



Government of Pakistan
Ministry of Interior & Narcotics Control
National Forensics Agency, Islamabad

PREQUALIFICATION OF FIRMS / SUPPLIERS / CONTRACTORS
FOR THE FOLLOWING CATEGORIES OF WORKS AND SERVICES
(Through Framework Agreement)

1. Repair & Maintenance of Official Vehicles
2. Event Management Services
3. Pre-qualification of firms for Repair & Maintenance / Alteration of Office Building and labs
4. Pre-qualification of firms for Supply /Installation of Lab equipment
5. Pre-qualification of firms for Supply /Installation of Lab furniture
6. Pre-qualification of firms for repair and maintenance of Lab Equipment, mechanical items and Calibration of Equipment installed.
7. Pre-qualification of firms for supply of consumables for Toxicology Lab
8. Pre-qualification of firms for supply of consumables for DNA Lab
9. Pre-qualification of firms for supply of consumables for Explosive Lab
10. Pre-qualification of firms for supply of consumables for Finger Print Lab
11. Pre-qualification of firms for supply of consumables for Fire Arm Tool Mark Lab
12. Pre-qualification of firms for supply of consumables for Narcotics Lab
13. Pre-qualification of firms for supply of consumables for Questioned Document Lab
14. Pre-qualification of firms for supply of consumables for Crime Scene Investigation
15. Pre-qualification of firms for supply of consumables for Pathology Lab

As Per PPRA Standard Format

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SECTION I – INVITATION TO BIDS
National Forensics Agency, Islamabad
Prequalification of Firms
(2025-26)

Bid No.: NFA-SCM/PQ/2025-26/

Date: 15-01-2026

Introduction & Categories of Works/Services

The National Forensics Agency, Islamabad, Ministry of Interior & Narcotics Control, Government of Pakistan, invites sealed applications for prequalification from experienced, reputable, and financially stable firms/contractors/suppliers, duly registered with relevant tax and regulatory authorities.

The firms/contractors shall submit their proposals in sealed envelopes mentioning the category as per their expertise on the envelopes. The proposals without mentioning the category shall not be entertained by the procuring agency. Besides, firms/contractors applying against multiple categories shall submit separate envelope for each as mentioned in the prequalification document.

The purpose of this prequalification is to create a panel of eligible and technically competent firms for provision of goods, works, and services required under the operational mandate of the agency during the Financial Year 2025–26.

The categories of works/services for which prequalification through framework agreement is sought are as follows:

1. **Repair & Maintenance of Official Vehicles** (engine overhauling, denting/painting, genuine spare parts supply, mechanical/electrical works, oil & lubricants, tire replacement, etc.).
2. **Event Management Services** (conference/seminar organization, venue arrangements, multimedia and sound systems, décor, branding, catering, registration and guest management, logistics support, printing & promotional materials, etc.).
3. **Pre-qualification of firms for Repair & Maintenance / Alteration of Office Building and labs** (Repair & maintenance of Washrooms, Offices, Labs, electrical, paint work, ACs and office furniture etc.).
4. **Pre-qualification of firms for Supply /Installation of Lab equipment**
5. **Pre-qualification of firms for Supply /Installation of Lab furniture**
6. **Pre-qualification of firms for repair and maintenance of Lab Equipment, mechanical items and Calibration of Equipment installed.**
7. **Pre-qualification of firms for supply of consumables for Toxicology Lab**
8. **Pre-qualification of firms for supply of consumables for DNA Lab**
9. **Pre-qualification of firms for supply of consumables for Explosive Lab**
10. **Pre-qualification of firms for supply of consumables for Finger Print Lab**
11. **Pre-qualification of firms for supply of consumables for Fire Arm Tool Mark Lab**
12. **Pre-qualification of firms for supply of consumables for Narcotics Lab**
13. **Pre-qualification of firms for supply of consumables for Questioned Document Lab**
14. **Pre-qualification of firms for supply of consumables for Crime Scene Investigation**
15. **Pre-qualification of firms for supply of consumables for Pathology Lab**

Procurement Rules Reference (PPRA, 2004)

The procurement process shall be governed under the provisions of the Public Procurement Rules, 2004 (as amended from time to time), issued by the Public Procurement Regulatory Authority (PPRA), Government of Pakistan.

