIAT COURT
Constitution Avenue, G-5/2, Islamabad.
Tender No. FSC-02/2024-25
PRE-QUALIFICATION OF FIRMS/ VENDORS

1.	<p>Federal Shariat Court of Pakistan, Islamabad invites proposals for Pre-Qualification of Firms/ Vendors registered with e-Pak Acquisition & Disposal System (e-PADS) and located in Islamabad/ Rawalpindi for following Repair/ Maintenance Works during the Financial Year 2024-25.</p> <ol style="list-style-type: none">i. Repair & Maintenance of Official Vehicles of different makes such as Suzuki, Toyota and Honda etc.ii. Repair & Maintenance of Hardware & IT Equipments i.e. Computers, Laptops, Printers, LCDs/LEDs, Network, Servers and Cabling etc.iii. Repair & Maintenance of Plant & Machinery items i.e. Photocopier Machines, Fax Machines, UPS, Paper Shredders, ACs, Fans & other Machinery & Electronic Items etc.iv. Repair & Maintenance of Furniture & Fixture items i.e. Chairs, Tables, Almirahs, Cabinets and Roller Blinds / Curtains etc.v. Repair and maintenance of Office and Rest House(s) buildings.vi. Procurement of common use items, services(including Printing services) and commodities through framework agreements of Store Branch
2.	<p>Electronic Pre-Qualification documents, containing detailed requirements, Terms And Conditions are available for registered bidders on e-PADS at www.eprocure.gov.pk, www.ppra.org.pk and on FSC website at www.federalshariatcourt.gov.pk.</p>
3.	<p>The electronic proposals, prepared in accordance with instructions in the Pre-Qualification Documents, must be submitted by using e-PADS on or before 11:00 AM, 20 November, 2024. Manual Bids will not be accepted. Electronic Proposals will be opened on the same day at 11:30AM on www.eprocure.gov.pk. The bidders or their authorized representatives may attend the meeting of the Departmental Procurement Evaluation Committee, if so desired.</p>
4.	<p>Notification of the GRC constituted in terms of Rule-48 of Public Procurement Rules, 2004 is provided on www.federalshariatcourt.gov.pk, EPADS at www.eprocure.gov.pk and www.ppra.org.pk.</p>

Registrar
Federal Shariat Court, Islamabad.

PRE-QUALIFICATION DOCUMENTS

PRE-QUALIFICATION OF FIRMS/ VENDORS FOR REPAIR & MAINTENANCE WORKS

The name of the Procurement:	
i. Repair & Maintenance of Official Vehicles of different make such as Suzuki, Toyota and Honda etc.	
ii. Repair & Maintenance of Hardware & IT Equipments i.e. Computers, Laptops, Printers, LCDs/LEDs, Network Equipments, Servers and Cabling etc.	
iii. Repair & Maintenance of Plant & Machinery items i.e. Photocopier Machines, Fax Machines, UPS, Paper Shredders, ACs, Fans & other Machinery & Electronic Items etc.	
iv. Repair & Maintenance of Furniture & Fixture items i.e. Chairs, Tables, Almirahs, Cabinets and Roller Blinds / Curtains etc.	
v. Repair and maintenance of Office and Rest House(s) buildings.	
vi. Procurement of common use items, services (including Printing services) and commodities through framework agreements of Store Branch	
Terms and Conditions	
1.	Interested Firms / Vendors to provide a valid proof / documents showing registration of the firms with e-PADS launched by PPRA.
2.	The pre-qualified firms shall be bound to provide services to Federal Shariat Court, Islamabad during the Financial Year 2024-25.
3.	The intending firms must have GST, NTN, AGPR Vendor number and updated IBAN Bank Account numbers etc.
4.	Interested firms/ vendors will provide proof of at least 10 similar completed works with Government Organizations/ Departments etc.
5.	Interested Firms/ Vendors will provide a valid proof of Financial status/ Documents/ Bank Statement etc.
6.	Firms should have physical office(s) in Islamabad / Rawalpindi for repair/ maintenance work of the above-mentioned fields. The Procurement Evaluation Committee member(s) or their authorized representative can visit the office(s)/work place(s) at any time for evaluation purpose.
7.	Interested Firms / Vendors will provide the strength of technical man power and necessary equipments etc.
8.	The Firm would be required to submit Bid Security in the shape of Pay Order / Bank Draft/ Call Deposit for Rs. 25,000/- (Rupees thirty thousand only) in favor of DDO, Federal Shariat Court, Islamabad and in case of failure the firm will be treated as rejected. The security will be released to the non-qualifying firms. Security deposit in any other form/ cash will not be accepted.
9.	The electronic proposals, prepared in accordance with instructions in the Pre-Qualification Documents, must be submitted by using e-PADS on or before 11:00 AM, 20 November, 2024. Manual Bids will not be accepted. Electronic Proposals will be opened on the same day at 11:30AM on www.eprocure.gov.pk . The bidders or their authorized representatives may attend the meeting of the Departmental Procurement Evaluation Committee, if so desired.
10.	An Affidavit on stamp paper of Rs. 100/- stating that the Firm/ Vendor has never been indulged in any litigation and has never been Blacklisted/Debarred by any Government Department etc must be attached with bids.
11.	The Firm shall be bound to install genuine parts of each item of above works. In case, the spare parts replaced were found sub-standard or Used/second-hand, the firm shall be struck off from the panel of FSC and may be Debarred/ Blacklisted as per Rules and the same will be forwarded to PPRA for further necessary action under the Rules.
12.	The shortlisted Firms / Vendors on the panel of FSC shall be bound to carry out the requisite work(s) on immediate basis and even at odd hours, if required so.
13.	The selected Firms / Vendors shall be bound to return the replaced / old spare parts and shall be bound to give warranty of each item(s) replaced or repaired. If the same defect arises again during warranty

