

## **PRE-QUALIFICATION NOTICE**

**Pakistan Engineering Council (PEC)** referred as the Procuring Agency, in compliance with **PPRA Rules**, intends to pre-qualify reputable and experienced firms/vendors/service providers for the procurement of goods, accessories, execution of works, and provision of services, required at PEC Headquarters Ataturk Avenue East, Sector G-5/2, Islamabad and its Regional offices at Karachi, Lahore, Peshawar, Quetta and Multan. The vendors/firms/ service providers may apply for one or more categories as mentioned below:

<b>Description</b>	<b>Document No.</b>
<b>Pre-qualification of firms / vendors for</b>	
1 Air Ticket Reservation	Annex-I
2 Office & Computer Stationary	Annex-II
3 Printing Services	Annex-III
4 General Order Suppliers	Annex-IV
5 Rent a Car Services	Annex-V
6 Security Services	Annex-VI
7 Janitorial Services	Annex-VII
8 Hiring of Media Firms/Services	Annex-VIII
9 Repair & Maintenance Works of Buildings/Offices: Civil, Electrical, HVAC / Mechanical, Plumbing & Sanitary works, Furniture & Fixture works	Annex-IX
10 Repair & Maintenance of Vehicles	Annex-X

### **Guidelines:**

1. The prequalification documents are required to be submitted/reached in a sealed envelope upto **26 January, 2026 (02:00 pm)** at PEC Head office, Ataturk Avenue (East) G-5/2, Islamabad.
2. Interested parties are required to submit **separate proposals for anyone or more categories** for which they intend to apply. Each envelope must be **clearly marked with the relevant category**.
3. Pre-qualification documents containing terms and conditions can be downloaded from PEC ([www.pec.org.pk](http://www.pec.org.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) websites.
4. Pre-qualification bids will be opened on the same day i.e **26 January, 2026 (02:30 pm)** at PEC Head Office, Islamabad.
5. PEC may accept / reject any or all prequalification in accordance with PPRA Rules.

**(Assistant Director Admin)**  
Pakistan Engineering Council  
Ataturk Avenue (East), G-5/2, ISLAMABAD  
Ph: 051-9201936 (Extn:232)

## PAKISTAN ENGINEERING COUNCIL (PEC)

### Pre-Qualification Document for Air Tickets Services from Travel Agencies

#### 1. Introduction

Pakistan Engineering Council (PEC), a statutory body constituted under the PEC Act 1976, intends to pre-qualify reputed and experienced travel agencies under framework agreement, for the provision of air ticketing and related travel services (domestic and international) for its members and employees. PEC has head office located at Islamabad having Regional and Branch offices throughout the country.

Only those travel agencies that meet the pre-qualification criteria set forth in this document shall be eligible to participate in the subsequent procurement process.

#### 2. Scope of Services

The selected travel agency (ies) will be responsible for providing comprehensive air travel services, including but not limited to:

- Issuance and booking of domestic and international air tickets.
- Providing 24/7 booking, confirmation, re-issuance services and urgent ticketing services (including weekends and holidays).
- Arranging hotel reservations, visa facilitation, travel insurance, and car rentals (if required).
- Facilitating refunds and cancellations as per airline policies.
- Providing monthly statements, reports, and GST/tax invoices etc.
- Ensuring credit facility as per agreed terms.

#### 3. Eligibility, Evaluation Criteria

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria Marks
Legal Status	Company/ AOP/Individual	Incorporation Certificate / Registration Certificate/ FBR Profile in which name of the business is mentioned	Minimum & Maximum 10 Marks
Experience	No of clients' i.e government/semi-government/autonomous/public sector organizations or corporate sectors.	List of clients with contact details	[No. of Clients] x 1 (Mark) (Minimum 6 and Maximum 15 Marks)
	3 Years of Experience to government/semi-government/autonomous/public sector organizations or corporate sectors.	Business Profile	[Relevant experience in years] x 2 (Marks) (Minimum 6 and Maximum 15 Marks)

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria Marks
Financial Soundness	Audited Financial Statements ( Minimum Net Worth Rs 20 million) OR Income Tax return (Minimum Net Worth/Assets Rs 20 million)	Audited Financial Statements of last 3 years OR Income Tax return of last 3 years	Financial Strength (Average Net Worth based on audited financial statement/Income tax return) The marks for each 10 million net worth = 5 marks. (Minimum 10 and Maximum 25 marks)
Compliances	Registered with FBR and Active Taxpayer List (Income Tax)	NTN No. and ATL status (Income Tax)	Minimum and Maximum Marks 5
	STRN (Registered in Sales Tax/Service tax)	STRN No. and ATL Status (Sales Tax/Service tax)	Minimum and Maximum marks 5
	Valid IATA accreditation (International Air Transport Association) membership	Valid IATA accreditation	Minimum and Maximum marks 5
	Affidavit of Non Black listing	Affidavit on Rs. 100 stamp paper for non black listing	Minimum and Maximum marks 5
Capacity	Dedicated staff for PEC and maintain a 24-hour customer support service (Physical/telephone/mobile/e mail).	List of Professional staff with relevant qualification and experience	[No. of Dedicated Staff] x 2 (Mark) (Minimum 2 and Maximum 5 marks)
	Offices (Islamabad/Rawalpindi mandatory)	List of Offices with details including locations	[No. of Offices] x 1 (Mark) (Minimum 1 and Maximum 5 marks)
	Availability of GDS Facility	GDS Certificate	Minimum and Maximum marks 5