- The principles of **fairness, transparency, economy, efficiency, and value-for-money** shall be strictly followed.
- Participation is open to all **eligible bidders** as defined under Rule
- No bidder/firm shall be discriminated against on the basis of, location, or background, or any other point provided they fulfill the eligibility requirements and evaluation criterion.

Source of Funds & Payment Terms

The Procuring Agency confirms that:

- Funds have been duly allocated under the budgetary provisions of National Forensics Agency for the financial year 2025–26.
- All payments to the prequalified firms shall be made in accordance with Government of Pakistan financial rules and procedures.
- Payments shall be released only upon satisfactory completion of services/supply as certified by the inspection/technical committee of the agency.
- No advance payment shall be made.
- The Procuring Agency reserves the right to withhold payment in case of unsatisfactory or delayed performance.

Application Procedure & Deadline

- Interested bidders/Firms may obtain the Prequalification Documents from PPRA website (www.ppra.org.pk) and procuring agency's website (www.nfa.gov.pk).
- The complete proposals, duly filled and accompanied with all mandatory documents (company profile, incorporation certificate, NTN/GST registration, PEC/Chamber registration where applicable, proof of financial standing, past experience, and bid security), must be produced to procuring agencies on or before **30th January, 2026 at 03:00 PM**.
- The proposals will be opened on the same day at 03:30 PM at the address mentioned below, in the presence of bidders/firms or their authorized representatives who choose to attend.
- Late submissions shall not be entertained and will be rejected automatically by the system.
- Incomplete applications or those not submitted in accordance with prescribed instructions shall be considered non-responsive.

Bid Security Requirement

- Applications must be accompanied by a single Bid Security/Pay Order/CDR of PKR 1,000,000/- (Rupees One Million only) **in favor of National Forensics Agency**. Single bid security shall be applicable for multiple categories.

- The bid security must be issued from a **scheduled bank operating in Pakistan**.
- Applications submitted without bid security or with insufficient/invalid bid security shall be **summarily rejected**.
- The bid security of unsuccessful applicants shall be returned after completion of the prequalification process, whereas that of successful applicants shall be retained.

Procuring Agency's Rights

- The Procuring Agency reserves the right to accept or reject any or all applications at any stage of the procurement process without incurring any liability, as provided under Rule 33 of the PPRA Rules, 2004.
- Reasons for rejection shall be communicated to the concerned applicants upon request, as per applicable rules.
- The Procuring Agency also reserves the right to:
 - i. Annul the prequalification process and re-initiate it.
 - ii. Vary the scope of categories depending on operational requirements.
 - iii. Call for clarification or additional information from applicants.
 - iv. Disqualify any firm found to have engaged in fraudulent, collusive, coercive, or obstructive practices.

Pre-Bid Meeting

Prospective bidders/Firms requiring any clarification regarding the contents of the Prequalification Document may join the Pre-bid Meeting.

A Pre-Bid Meeting shall be held on **26-01-2026 at 11:00AM** at the Procuring Agency's premises to address queries from applicants. The Procuring Agency shall prepare written minutes of the Pre-Bid Meeting, including all clarifications, amendments, or additional information provided. These shall be made available on the **PPRA website** and **procuring agency's website** within a reasonable time.

Address for Submission & Opening

The Director General
 National Forensics Agency
 Plot No.1, 2,27 & 28 Opposite Police Lines, H-11/4, Islamabad
 Tel: 051-9257807
 Fax: 051-9257803

SECTION II – INSTRUCTIONS TO BIDDERS (ITB)

These Instructions to Bidders (ITB) are based on **PPRA Standard Bidding Document** and adapted for the prequalification process.

A. INTRODUCTION

1. Scope of Prequalification

The Procuring Agency, as indicated in the Bid Data Sheet (BDS), invites proposals for prequalification for categories listed in Section I. The prequalified firms will be eligible to participate in subsequent procurement opportunities during FY 2025-26.

2. Source of Funds

The Procuring Agency has allocated funds from the Federal budget for FY 2025-26 to finance the cost of procurement for these categories.

3. Eligible Bidders/Firms

3.1 Bidder may be natural persons, registered companies, firms, or public/semi-public agencies of Pakistan. Foreign firms may apply in joint ventures with locally registered firms as per PPRA rules.

3.2 The bidders must have valid registration with **Income Tax (NTN) and Sales Tax (STRN)** departments and must be on **Active Taxpayers List (ATL)** of FBR.

