



Government of Pakistan
Ministry of Interior
National Forensic Science Agency Project



**TENDER DOCUMENT FOR REPAIR AND MAINTENANCE OF
OFFICE EQUIPMENT, GENERATOR, AIR CONDITIONERS,
ALUMINUM WORKS, AND CCTV CAMERAS**

(FIRST STAGE)

Date of Tender Notice	31/01/2022
Last date of Proposal Submission	17/02/2022 at 11:30 A.M
Opening of Bids Technical Proposal	17/02/2022 at 12:00 P.M

NATIONAL FORENSIC SCIENCE AGENCY

“Pre-Qualification of firms for Repair/ Maintenance of Office Equipment, Generator, Air Conditioners, Aluminum Works, and CCTV Cameras”

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Instructions to the Bidders

1. National Forensic Science Agency (NFSA) intends to invite proposal from well-known / established firms for pre-qualification of firms for Repair/ Maintenance of Office Equipment, Generator, Air Conditioners, Aluminum Works, And CCTV Cameras of NFSA, Plot No. 1, 2, 27 & 28 Opposite Police Line H-11/4, Islamabad.
2. Authorized firms / contractors with good reputation and experience of Government Departments/Organizations/Autonomous Bodies will be preferred.
3. Sealed proposal must reach to NFSA on or before **17-02-2022** 11:30 A.M. Late received proposal shall be rejected straightway.
4. This pre-qualification document is first stage of pre-qualification process. Firms proposal shall be shortlisted on the given eligibility criteria. In the second stage, the firm proposal shall be scrutinized undergoing through evaluation criteria and other details.
5. Those firms/ contractor will be qualified for evaluation of its proposal, in second phase whose proposals are recommended in eligibility criteria as mentioned in Annex-C.
6. Proposal sent through fax or email shall not be considered. If the firm fails to submit his/her proposal stated above, same would be considered as non-responsive proposal. During the evaluation process, no amendment in the proposal shall be permitted.
7. Following documents should be enclosed with the Tender Document:-
 - a. Copy of CNICs
 - b. Attested copies of NTN and GST Registration Certificates.
 - c. Affidavit that the firm is not blacklisted from any organization and also not involved in any court cases, etc, as per the Specimen attached at **Annex-B**
8. Payment of the firms / contractors shall be made through cheque duly issued by AGPR. Any additional information / documents /certificates which is compatible to Repair/ Maintenance of Office Equipment Generator, Air Conditioners, Aluminum Works, And CCTV Cameras may be attached with pre-qualification document.

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Detail information of Firm / Contractor

1. Name of the Firm : _____

2. Date of Establishment : _____

3. Name of the Owner(s) : _____

4. Father's Name : _____

5. Address of the firm : _____

6. Address of the Owner : _____

7. Telephone No : PTCL _____ Cell _____

8. CNIC No. : _____

9. GST Registration No : _____

10. NTN/Income Tax No : _____

11. AGPR Vendor No. : _____

Account No.

12. (Registered in AGPR) : _____

Bank Name and address of Bank

13. (Registered in AGPR) : _____

Vendor Name: _____

Dated: _____

(Signature of Company's Owner with Stamp)

CERTIFICATE OF DECLARATION

(AFFIDAVIT)

The undersigned Mr..... S/o Mr..... owner / authorized representative of M/s..... do hereby solemnly affirm, as under:-

1. That we are not involved in any court case with National Forensic Science Agency and/or other government Departments/Organizations /Autonomous Bodies.
2. That our Company has not been blacklisted with any government department including National Forensic Science Agency.
3. That we are not defaulters of any bank, financial institution, any Government Department of Pakistan.
4. That our firm will perform as per contract agreement and other terms & conditions as set by the procuring Agency.
5. That our firm will be responsible if certain defective/obsolete parts are installed or repaired in any subject pre-qualification.
6. That the above statements are correct to the best of my knowledge and belief while no information has been kept hidden intentionally.

