



F.No. K/30/82/A-4

Government of Pakistan

**National Language Promotion Department**

National Heritage & Culture Division

Pitrus Bukhari Road, H-8/4, Islamabad

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**PRE-QUALIFICATION NOTICE**

National Language Promotion Department intends to invite sealed proposals for pre-qualification valid registered, reputable, active tax payers and well-experienced firms for the following works: -

- i. Repair/Maintenance of all type of Machinery & Equipment's etc.
  - ii. Repair/Maintenance of all type of Hardware & IT Equipment's etc.
  - iii. Repair/Maintenance of Furniture & Fixture etc.
  - iv. Repair/Maintenance of all type of official vehicles etc.
  - v. Translation Services.
  - vi. Composing Services.
  - vii. Proof Reading Services.
  - viii. Driver Services.
  - ix. Services of Trained Man Power to run the Printing Press at field office Karachi.
2. The pre-qualification documents with terms and conditions can be downloaded from website of the department (<https://nlpd.gov.pk>) as well as EPADS / PPRA website.
  3. Interested parties/firms may apply only through EPADS. Pre-Qualification documents/proposals submitted other than EPDAS, shall not be accepted.
  4. All required documents i.e. Income/Sales Tax Registration Certificate and other documents as mentioned in pre-Qualification terms and conditions must accompany the proposals.
  5. National Language Promotion Department reserve the right to reject any or all proposals at any time prior to acceptance of the proposals under PPRA Rules.
  6. Decision of Committee shall be final and it can't be challenged.

s/d

**(Dr. Rashid Hameed)**

Executive Director

Ph No.051-9269765/ 051-9269753

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**TERMS & CONDITION OF PRE-QUALIFICATION OF FIRMS/VENDORS**

National Heritage & Culture Division intends to invite proposals through EPADS for pre-qualification from valid registered, reputable, active tax payers and well-experienced firms for the following works: -

- x. Repair/Maintenance of all type of Machinery & Equipment's etc.
  - xi. Repair/Maintenance of all type of Hardware & IT Equipment's etc.
  - xii. Repair/Maintenance of Furniture & Fixture etc.
  - xiii. Repair/Maintenance of all type of official vehicles etc.
  - xiv. Translation Services.
  - xv. Composing Services.
  - xvi. Proof Reading Services.
  - xvii. Driver Services.
  - xviii. Services of Trained Man Power to run the Printing Press at field office Karachi.
1. Interested parties/firms having valid and active NTN, GST and Vendor number may apply only through EPADS. Pre- qualification documents /proposals submitted other than **EPADS**, shall not be accepted.
  2. Services are required from Sr. I to VIII in our Islamabad offices whereas Sr. IX services are required in our field office located Karachi (ST-18/A Block- 5, Gulshan-e-Iqbal, Karachi).
  3. Successful parties/firms will be required to submit earnest money of amounting to **Rs.50,000/-** for each category from **Sr. I to Sr. IX** which will be returned after 30<sup>th</sup> June, 2026. The validity of pre-qualified selected firm will be upto **30<sup>th</sup> June, 2026**.
  4. Legal status of the firms with their registered address and contact numbers along with proof of existence (location, manpower etc.) shall be provided.
  5. Complete profile of the firm must be enclosed.
  6. Proof of registration with Income tax and sale tax department may be attached. Firm/company must be available on active Tax payer list of FBR.
  7. Firm having at least 02 years of experience in relevant field can only apply.
  8. Certificate on Judicial paper to the effect that firm is not involved in litigation with any government department / private organization nor blacklisted must be attached.
  9. Tender Committee may conduct physical visit of all successful firms/parties before finalization of the Pre-qualification.
  10. The payment will be made through AGPR as per Government procedure. Firm/company must be registered with AGPR and provided Vendor number shall be active and valid.
  11. The firm/vendor on the panel of National Language Promotion Department will be bound to carry out the requisite work on priority basis within 01 week.
  12. Response time will be observed for attending repair/maintenance issue, but it will not be more than 48 hours. However, in case of repairs the same will be carried out within the given time otherwise the agreement of the supplier will be canceled and the firm will be blacklisted.
  13. The firm will be bound to return old parts in case of replacement with new warranty period of each items replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the firm / vendor will be responsible to replace / repair it free of cost.
  14. National Language Promotion Department reserves the right to accept or reject any proposal without assigning any reason under fulfillment of PPRA Rules.
  15. In case of submission of any false information/documents and any deficiency found in services, the Earnest Money will be forfeited and the firm/company would also be disqualified/blacklisted.
  16. **Fill the enclosed proforma in all respect with sign and stamp and upload scanned copy on EPADS.**

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

**Name of firm/workshop/company/owner.** \_\_\_\_\_

**Signature and stamp of the firm/workshop/company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Company Information Proforma for Pre-Qualification:

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### A. Company Details & General Information:

Field	Details to be Filled by the Company
Name of the Firm / Company	
Year of Establishment	
Type of Business Entity (e.g., Sole Proprietor, Partnership, Pvt. Ltd., etc.)	
Nature of Business (e.g., Construction, Supplies, Services, etc.)	
Company Registration Number	
Registration Authority (SECP/PEC/etc.)	
NTN (National Tax Number)	
Sales Tax Registration Number	
Registered Address:	
Contact Address: (if different)	
Office Phone Number	
Email Address	
Company Website	
Contact Person Name	
Contact Person Designation	
Mobile Number	
Number of Employees	
Key Areas of Specialization	
Affiliations or Memberships if any (e.g., Chamber of Commerce, PEC, etc.)	
Bank Name & Branch	
Bank Account Title	
IBAN	
Vendor No.	

### B. Current Contracts / Ongoing Projects:

Client / Organization	Project Title / Description	Location	Start Date	Expected Completion Date	Contract Value (PKR)	Remarks

(Attach copies of work orders or contract agreements for verification.)

### C. Completed Contracts (Last 2 Years):

Client / Organization	Project Title / Description	Location	Start Date	Completion Date	Contract Value (PKR)	Work Completion Certificate Attached

**D. Supporting Documents Checklist (Attach Copies):**

<b>Document</b>	<b>Attached (Yes/No)</b>
Company Registration Certificate	
NTN and GST Registration Certificates	
Bank Letter / Certificate for active account	
Audited Financial Statements and Bank statement (Last 2–3 Years)	
PEC / SECP / Relevant License if applicable	
Equipment / Asset List	
List of Ongoing and Completed Projects	
Work Orders / Completion Certificates	

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**PRE-QUALIFICATION FOR REPAIR / MAINTENANCE OF MACHINERY,  
HARDWARE & IT EQUIPMENTS, FURNITURE AND FIXTURE AND TRANSPORT,  
COMPOSING, PROOF READING, TRANSLATION, DRIVER AND TRAINED MAN  
POWER FOR RUNNING PRINTING PRESS WORK/SERVICES OF NATIONAL  
LANGUAGE PROMOTION DEPARTMENT:**

Assessment criteria:

The Pre-qualification proposal will be evaluated as per the following criteria:

**Name of Firm:** \_\_\_\_\_.

**Category Applied:** \_\_\_\_\_.

Description	Total Marks	Marks Obtained
<b>Technical Weightage: 80 Marks</b>		
Experience related to the similar assignment	20	
Machinery/Tools/Equipment/Space/Expertise	20	
Assignments in Hand	10	
Managerial/Technical Capability	10	
Clientage	10	
Workshop Location	10	
<b>Financial /Commercial Weightage: 20 Marks</b>		
Annual Turnover supported by Income Tax Return	10	
Bank Statement of last two years	10	