3.3 Applicants must not be blacklisted or involved in litigation with any government or private organization. It should be on Stamp paper/Notary Public.

3.4 Joint ventures/consortia must submit a formal agreement on judicial paper along with nomination of Lead Member.

4. Eligible Goods & Services

All goods and related services must originate from eligible countries as defined in Section IV (Eligible Countries).

5. Cost of Bidding

The proposals shall bear all costs associated with the preparation and submission of its application. The Procuring Agency shall not be liable for such costs.

SECTION III – BID DATA SHEET (BDS)

The following specific data for the services/goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB).

ITB Clause	Description
ITB 1	Procuring Agency: National Forensics Agency, Ministry of Interior & Narcotics Control, Government of Pakistan
ITB 2	Name of Project: Prequalification of Firms for FY 2025-26.
ITB 3	Source of Funds: Federal Budget.
ITB 4	Eligible Applicants: As defined in ITB 3 and PPRA Rules.
ITB 19.1	Deadline for Submission of Applications: 30th January 2026 at 03:00 PM.
ITB 19.2	Address for Submission: Deputy Director (Admin), National Forensics Agency.
ITB 20.1	Opening of Applications: 30th January 2026 at 03:30 PM at the same address.
ITB 21.1	Bid Security: PKR 1,000,000 in shape of Pay Order/CDR in favor of National Forensics Agency
ITB 24.1	Validity of proposals: Up to 30 th June 2026, extendable as per framework agreements.

SECTION IV – ELIGIBLE COUNTRIES

All countries as per PPRA guidelines are eligible, unless restricted by Government of Pakistan regulations and rules.

SECTION V – SCHEDULE OF REQUIREMENTS / MANDATORY AND ELIGIBILITY / QUALIFICATION CRITERIA

Category 1: Repair & Maintenance of Official Vehicles through Framework Agreement

1. Preventive and Corrective Maintenance

- i. Routine servicing (oil changes, filters, brake checks, tuning, etc.).
- ii. Corrective repairs for identified mechanical and electrical issues.

2. Supply and Installation of Genuine Spare Parts

- i. Only OEM (Original Equipment Manufacturer) or approved equivalent parts.
- ii. Warranty/guarantee on supplied parts.

3. Emergency Breakdown Support within 24 Hours

- i. On-site assistance or towing services.
- ii. 24/7 availability (hotline or dedicated contact).

4. Accident & Body Repair Services

- i. Denting, painting, upholstery repair, and glass replacement.
- ii. Restoration to roadworthy condition.

5. Diagnostic & Testing Facilities

- i. Computerized engine diagnostics and error code scanning.
- ii. Battery, suspension, brake, and emission testing.

6. Maintenance Record Keeping

- i. Vehicle-wise logbooks for services, repairs, and spare parts used.
- ii. Periodic reporting to the client for audit and monitoring.

7. Warranty on Workmanship

- i. Minimum 3–6 months' warranty on major repairs and overhauls.

8. Qualified Technical Staff

- i. Availability of trained mechanics, electricians, and diagnostic technicians.
- ii. Periodic skill enhancement training for staff.

9. Genuine Lubricants & Consumables

- i. Approved engine oils, coolants, transmission fluids, brake fluids.

10. Fleet Inspection & Preventive Advisory

- i. Quarterly health check reports for all vehicles.
- ii. Advisory notes for proactive maintenance to avoid breakdowns.

Category 2: Event Management Services through Framework Agreement

1. Event Planning & Concept Development

- i. Designing event themes, concepts, and agendas.
- ii. Protocol alignment for government and corporate events.

2. Venue Management & Setup

- i. Venue booking, hall setup, and stage construction (if required).
- ii. Seating arrangements, VIP enclosures, and green rooms (if required).

3. Audio-Visual & Technical Arrangements

- i. Professional sound systems, stage lighting, LED screens, and projectors (if required).
- ii. Live streaming, photography, and videography services (if required).

4. Protocol & Guest Management

- i. Designing, printing, and dispatching invitations.
- ii. Reception desks, ushers, and VIP guest handling.

5. Branding & Promotional Material

- i. Event backdrops, standees, banners, and signage.
- ii. Printing of brochures, folders, badges, and event kits.

6. Catering & Hospitality Services

- i. Tea breaks, lunches, dinners, and refreshments.
- ii. VIP/foreign delegation menu customization.

7. Logistics & Transport Support

- i. Shuttle services and transport arrangements for guests and staff.
- ii. Secure movement of event materials and equipment.