Minimum qualifying score will be 60 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### 4. General Instructions

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal in accordance with PPRA Rules.
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

**PAKISTAN ENGINEERING COUNCIL**  
**PRE-QUALIFICATION BIDDING DOCUMENT FOR**  
**PROCUREMENT OF OFFICE STATIONERY & COMPUTER STATIONERY**

**a. INVITATION FOR PREQUALIFICATION**

Pakistan Engineering Council (PEC), a statutory body constituted under the PEC Act 1976, intends to pre-qualify reputed and experienced firms/vendors/suppliers under framework agreement, for supply of office stationery & computer stationery. PEC has head office located at Islamabad having Regional offices in Karachi, Lahore, Peshawar, Quetta and Multan.

**b. SCOPE OF PREQUALIFICATION**

Prequalified firms shall be eligible to participate in subsequent price-based bidding for the supply of:

**A. Office Stationery:**

S#	DESCRIPTION
01	Ball Point Piano/cliper Grip 0.8mm pkt Or equivalent
02	Binder Clip Diamond 19 mm, 25mm ,32 mm, 41 mm , 51mm Deli Pkt Or equivalent
03	Box File (Rex N/B)/(ALBA) 929 Blue-Black Or equivalent
04	Flapper ,Rexene 3"
05	File Separator ,Set of 25 Cosmo Pkt Or equivalent
06	Flag Color (Film index) 12 mm x 45 mm
07	Gems Clips/, (Three followers) 30mm Grash Pkt Or equivalent
08	Gum Stick /Glue stick - Dollor (20 G) UHU Orig(Pack of 12)Pkt
09	Highlighter Deli/Dallor/Mercury Or equivalent
10	Ink Pad Fine Quality Blue
11	Led Pencil 2 HB-5000 Goldfish Or equivalent
12	Marker Large Permanent Deli/Dollar Or equivalent
13	Marker Tempo/Mercury (Black+ Blue+ Red) *
14	Packing Tape Global tape 3"
15	Binding Tape (Black & Blue) 24+24 size (2 inch)
16	Paper Cutter Large with Grip
17	Punch Machine KW 912/OM-PM-6000 Medium Or equivalent
18	Pin Opener KW-triO Or equivalent
19	Eraser Pelikan SP30 Pkt Or equivalent
20	Writing Pad Lucky Large Imported paper Or equivalent
21	Writing Pad Lucky Small Imported paper Or equivalent

<b>S#</b>	<b>DISCRIPTION</b>
22	Stapler Pin 34/6 Dollar Box of 20 Or equivalent
23	Steel Scale Thick
24	Stapler Machine M & G with pin opner medium size staple pins opner are required Or equivalent
25	Stamp Pad Fine Quality Dollar or equivalent Or equivalent
26	Sharpener Steel C
27	Staplers Pin Large 23/24
28	File Box (Master Rex) Or equivalent
29	Uniball Eye UB-157(Black, Blue, Green & Red) Or equivalent
30	Gel ink Pen RG-100 (Black & Blue ) Or equivalent
31	Scissor (SENSA) Medium Or equivalent
32	Post Chit Pad Yellow 4"
33	Counter Pen M & G (Blue-24 & Black-12
34	Dock Folder Green (Fine Quality)
35	Dumper Roller (Okasia) Or equivalent
36	Log Book ( Tayyaba) Or equivalent
37	Punch Machine (Heavy Duty)
38	Register (Large-6,Medium-6 and Small-6) No of Leaves & Fine Paper
39	Rubber Band
40	Ring File
41	Tag Large(Fine Quality)
42	Tag Small (Fine Quality)
43	Thumb Pin Box
44	Table Set
45	Transparent Sheet
46	Transparent Tag
47	Transparent Tape Size 1"
48	Double Tape Large Size 2 "
49	Squash Tape Stand
50	Board Marker (Piano) Or equivalent
51	Protection Sheet (Packet of 100 sheets)

## B. Computer Stationery / IT Consumables

- Printer cartridges & toners. Detail is follows:

S#	DESCRIPTION	Brand
01	Color Ribbon XID-8100/8300	Matica
02	HP Toner 80-A	HP
03	HP Toner 76-A	HP
04	HP Toner 26-A	HP
05	HP Toner 136-A	HP
06	HP Toner 131-A (Color toner)	HP
07	HP Toner 410-A (Color toner)	HP
08	HP Toner 90-A	HP
09	HP Toner 201-A (Color toner)	HP
10	HP Toner 83-A	HP
11	HP Toner 202-A (Color toner)	HP
12	HP Toner 30-A	HP
13	HP Toner 05-A	HP
14	HP Toner 107-A	HP
15	HP Toner 145-A	HP
16	HP Toner 151-A	HP
17	HP Toner 53-A	HP
18	HP Toner 79-A	HP
19	Photocopier toner Kyocera 6110	Kyocera
20	Photocopier toner Canon NPG-51	Canon
21	Photocopier Color toner Canon NPG-67	Canon

*Note: The above list is not conclusive, any additional requirement may arise during the course of action.*