Stamp & Signature _____
(By Authorized Representative of the Company Owner / Manager)

Date _____

Name _____

CNIC No. _____

NATIONAL FORENSIC SCIENCE AGENCY
PRE-QUALIFICATION OF FIRMS FOR REPAIR/ MAINTENANCE OF OFFICE
EQUIPMENT GENERATOR, AIR CONDITIONERS, ALUMINUM WORKS, AND
CCTV CAMERAS OF NFSA FOR THE FINANCIAL YEAR 2021-22

ELIGIBILITY CRITERIA

Sr.#	NFSA Requirement	Firms Capacity (Tick Yes/ No)	Status (For Official Purpose)
1.	The firms must have five (03) years of experience i.e (Establishment)		
2.	Have you been pre-qualified or contract assigned by the Government/ Corporate at least two (02) for maintenance works? 2. Please attached documentary evidence.		
3.	Is your firm is registered by FBR i.e GST and Income Tax?		
4.	Is your proposal is unconditional?		
5.	Does your firm possess technical capabilities to accomplish the desired talk?		

Note:- Those firms or workshop owners who are not qualified in first stage i.e. Eligibility, criteria, their proposal shall not be processed in second stage.

SCOPE OF WORK

Sr.#	Items	Description
1.	Electrical Work	1. 30 Air Conditioner (Multiple Air Conditioners) 2. Refrigerator 3. Electric Geyser/ Gas Geyser 4. Injector (Wall Pump)
2.	Generator (Mechanical Work)	1. 275 KVA 2. 15KVA 3. UPS
3.	Aluminum Work	1. Main Building Aluminum Work 2. Training Block Aluminum Work
4.	CCTV Camera	30 CCTV Camera
5.	Furniture	All Furniture of NFSA
6.	Office Vehicles	All Vehicles of NFSA

Note:- The firm may visit and inspect the scope of work before engaging in pre-qualification process

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DETAILS OF "EXPERIENCE WITH OTHER
GOVERNMENT DEPARTMENTS/ ORGANIZATIONS/
AUTONOMOUS BODIES, ETC"

Sr. No	Name of the Govt Department/ Organization/Autonomous Body etc.	Experience (Period)
1.		
2.		
3.		
4.		
5.		

Note:- Documented proof of the contract in form of work orders, contract or any kind of legal document pertinent to the aforementioned repair & maintenance work experience may be attached.

UNDERTAKING

Mr. _____ S/o _____

CNIC No _____, Owner/Manager of the firm
namely _____, hereby undertake that I have read
and understood all the Instructions/Terms & Conditions carefully and I am willfully agreed/accept
all the Instructions/Terms & Conditions accordingly.

Stamp & Signature _____

Date _____

Name _____

Father's Name _____

CNIC No. _____

NATIONAL FORENSIC SCIENCE AGENCY
GENERAL TERMS & CONDITIONS

- a) Pre-qualification process will be done as Public Procurement Rules 2004, Rule 15, 16.
- b) Separate proposal is available for pre-qualification of firms/ contractor against multiple repair and maintenance work.
- c) No repair work shall be carried out without work order or verbal request of any staff member. However, in case of emergency, the authorized Officer may request the contractor to perform the maintenance work and in the possible opportunity of time, the work order will be issued accordingly.
- d) All parts that are repaired or installed must have some validity time.
- e) Repeated maintenance work have to be justified. If any fault occurs within specified time/ life of parts, the same will be removed at the expense of workshop concerned.
- f) Parts or accessories installed must be according to the market rates. The administration may verify the rates from market in case of any ambiguities.
- g) The firm shall have to visit within one working day to NFSA H-11/4, as and when work order is issued accordingly. Moreover, the pre-qualified firm/ contractor shall give priorities to NFSA pre-qualification items.

2. Kindly confirm this office within one week after receipt of this letter that you are willing to work as per terms/conditions mentioned above by signing and stamping the under mentioned undertaking or otherwise.

Name _____

Signature _____

Date _____