	period, the firm shall be responsible to replace it free of cost.
14.	Venders may apply for one or more categories as mentioned above.
15.	The intending firms must provide a list of their clientage.
16.	For clarification purposes, the Procuring Agency's address is: The identification number of the Invitation for Prequalification is: Tender No. FSC-02/2024-25 The Procuring Agency is: Federal Shariat Court of Pakistan, Constitution Avenue, G-5/2, Islamabad. Attention: Mr. Hummayun Faiz Rasheed, Assistant Registrar (Procurement), Address: Federal Shariat Court, Constitution Avenue, G-5/2, Islamabad. City: Islamabad ZIP Code: 44000 Country: Pakistan Telephone: 051-9203091 Fax number: 051-9202724 Electronic mail address: ar_procurement@federalshariatcourt.gov.pk
17.	Web page: www.federalshariatcourt.gov.pk , www.eprocure.gov.pk & www.ppra.org.pk
18.	The FSC authorities reserve the right to accept or reject any proposal/tender as per Rule 33(1) of the Public Procurement Rules, 2004.

PRE-QUALIFICATION PROFORMA

Name of Company / Firm	
NTN Number	
Sales Tax Number	
Complete Address & Contact Number	
Year of Establishment	
NTN & STRN Number with attached documentary proof	
Pay Order as security deposit amounting to Rs. 25,000/- in favor of DDO, Federal Shariat Court, Islamabad is attached	Pay Order Number _____ And Dated: _____
Annual turnover supported by Income tax return for the last One year. i.e. FY 2023-24	
Proof of at least 10 similar completed tasks/works (in single category).	Work orders may be attached.
Assignments / Contracts in hands for last year	Client List attached as separate (if necessary)
Managerial Capability:- A- (Technical): Number of supervisor (Experience / years), Auto-Mechanic technicians, Photocopier Technician, Printers Technicians, Laptop & PC Technicians, Other Equipments. B- Number of Supporting Staff.	Attach details of academic Degree / Diploma / Certificate
Details of Professional Technical Training (Local/Abroad) attended regarding any relevant product / brand	
Affidavit: (that the firm has never been blacklisted by any Government. Semi Government or Private Department / Organization etc).	
AGPR Vendor Number	
Bank IBAN Account number of Company/Firm	

Proforma
Tender No-02/2024-25

PRE_QUALIFICATION OF FIRMS/ VENDORS FOR REPAIR & MAINTENACNE WORK

The Firm can apply for one or more Repair & Maintenance works as mentioned below.
Please Tick (✓) against the applied work(s):

S.No	REPAIR & MAINTENACNE WORK	Please Tick (✓) (if apply)
1.	Repair & Maintenance of Official Vehicles of different make such as Suzuki, Toyota and Honda etc.	
2.	Repair & Maintenance of Hardware & IT Equipments i.e. Computer, Laptops, Printers, LCDs/LEDs, Network Equipments, Servers and Cabling etc.	
3.	Repair & Maintenance of Plant & Machinery items i.e. photocopier Machine, Fax Machines, UPS, Paper Shredders, ACs, Fans & other Machinery & Electronic Items etc.	
4.	Repair & Maintenance of Furniture & Fixture items i.e. Revolving Chairs, Chairs, Tables, Almirahs, Cabinets and Roller Blinds / Curtains etc.	
5.	Repair and maintenance of office and Rest House (s) buildings.	
6.	Procurement of common use items, services and commodities through framework agreements of Store Branch	

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- Evaluation Criteria: Selection for prequalification will be based on information provided in these documents. Procurement Evaluation Committee or Representative can visit the workplace/office of any firm to check the setup and work standards if required. Single Stage Single Envelop procedure will be adopted and most advantageous bids/proposals will be selected for each category. The Purchase/Work Orders will be issued as and when required during the Financial Year 2024-25.

- DOCUMENTS NEEDED
 - i. Sales Tax Registration Certificate.
 - ii. NTN Certificate
 - iii. Active Taxpayers Certificate (Income Tax & Sales Tax)
 - iv. Dealership Certificate (if any).
 - v. Last One year bank statement of company / firm.
 - vi. Affidavit for being not Blacklisted/Debarred ever.
 - vii. Detail of employees of the firm [permanent, Temporary, Technical staff experience (No. of years), supporting staff] with designation.
 - viii. Professional Training Certificates of Technical Staff (Local / Overseas).
 - ix. Annual Turnover supported by Income Tax Returns.
 - x. Previous detail of works with Government / Semi Government or Private Organization with documentary proof.
 - xi. Any other details.

Registrar
Federal Shariat Court, Islamabad.