### c. Eligibility, Evaluation Criteria

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Legal Status</b>	Company/AOP/ Individual	Incorporation Certificate/ Registration Certificate/ FBR Profile in which name of the business is mentioned	Minimum and Maximum marks 10
<b>Experience</b>	No of clients' i.e government/semi-government/autonomous/public sector organizations or corporate sectors.	List of Clients with Contact details	[No. of Clients] x 1 Mark (Minimum 6 and Maximum 15 marks)
	3 Years of Experience to government/semi-government/autonomous/public sector organizations or corporate sectors.	Business Profile	[Relevant experience in years] x 2 Marks (Minimum 6 and Maximum 15 marks)

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Financial Soundness</b>	Audited Financial Statements (Minimum Net Worth Rs 10 million) OR Income Tax return (Minimum Net Worth/Assets Rs 10 million)	Audited Financial Statements of last 3 years OR Income Tax return of last 3 years	Financial Strength (Average Net Worth based on audited financial statement/Income tax return) The marks for each 5 million net worth = 5 marks. (Minimum 10 and Maximum 25 marks)
<b>Compliances</b>	Registered with FBR and Active Payer List (Income Tax)	NTN No. and ATL status	Minimum and Maximum marks 7
	STRN (Registered in Sales Tax/Service tax)	STRN No. and ATL Status	Minimum and Maximum marks 7
	Affidavit of Non-Black listing	Affidavit on Rs. 100 stamp paper for nonblack listing	Minimum and Maximum marks 6
<b>Capacity</b>	Factory / Warehouse / Store/Offices (Islamabad/Rawalpindi mandatory)	List of Offices with details including locations	No. of Store / Factory / Warehouse / Offices x 2 Marks (Minimum 2 and Maximum 10 marks)
	Distribution / Delivery mechanism	Own transport / third-party logistics arrangements	Per Transport vehicle 1 mark, (Minimum 1 mark Maximum 5 marks)

Minimum qualifying score will be 55 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

**d. General Instructions**

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal in accordance with PPRA Rules
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

**(Assistant Director Admin)**  
Pakistan Engineering Council  
Ataturk Avenue (East), G-5/2, ISLAMABAD  
Ph: 051-9201936 (Extn:232)

## PAKISTAN ENGINEERING COUNCIL

### PRE-QUALIFICATION DOCUMENT FOR PROVISION OF PRINTING SERVICES

#### **1. INVITATION FOR PREQUALIFICATION**

Pakistan Engineering Council (PEC), a statutory body constituted under the PEC Act 1976, intends to pre-qualify reputed and experienced firms/vendors/suppliers under framework agreement, for rendering of printing services. PEC has head office located at Islamabad having Regional offices in Karachi, Lahore, Peshawar, Quetta and Multan.

#### **2. SCOPE OF PREQUALIFICATION**

Prequalified firms shall be eligible to participate in subsequent price-based bidding for rendering printing services of the following:

- Envelopes in different sizes
- Letter Heads
- File Covers, File Folders
- Shields
- Books and Publications
- Newsletters
- Diaries & Calenders
- Certificates
- Banners
- Standees
- Handbags
- Panaflexs
- Photocopies
- Any additional printing requirements

*Note: The above list is not conclusive, any additional requirement may arise during the course of action.*

#### **3. Eligibility, Evaluation Criteria**

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
Legal Status	Company/AOP/Individual	Incorporation Certificate/ Registration Certificate/ FBR Profile in which name of the business is mentioned	Minimum and Maximum marks 10
Experience	No of clients' i.e government/semi-government/autonomous/public sector organizations or corporate sectors.	List of Clients with Contact details	[No. of Clients] x 1 Mark (Minimum 6 and Maximum 15 marks)
	3 Years of Experience to government/semi-government/autonomous/public sector organizations or corporate sectors.	Business Profile	[Relevant experience in years] x 2 (Marks) (Minimum 6 and Maximum 15 marks)

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
Financial Soundness	Audited Financial Statements (Minimum Net Worth Rs 10 million) OR Income Tax return (Minimum Net Worth/Assets Rs 10 million)	Audited Financial Statements of last 3 years OR Income Tax return of last 3 years	Financial Strength (Average Net Worth based on audited financial statement/Income tax return) The marks for each 5 million net worth = 5  (Minimum 10 and Maximum 25 marks)
Compliances	Registered with FBR and Active Payer List (Income Tax)	NTN No. and ATL status	Minimum and Maximum marks 7
	STRN (Registered in Sales Tax/ Service tax)	STRN No, and ATL Status	Minimum and Maximum marks 7
	Affidavit of Non Black listing	Affidavit on Rs. 100 stamp paper for non black listing	Minimum and Maximum marks 6
Capacity	Detail of Technical Staff	List of Technical / experienced staff having minimum 2 years' experience	No. of Technical / experienced Staff x 1 (Mark) (Minimum 1 and Maximum 5 marks)
	Offices (Islamabad/Rawalpindi mandatory)	List of Offices with details including locations (1 mark for each location)	[No. of Offices] x 1 (Mark)  (Minimum 1 and Maximum 5 marks)
	Supporting documents demonstrating capability and performance (Details of printing machinery, equipment)	Business Profile	Minimum 01 and Maximum marks 5

Minimum qualifying score will be 55 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### 4. General Instructions

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal in accordance with PPRA Rules.
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