8. Security & Safety Arrangements

- i. Coordination with law enforcement/security agencies.
- ii. Fire safety, crowd control, and first-aid services.

9. Interpretation & Translation Facilities

- i. Simultaneous interpretation equipment and services.
- ii. Translators for multilingual events.

10. Post-Event Services

- i. Event documentation, photography, and highlight videos.
- ii. Feedback collection and post-event reports for client record.

Category 3: Pre-qualification of firms for Repair & Maintenance/ Alteration of Office Building and labs through Framework Agreement (Repair & maintenance of Washrooms, Offices, Labs, electrical, paint work, ACs and office furniture etc.).

1. Repair & Maintenance Work

- i. Routine repair and maintenance of building structure, walls, ceilings, and flooring.
- ii. Repair/replacement of doors, windows, locks, handles, hinges, and glass panels.
- iii. Seepage and leakage treatment on roofs, walls, and washrooms.
- iv. Repair and maintenance of sanitary fittings, plumbing lines, and drainage systems.
- v. Masonry, plaster, and patch works as required for upkeep of the facility.
- vi. Re-grouting of tiles, replacement of damaged floor and wall tiles.
- vii. Roof waterproofing, floor levelling, and other surface maintenance works.

2. Alteration and Renovation Work

- i. Structural alterations and partitioning of office or laboratory spaces as per approved layouts.
- ii. Construction or modification of cabins, store rooms, workstations, and laboratory benches.
- iii. False ceiling installation, gypsum board works, and decorative ceiling treatments.
- iv. Installation or replacement of wall paneling, partitions, and doors to improve space utilization.
- v. Minor civil works for expansion or reconfiguration of existing rooms and corridors.

3. Finishing & Interior Improvement Works.

- i. Painting, distempering, polishing, and surface finishing of walls, ceilings, and woodwork.
- ii. Renovation of internal and external surfaces with approved quality materials.
- iii. Installation and maintenance of vinyl flooring, ceramic tiles, and other surface finishes.
- iv. Woodwork, carpentry, and joinery works for office furniture, counters, and fittings.
- v. Repair or refurbishment of laboratory counters, cabinets, and storage units.

4. Any other work as and when required

Category 4: Pre-qualification of firms for Supply / Installation of Lab equipment through Framework Agreement.

1. Supply of Machinery, Equipment & Items.

- i. Supply of office and IT equipment including computers, printers, scanners, and peripherals.
- ii. Supply of electrical items such as LED lights, fans, switches, circuit breakers, cables, etc.
- iii. Provision of mechanical tools, workshop instruments, and hardware materials.
- iv. Supply of office and laboratory furniture including workstations, cabinets, tables, and chairs.
- v. Provision of miscellaneous items required for office and laboratory operations.
- vi. All supplied items must be new, branded, and covered under manufacturer's warranty.

2. Provision of Genuine Spare Parts

- i. Provision and installation of Original Equipment Manufacturer (OEM) spare parts only.
- ii. Proper labeling, documentation, and authentication of replaced components.
- iii. Minimum 6 months' warranty on all replaced or repaired parts.
- iv. Extended warranty arrangements for major components wherever applicable.

3. Emergency Breakdown & 24/7 Support

- i. Immediate response for critical failures (e.g., generators, electrical panels).
- ii. Availability of emergency contact/helpline.

4. Qualified Technical Staff

- i. Well trained technicians.
- ii. Safety-trained personnel for high-voltage/electrical works.

5. Preventive Maintenance Contracts

- i. Scheduled servicing contracts to ensure uptime of critical equipment.
- ii. Regular inspection visits and performance checks.

6. Safety & Compliance Assurance

- i. Compliance with PEC (Pakistan Engineering Council), IEC, and NFPA standards.
- ii. Provision of safety certifications after electrical works.

7. Energy Optimization & Efficiency Improvement

- i. Advisory services for reducing energy consumption.
- ii. Retrofitting old systems with modern, efficient technology.

8. Maintenance Logs & Reporting

- i. Equipment-wise service and calibration records.

Category 5: Pre-qualification of firms for Supply / Installation of Lab furniture through Framework Agreement.

1. Supply of Machinery, Equipment & Items.

- i. Supply and installation of laboratory furniture, including laboratory benches, worktables, reagent racks, storage cabinets, and shelving units.
- ii. Provision of specialized laboratory furniture such as chemical-resistant worktops, sink units, fume hood base cabinets, and instrument tables, as required.
- iii. Provision of storage solutions for consumables, samples, and equipment, including safety cabinets and drawers.
- iv. All laboratory furniture shall be constructed from durable, corrosion-resistant, and chemical-resistant materials, suitable for laboratory environments.
- v. All supplied laboratory furniture shall be new, of approved quality, and covered under the manufacturer's warranty.

2. Qualified Technical Staff

- i. Well trained technicians.
- ii. Safety-trained personnel for high-voltage/electrical works.

3. Preventive Maintenance Contracts

- i. Scheduled servicing contracts to ensure uptime of critical equipment.
- ii. Regular inspection visits and performance checks.

4. Safety & Compliance Assurance

- i. Compliance with PEC (Pakistan Engineering Council), IEC, and NFPA standards.
- ii. Provision of safety certifications after electrical works.

Category 6: Pre-qualification of firms for Repair & Maintenance and Calibration of Machinery & Equipment installed at forensic labs through Framework Agreement.

1. Calibration, Testing & Maintenance Services of Forensic Equipment

- i. Routine preventive maintenance of specialized forensic laboratory equipment—including DNA analyzers, GC-MS/LC-MS, FTIR, comparison microscopes, ballistic identification systems, digital forensics hardware, and chromatography systems—as per OEM-approved schedules to ensure uninterrupted analytical operations.
- ii. Diagnosis and troubleshooting of technical faults in forensic instruments, replacement of defective components (optical, mechanical, electronic, and digital modules), recalibration after repairs, and full restoration of equipment performance as per original specifications.
- iii. Execution of AMCs covering essential forensic laboratory systems such as toxicology analyzers, DNA sequencers, QD examination systems, AFIS modules, spectrum analyzers, and cyber forensics devices, ensuring priority support, timely service visits, and availability of genuine spare parts.
- iv. Scheduled inspection of sensitive forensic instruments—including microscopes, spectrometers, digital imaging systems, electrophoresis units, fume hoods, and biosafety cabinets—along with deep cleaning, lubrication, stability testing, and functional verification to ensure optimal operational efficiency.
- v. Repair, maintenance, and refurbishment of laboratory benches, chemical-resistant worktops, fume hoods, storage cabinets, evidence lockers, and specialized lab furniture including re-coating, polishing, alignment, and structural reinforcement.

- vi. Conducting electrical load assessments for high-sensitivity forensic equipment, insulation resistance tests for instruments, earthing verification, and compliance-based calibration of power supplies, stabilizers, UPS systems, and environmental control units used across forensic labs.
 - vii. Energy efficiency evaluation of laboratory equipment such as incubators, PCR machines, refrigeration units, accompanied by detailed reporting, recommendations, and optimization plans to reduce operational costs.
2. **Provision of Genuine Spare Parts**
 - i. Provision and installation of Original Equipment Manufacturer (OEM) spare parts only.
 - ii. Proper labeling, documentation, and authentication of replaced components.
 - iii. Minimum 6 months' warranty on all replaced or repaired parts.
 - iv. Extended warranty arrangements for major components wherever applicable.
 3. **Emergency Breakdown & 24/7 Support**
 - i. Immediate response for critical failures (e.g., generators, electrical panels).
 - ii. Availability of emergency contact/helpline.
 4. **Qualified Technical Staff**
 - i. Well trained technicians.
 - ii. Safety-trained personnel for high-voltage/electrical works and must provide training certificates of staff.
 5. **Preventive Maintenance Contracts**
 - i. Scheduled servicing contracts to ensure uptime of critical equipment.
 - ii. Regular inspection visits and performance checks.

Category 7: Pre-qualification of firms for Supply of Consumables for Toxicology lab through Framework Agreement.

1. **Forensic Discipline-Specific Consumables**
 - i. Toxicology / Narcotics Lab: Analytical reagents, solvents, chromatography columns, filters, and sample preparation kits.
2. **Quality & Standards Compliance**
 - i. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
 - ii. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
 - iii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
 - iv. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.
3. **Delivery & Packaging Requirements**
 - i. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.
 - ii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
 - iii. Maintenance of inventory logs and delivery challans for traceability.
 - iv. Replacement of any damaged or expired items at no additional cost to NFA.
 - v. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- i. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- ii. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- iii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- iv. