

**PREQUALIFICATION OF FIRMS FOR
REPAIR OF MACHINERY AND
EQUIPMENT, INSTALLATION OF
DIGITAL ATS PANEL (TURNKEY),
WIRING OF DATA CENTER AND
TECHNICAL FLOOR, AC SERVICING
AND MAINTENANCE REPAIR OF
FURNITURE AND FIXTURES,
SUPPLY OF PETTY ITEMS.
FY 2023-23, 2024-25, & FY 2025-26**

GENERAL TERMS AND CONDITIONS

1. Public Procurement Regulatory Authority Rules 2004 Amended 2021 will be applicable.
2. The potential bidder should be registered with sales Tax and Income Tax Department and also on FBR Active taxpayer list.
3. The Tax/General Sale Tax will be deducted at the time of payment of bill as per rules.
4. An affidavit on legal stamp paper that the firm is not blacklisted.
5. All the items/services will be delivered/performed at IBMS FIA HQs and at its Sites (when required) by the supplier at his own expenditure.
6. A bank draft/pay order of any schedule bank of amounting to Rs.10,000/- (refundable after completion of tenure) in favour of Director/IBMS FIA HQs Islamabad and receipt shall be attached with the tender.
7. Incomplete and late submitted tenders will not be entertained.
8. Sealed quotations (One Envelop of Technical Bid) with detail specifications on firm's letter head must reach Logistics Branch (IBMS) Federal Investigation Agency G-9/4, Islamabad by hand as per date announced in tender notice and tender will be opened as per tender notice.
9. In case of submission of fake/bogus documents or supply of defective items/services the firm will be black listed and earnest money will be forfeited.
10. The complete postal/present address/vendor No. and Bank Account No. must be entered in the tender documents.
11. The Service Provider undertakes to ensure IBMS (FIA) that it shall supply to IBMS (FIA) genuine products and diligent services.
12. The firms will be prequalified for the period of three years i.e. FY 2023-24, 2024-25 & 2025-26.
13. If the Supplier fails / delays in performance of any of the obligations, under the Purchase Order/Work Order and violates any of the provisions, breach of any of the terms and conditions of the Purchase Order, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Supplier, either indefinitely or for a stated period and earnest money will be forfeited.
14. If the Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award of the Purchase/Work Order, The Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist The Supplier, either indefinitely or for a stated period.
15. The Selected Firm/Contractor shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant documents as required by the Purchaser.
16. Payment will be made on full delivery of Goods or Services or completion of Repair/Maintenance Works.
17. The bidders shall be evaluated Category wise for which they have shown their experience & potential.
18. The firms will be prequalified supply of goods, services, repair/maintenance for the financial year 2023-24, 2024-25 & 2025-26.
19. Firms participating in electrical work should have complete know how of wiring of Data centers, ATS Panels (digital and manual) and their representatives/engineers should have experience and knowledge of heavy duty wiring and cabling of data centers. And should be available 24/7 and in case of emergency shall report within 15 minutes after occurring of any electrical failure.
19. The bidder must provide last three years bank statement.


(ATEEQ JAVED)
Asst: Director/Logistics

COMPLIANCE CERTIFICATES/COMPLIANCE UNDERTAKING"

(To be filled and signed by the bidder on bidder's letter head)

I, (Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of this Prequalification Document and hereby undertake and firmly bound myself to abide by/comply all sections of this Document.

The information given in Bid is true to the best of my/ our knowledge; I/ we undertake to inform purchaser IBMS, Federal Investigation Agency, Islamabad of any changes that may take place later in the status of firms in business / agency or the management.

Signature _____

Name _____

Designation _____

Company _____

Date _____

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PRE-QUALIFICATION FORM

Company Name				
Operational City				
National tax No.				
Sales Tax				
No. of Employees				
Office Address				
Contact No.				
E-mail Address				
	1	2	3	4
Applying for Category	Repair of Machinery and equipment, and/or Repair of AC (Gas and Servicing)	Electrical work (heavy duty) Installation of digital ATS Panel(turnkey), wiring of Data center, IBMS technical wing -24/7	Repair of furniture & Pictures.	Petty Purchases i.e. Stationery, IT Equipment, & Others items.

CATEGORIES DETAIL

S.N	Categories	Description
01	Repair of Machinery	a) Repair of Photocopiers, Printers, UPS, & any other repair of machinery work. b) AC Servicing, Gas and Repair
	Electrical work	a) Installation of digital ATS Panel and replacement of manual. b) Wiring of Data center and technical floor. c) Other related work related to electricity.
02	Repair of Furniture & Fixtures	Repair of Chairs, Tables, Sofa Sets, File Almirah, Computer Table & any other repair of furniture work.
04	Petty Purchases	Petty Purchases i.e. Stationery, Computer Stationery, IT Equipment like USB, Key Boards, Mouse etc, Machinery, & Others items.

(ATEEQ JAVED)

Asst: Director/Logistics

DOCUMENTS REQUIRED

1. THE BID MUST BE PREPARED AS FOLLOWS:

1	NTN Certificate
2	GST Certificate
3	Affidavit original that firm is not black listed on stamp paper.
4	Active Tax payer Certificate.
5	Vendor details of AGPR (i.e. Vendor Number, Bank A/C, Branch Name) on firms letter head.
6	Bank Statement of firm last three years.
7	A bank draft/pay order of any schedule bank of amounting to Rs.10,000/- (refundable after completion of tenure) in favour of Director/IBMS FIA HQ.
8	Experience certificates/purchase orders in relevant field.
9	Form-A (Compliance Certificate)
10	Form-B (Pre-qualification Form)
11	All the documents must be verified by the firm with proper stamp & signature.


(ATEEQ JAVED)

Asst: Director/Logistics