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**PAKISTAN ENGINEERING COUNCIL (PEC)**  
**PRE-QUALIFICATION DOCUMENT FOR GENERAL ORDER SUPPLIES**

**1. Invitation for Prequalification**

Pakistan Engineering Council (PEC), a statutory body constituted under the PEC Act 1976, intends to pre-qualify reputed and experienced firms/vendors/suppliers under framework agreement, for general order supplies. PEC has head office located at Islamabad having Regional offices in Karachi, Lahore, Peshawar, Quetta and Multan. **The vendors/firms/ service providers may apply for one or more categories as mentioned below:**

**2. Scope of Prequalification**

The prequalification covers, but is not limited to, the supply of the following categories of items:

- General, Electrical and electronic items (e.g ACs, Heaters, Geysers, microwave ovens, kettles etc)
- Petty cash items
- Canteen Supplies

*Note: The above list is not conclusive, any additional requirement may arise during the course of action.*

**3. Eligibility, Evaluation Criteria**

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Legal Status</b>	Company/AOP/Individual	Incorporation Certificate/Registration Certificate/FBR Profile in which name of the business is mentioned	Minimum and Maximum marks 10
<b>Experience</b>	No of clients i.e government/semi-government/autonomous/public sector organizations or corporate sectors.	List of Clients with Contact details	[No. of Clients] x 1 (Mark) (Minimum 6 and Maximum 15 marks)
	3 Years of Experience to government/semi-government/autonomous/public sector organizations or corporate sectors.	Business Profile	Relevant experience in years x 2 Marks (Minimum 6 and Maximum 15 marks)
<b>Financial Soundness</b>	Audited Financial Statements (Minimum Net Worth Rs 2 million) OR Income Tax return (( Minimum Net Worth/Assets Rs 2 million)	Audited Financial Statements of last 3 years OR Income Tax return of last 3 years	Average Net Worth based on audited financial statement/Income tax return. The marks for each 1 million net worth = 5 marks. (Minimum 10 and Maximum 25 marks)
<b>Compliances</b>	Registered with FBR and Active Payer List (Income Tax)	NTN No. and ATL status	Minimum and Maximum marks 7
	STRN (Registered in Sales Tax/ Service tax)	STRN No, and ATL Status	Minimum and Maximum marks 7
	Affidavit of Non Black listing	Affidavit on Rs. 100 stamp paper for nonblack listing	Minimum and Maximum marks 6

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
Capacity	Factory / Warehouse / Store/Offices (Islamabad/Rawalpindi mandatory)	List of Offices with details including locations.	[No. of Factory/warehouse/store ] x 2 (Mark) (Minimum 2 and Maximum 10 marks)
	Distribution / Delivery mechanism	Own transport or third-party logistics arrangements	Per Transport vehicle 1 mark, (Minimum 1 mark Maximum 5 marks)

Minimum qualifying score will be 55 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### 4. General Instructions

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal in accordance with PPRA Rules
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

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**PAKISTAN ENGINEERING COUNCIL (PEC)**  
**PRE-QUALIFICATION DOCUMENT FOR RENT A CAR SERVICES**

**1. Invitation for Prequalification**

Pakistan Engineering Council (PEC), a statutory body constituted under the PEC Act 1976, intends to pre-qualify reputed and experienced firms/vendors/suppliers under framework agreement, for rendering rent a car services. PEC has head office located at Islamabad having Regional offices in Karachi, Lahore, Peshawar, Quetta and Multan.

**2. Scope of Services**

The pre-qualification covers provision of car rental services with and without drivers, including but not limited to:

- Daily, weekly, and monthly rental of vehicles
- Official duty travel within city limits
- Inter-city and long-distance travel
- Airport pickup and drop services
- Emergency and short-notice vehicle deployment
- Standby vehicles for official meetings, events, and inspections

*Note: The above list is not conclusive, any additional requirement may arise during the course of action.*

**3. Eligibility, Evaluation Criteria**

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Legal Status</b>	Company/AOP/Individual	Incorporation Certificate/Registration Certificate/FBR Profile in which name of the business is mentioned	Minimum and Maximum marks 6
<b>Experience</b>	No of clients' i.e government/semi-government/autonomous/public sector organizations or corporate sectors.	List of Clients with Contact details	[No. of Clients] x 1 Mark (Minimum 6 and Maximum 15 marks)
	3 Years of Experience to government/semi-government/autonomous/public sector organizations or corporate sectors.	Business Profile	[Relevant experience in years] x 1 Mark (Minimum 3 and Maximum 10 marks)
<b>Financial Soundness</b>	Audited Financial Statements ( Minimum Net Worth Rs 20 million) OR Income Tax return (( Minimum Net Worth/Assets Rs 20 million)	Audited Financial Statements of last 3 years OR Income Tax return of last 3 years	Average Net Worth based on audited financial statement/Income tax return. The marks for each 10 million net worth = 5 marks. (Minimum 10 and Maximum 25 marks)

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
Compliances	Registered with FBR and Active Payer List (Income Tax)	NTN No. and ATL status	Minimum and Maximum marks 7
	STRN (Registered in Sales Tax/ Service tax)	STRN No, and ATL Status	Minimum and Maximum marks 7
	Affidavit of Non Black listing	Affidavit on Rs. 100 stamp paper for non black listing	Minimum and Maximum marks 5
Capacity	Fleet Strength	List of fleet of Insured vehicles maximum 2 years old (sedans, SUVs, Hiace / Coasters)	$[\text{No. of Vehicles}] \times 1 \text{ (Mark)}$ (Minimum 5 and Maximum 10 marks)
	Offices (Islamabad/Rawalpindi mandatory)	List of Offices with details including locations (1 mark for each location)	$[\text{No. of Offices}] \times 1 \text{ (Mark)}$ (Minimum 1 and Maximum 5 marks)
	Drivers	List of Drivers with Valid driving licenses, Experience	$[\text{No. of Drivers}] \times 1 \text{ (Mark)}$ (Minimum 5 and Maximum 10 marks)

Minimum qualifying score will be 55 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### 4. General Instructions

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal in accordance with PPRA Rules
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

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 Pakistan Engineering Council  
 Ataturk Avenue (East), G-5/2, ISLAMABAD  
 Ph: 051-9201936 (Extn:232)

**PAKISTAN ENGINEERING COUNCIL (PEC)**  
**PRE-QUALIFICATION DOCUMENT**  
**FOR SECURITY SERVICES**

**1. INVITATION FOR PREQUALIFICATION**

Pakistan Engineering Council (PEC), a statutory body established under PEC Act, invites applications from reputable, licensed, and experienced security service providers under framework agreement for prequalification for the provision of security services. PEC has head office located at Islamabad having Regional and Branch offices throughout the country at PEC offices located across Pakistan.

The prequalification process shall be conducted in accordance with Public Procurement Rules, 2004 (PPRA) and PEC Procurement SOPs. Only prequalified firms shall be invited to participate in the subsequent bidding process.

**2. Scope of Services**

The scope includes, but is not limited to:

- Provision of 24/7 armed/unarmed security guards (as per requirement)
- Security supervisors and shift in-charges
- Access control, visitor management
- Patrolling of premises
- Protection of PEC assets and personnel
- Emergency response, Firefighting and incident reporting
- Coordination with local law enforcement agencies
- Compliance with PEC security protocols and SOPs

***Note: The above list is not conclusive, any additional requirement may arise during the course of action.***

**3. Eligibility, Evaluation Criteria**

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Legal Status</b>	Company	Incorporation Certificate	Minimum & Maximum 1 mark
	Registered with FBR and Active Payer List (Income Tax)	NTN No. and ATL status	Minimum & Maximum 1 mark
	STRN (Registered in Sales Tax/ Service tax)	STRN No. and ATL Status	Minimum & Maximum 1 mark
<b>Compliances</b>	Active Security Company License & Member of APSAA	Valid and active Security Company License from the relevant provincial/government authority (e.g., Directorate of Security & Emergency Services, Home Department) and certificate of APSAA	Minimum & Maximum 1 mark
	Affidavit of Non Black listing	Affidavit on Rs. 100 stamp paper for non black listing	Minimum & Maximum 1 mark
	Valid NOC of all Provinces, AJK, GB and ICT	NOC/Certificates	Minimum & Maximum 1 mark
	Compliance with Government Notifications	Compliance certificate for minimum wages notified by Government	Minimum & Maximum 1 mark

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
Experience	No of clients government/semi-government/autonomous/public sector organizations or corporate sectors	List of number of Clients with Contact details	[No. of Clients] x 1 (Mark) (Minimum 6 and Maximum 12 marks)
	3 Years of Experience to government/semi-government/autonomous/public sector organizations or corporate sectors.	Business Profile	[Relevant experience in years] x 2 (Marks) (Minimum 6 and Maximum 12 marks)
Financial Soundness	Audited Financial Statements (Minimum Net Worth Rs 30 million)	Audited Financial Statements of last 3 years	Financial Strength (Average Net Worth based on audited financial statement). The marks for each 10 million net worth = 5 marks. (Minimum 15 and Maximum 30 marks)
Manpower & Technical Capability	Detail of Supervisory Staff	List of Supervisory staff with relevant experience of Minimum 10 years.	[No. of Supervisory Staff] x 1 Mark (Minimum 10 and Maximum 20 marks)
	Offices	List of Offices with details including locations	[No. of Offices] x 1 (Mark) (Minimum 1 and Maximum 4 marks)
	Supporting documents demonstrating capability and performance (Ownership or access to essential security equipment)	Ownership or access to essential security equipment and CCTV surveillance system, communication devices, patrol vehicles, metal detectors etc.).	Minimum 10 and Maximum 15 marks

Minimum qualifying score will be 55 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### 4. General Instructions

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with PPRA Rules
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

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Ph: 051-9201936 (Extn:232)

**PAKISTAN ENGINEERING COUNCIL (PEC)**  
**PRE-QUALIFICATION DOCUMENT**  
**FOR JANITORIAL SERVICES**

**1. INVITATION FOR PREQUALIFICATION**

Pakistan Engineering Council (PEC), a statutory body established under PEC Act, invites applications from reputable and experienced Janitorial service providers under framework agreement for prequalification for the provision of Janitorial services. PEC has head office located at Islamabad having Regional and Branch offices throughout the country at PEC offices located across Pakistan.

The prequalification process shall be conducted in accordance with Public Procurement Rules (PPRA). Only prequalified firms shall be invited to participate in the subsequent bidding process.

**2. Scope of Services**

The scope includes, but is not limited to:

- Daily cleaning of offices, corridors, washrooms, staircases, lobbies and lifts etc.
- Dusting, sweeping, mopping and vacuuming etc.
- Waste collection and disposal.
- Cleaning of glass panels, windows, doors etc.
- Supply and use of approved cleaning materials and equipment's.
- Provision/supply of Indoor and outdoor plantation / gardening (seasonal and permanent).
- Provision of trained staff.
- Compliance with health, safety, and labor laws.

***Note: The above list is not conclusive, any additional requirement may arise during the course of action.***

**3. Eligibility, Evaluation Criteria**

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Legal Status</b>	Company	Incorporation Certificate	Minimum & Maximum 5 marks
<b>Experience</b>	No of clients government/semi-government/autonomous/public sector organizations or corporate sectors	List of Clients with Contact details	No. of Clients x 1 Mark (Minimum 6 and Maximum 12 marks)
	3 Years of Experience to government/semi-government/autonomous/public sector organizations or corporate sectors	Business Profile	[Relevant experience in years] x 2 Marks (Minimum 6 and Maximum 12 marks)

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Financial Soundness</b>	Audited Financial Statements (Minimum Net Worth Rs 5 million)	Audited Financial Statements of last 3 years	Financial Strength (Average Net Worth based on audited financial statement). The marks for each 1 million net worth = 2 marks. (Minimum 10 and Maximum 25 marks)
<b>Compliances</b>	Registered with FBR and Active Payer List (Income Tax)	NTN No. and ATL status	Minimum & Maximum 4 marks
	STRN (Registered in Sales Tax/ Service tax)	STRN No, and ATL Status	Minimum & Maximum 4 marks
	Affidavit of Non-Black listing	Affidavit on Rs. 100 stamp paper for non-black listing	Minimum & Maximum 4 marks
	Compliance with Government Notification	Compliance certificate for Minimum wages notified by Government	Minimum & Maximum 4 marks
<b>Capacity</b>	Detail of Supervisory Staff	List of Supervisory staff with relevant experience of minimum 5 years	[No. of Supervisory Staff] x 1 Mark (Minimum 7 and Maximum 15 marks)
	Offices (Islamabad/Rawalpindi mandatory)	List of Offices with details including locations (1 mark for each location)	[No. of Offices] x 1 Mark (Minimum 1 and Maximum 5 marks)
	Equip with Cleaning machinery	List of cleaning machinery	[No. of Machinery (Distinctive)] x 1 Mark (Minimum 4 and Maximum 10 marks)

Minimum qualifying score will be 55 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### 4. General Instructions

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with PPRA Rules
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

**(Assistant Director Admin)**  
 Pakistan Engineering Council  
 Ataturk Avenue (East), G-5/2, ISLAMABAD  
 Ph: 051-9201936 (Extn:232)

**PAKISTAN ENGINEERING COUNCIL (PEC)**  
**PRE-QUALIFICATION DOCUMENT**  
**FOR HIRING OF MEDIA FIRMS / SERVICES**

## **1. INVITATION FOR PRE-QUALIFICATION**

Pakistan Engineering Council (PEC), a statutory body established under PEC Act, intends to **pre-qualify reputable and experienced media firms / services** for provision of comprehensive media, communication, and publicity services for PEC Head Office and Regional Offices.

Pre-qualification is open to firms registered with relevant authorities and having proven experience in media handling, advertising, digital communication, and public relations.

## **2. SCOPE OF SERVICES**

The pre-qualified firms may be engaged, as and when required, for the following services:

### **i. Media & Advertising**

- Print media advertisements (national & regional)
- Electronic media advertisements (TV, radio)
- Outdoor media (billboards, banners, streamers)

### **ii. Digital & Social Media**

- Social media campaign planning & execution
- Content creation (graphics, videos, reels)
- Website & digital platform promotions
- Online reputation management

### **iii. Public Relations**

- Media liaison and coordination
- Press releases and press conferences
- Event coverage
- Crisis communication support

### **iv. Creative & Production**

- Graphic designing
- Audio/video production
- Photography, videography and editing
- Documentary / awareness campaign production

***Note: The above list is not conclusive, any additional requirement may arise during the course of action.***

### 3. Eligibility, Evaluation Criteria

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
Legal Status	Company/AOP/Individual	Incorporation Certificate/Certificate of Firm of Registrar/FBR Profile in which name of the business is mentioned	Minimum & Maximum 8 marks
Experience	No of Work Orders OR Service Level Agreements (SLA) with Clients	Number of Work Orders served (Above PKR 0.2 Million) over the last 03 years (please share client reference/POC) OR List of Clients with brief description of SLAs	Number of Work Orders served (Above PKR 0.2 Million) in last 03 years] x 1 OR Service Level Agreements (SLA) with Clients/ POC detail [Number of SLAs] x 1 (Minimum 6 & Maximum 15 marks)
	Company relevant experience in years to government/semi-government/autonomous /public sector organizations or corporate sectors.	Business Profile	Company relevant experience in years x 4 (Marks) (Minimum 12 Marks & Maximum 20 Marks) (Minimum 10 months will be rounded up to a year)
Financial Soundness	Audited Financial Statements (Minimum Net Worth Rs 2 million) OR Income Tax return (Minimum Net Worth/Assets Rs 2 million)	Audited Financial Statements of last 3 years OR Income Tax return of last 3 years	Financial Strength (Average Net Worth based on audited financial statement/Income tax return) The marks for each 1 million net worth = 5 marks. (Minimum 10 and Maximum 20 marks)
Compliances	Registered with FBR with Active Tax Payer List	NTN No. and ATL status	Minimum & Maximum 2 marks
	STRN (Registered in Sales Tax/ Service tax)	STRN No. and ATL Status	Minimum & Maximum 2 marks
	Accredited with All Pakistan Newspaper Society (APNS)/Any other valid certification	Relevant certification	Minimum & Maximum 2 marks
	Accredited with Pakistan Broadcaster Association (PBA)	Certificate of PBA	Minimum & Maximum 2 marks
	Affidavit of Non-Black listing	Affidavit on Rs. 100 stamp paper for non-black listing	Minimum & Maximum 2 marks
Human Resource Strength / Capacity	Detail of Technical Staff	List of Technical staff with relevant experience. (Minimum 02 years relevant experience)	Number of relevant Technical resources x 4 (Mark) (Minimum 12 & Maximum 20 marks)
	Offices /Work place	List of Offices /Work place with details including locations	[No. of Offices/workplace] x 2 (Mark) (Minimum 2 and Maximum 7 marks)

Minimum qualifying score will be 60 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### **4. General Instructions**

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with PPRA Rules
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

**(Assistant Director Admin)**  
Pakistan Engineering Council  
Ataturk Avenue (East), G-5/2, ISLAMABAD  
Ph: 051-9201936 (Extn:232)

## PAKISTAN ENGINEERING COUNCIL (PEC)

### Pre-Qualification Document for Repair & Maintenance Works of Buildings/Offices

#### 1. Invitation for Prequalification

Pakistan Engineering Council (PEC), a statutory body constituted under the PEC Act 1976, intends to pre-qualify reputed and experienced firms/vendors/suppliers under framework agreement, for Repair & Maintenance works. PEC has head office located at Islamabad having Regional offices in Karachi, Lahore, Peshawar, Quetta and Multan.

Only those firms that meet the pre-qualification criteria set forth in this document shall be eligible to participate in the subsequent bidding process, which may lead to the signing of a Framework Agreement which will remain valid for one year, which may be extended upto further two years as per PPRA rules.

#### 2. Scope of Prequalification

The pre-qualification is for the Repair & Maintenance as mentioned in below table. The interested parties may apply for one or more categories as mentioned below in table 1.1.

Sr#	Category of Repair & Maintenance	Items
1.	<b>Civil Works</b>	<ul style="list-style-type: none"> <li>• Repair of buildings, offices, washrooms</li> <li>• Masonry, plastering, tiling, flooring</li> <li>• Painting (interior/exterior), waterproofing</li> <li>• Minor civil modifications and renovations etc.</li> </ul>
2.	<b>Electrical Works</b>	<ul style="list-style-type: none"> <li>• Internal &amp; external wiring</li> <li>• Repair/maintenance of lights, fans, panels</li> <li>• UPS, generators, earthing &amp; cabling</li> <li>• Load balancing and fault rectification etc.</li> </ul>
3.	<b>HVAC / Mechanical</b>	<ul style="list-style-type: none"> <li>• Air conditioners (split, cassette, central)</li> <li>• Installation, servicing, gas charging</li> <li>• Preventive and corrective maintenance etc.</li> </ul>
4.	<b>Plumbing &amp; Sanitary</b>	<ul style="list-style-type: none"> <li>• Water supply &amp; drainage systems</li> <li>• Washroom fittings &amp; pipelines</li> <li>• Leakage detection and rectification, etc.</li> </ul>
5.	<b>Furniture &amp; Fixture works</b>	<ul style="list-style-type: none"> <li>• Carpentry works</li> <li>• Doors, windows, partitions, ceilings</li> <li>• Aluminum / glass works, etc.</li> </ul>

**Table 1.1**

**Note:** The above list is not conclusive, any additional requirement may arise during the course of action.

### 3. Eligibility, Evaluation Criteria

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Legal Status</b>	Company/AOP/Individual	Incorporation Certificate/Certificate of Firm of Registrar/FBR Profile in which name of the business is mentioned	Minimum & Maximum 10 marks
<b>Experience</b>	No of Work Orders government/semi-government/autonomous/public sector organizations or corporate sectors. OR Services, Service Level Agreements (SLA) with Clients	Number of Work Orders served (Above PKR 0.2 Million) over the last 03 years (please share client reference/POC) List of Clients with brief description of SLAs	Number of Work Orders served (Above PKR 0.2 Million) in last 03 years] x 1 OR Service Level Agreements (SLA) with Clients/ POC detail [Number of SLAs] x 1 (Minimum 6 marks Maximum 15 marks)
	Company relevant experience in years to government/semi-government/autonomous/public sector organizations or corporate sectors.	Business Profile	Company relevant experience in years x 4 (Marks) (Minimum 12 Marks & Maximum 20 Marks) (Minimum 10 months will be rounded up to a year)
<b>Financial Soundness</b>	Audited Financial Statements ( Minimum Net Worth Rs 2 million) OR Income Tax return (Minimum Net Worth/Assets Rs 2 million)	Audited Financial Statements of last 3 years OR Income Tax return of last 3 years	Financial Strength (Average Net Worth based on audited financial statement/Income tax return) The marks for each 1 million net worth = 5 marks. (Minimum 10 and Maximum 20 marks)
<b>Compliances</b>	Registered with FBR and Active Payer List (Income Tax)	NTN No. and ATL status	Minimum & Maximum 3 marks
	STRN (Registered in Sales Tax/ Service tax)	STRN No, and ATL Status	Minimum & Maximum 3 marks
	Affidavit of Non Black listing	Affidavit on Rs. 100 stamp paper for non black listing	Minimum & Maximum 3 marks
<b>Human Resource Strength / Capacity</b>	Detail of Technical Staff	List of Technical staff with relevant experience. (Minimum 02 years Technical experience)	Number of relevant Technical resources x 4 Mark (Minimum 12 marks Maximum 20 marks)
	Offices/Workshop/Work place (Islamabad/Rawalpindi mandatory)	List of Offices/Workshop/Work place with details including locations (1 mark for each location)	[No. of Offices] x 1 Mark (Minimum 1 and Maximum 6 marks)

Minimum qualifying score will be 60 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### **4. General Instructions**

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with PPRA Rules
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

**(Assistant Director Admin)**  
Pakistan Engineering Council  
Ataturk Avenue (East), G-5/2, ISLAMABAD  
Ph: 051-9201936 (Extn:232)

## PAKISTAN ENGINEERING COUNCIL (PEC)

### Pre-Qualification Document for Repair & Maintenance of Vehicles

#### 1. Invitation for Prequalification

Pakistan Engineering Council (PEC), a statutory body constituted under the PEC Act 1976, intends to pre-qualify reputed and experienced firms/vendors/suppliers under framework agreement, for Repair & Maintenance of vehicles. PEC has head office located at Islamabad having Regional offices in Karachi, Lahore, Peshawar, Quetta and Multan.

Only those firms that meet the pre-qualification criteria set forth in this document shall be eligible to participate in the subsequent bidding process, which may lead to the signing of a Framework Agreement which will remain valid for one year, which may be extended upto further two years with mutual consent as per PPRA rules.

#### 2. Scope of Prequalification

The pre-qualification is for the Repair & Maintenance of vehicles for below mentioned services.

- All kind of Repair & maintenance of vehicle including replacement of parts etc.  
Engine oil, tuning, brake service, denting & painting works etc.

**Note:** *The above work is not conclusive, any additional requirement may arise during the course of action.*

#### 3. Eligibility, Evaluation Criteria

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Legal Status</b>	Company/AOP/Individual	Incorporation Certificate/Certificate of Firm of Registrar/FBR Profile in which name of the business is mentioned	Minimum & Maximum 10 marks
<b>Experience</b>	No Of Work Orders government/semi-government/autonomous/public sector organizations or corporate sectors. OR Service Level Agreements (SLA) with Clients	Number of Work Orders served (Above PKR 0.2 Million) in last 03 years] x 1 OR Service Level Agreements (SLA) with Clients/ POC detail [Number of SLAs] x 1 (Minimum 6 marks Maximum 15 marks)	Number of Work Orders served (Above PKR 0.2 Million) in last 03 years] x 1 OR Service Level Agreements (SLA) with Clients/ POC detail [Number of SLAs] x 1 (Minimum 6 marks Maximum 15 marks)
	Company relevant experience in years to government/semi-government/autonomous/public sector organizations or corporate sectors.	Business Profile	Company relevant experience in years x 4 Marks (Minimum 12 Marks & Maximum 20 Marks) (Minimum 10 months will be rounded up to a year)

Description	Eligibility Criteria	Documents to be submitted	Evaluation Criteria
<b>Financial Soundness</b>	Audited Financial Statements ( Minimum Net Worth Rs 2 million) OR Income Tax return (Minimum Net Worth/Assets Rs 2 million)	Audited Financial Statements of last 3 years OR Income Tax return of last 3 years	Financial Strength (Average Net Worth based on audited financial statement/Income tax return) The marks for each 1 million net worth = 5 marks. (Minimum 10 and Maximum 20 marks)
<b>Compliances</b>	Registered with FBR and Active Payer List (Income Tax)	NTN No. and ATL status	Minimum & Maximum 3 marks
	STRN (Registered in Sales Tax/ Service tax)	STRN No, and ATL Status	Minimum & Maximum 3 marks
	Affidavit of Non Black listing	Affidavit on Rs. 100 stamp paper for non black listing	Minimum & Maximum 3 marks
<b>Human Resource Strength / Capacity</b>	Detail of Technical Staff	List of Technical staff with relevant experience. (Minimum 02 years Technical experience)	Number of relevant Technical resources x 4 (Mark) (Minimum 12 marks Maximum 20 marks)
	Offices/Workshop/Work place (Islamabad/Rawalpindi mandatory)	List of Offices/Workshop/Work place with details including locations (1 mark for each location)	[No. of Offices] x 1 (Mark) (Minimum 1 and Maximum 6 marks)

Minimum qualifying score will be 60 marks overall and for each eligibility criteria as mentioned above the Minimum marks is mandatory.

#### 4. General Instructions

- The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with PPRA Rules
- Submission of false or misleading information shall lead to disqualification.
- The frame work agreement will be valid for one year, which may be extended for further two years as per PPRA rules.

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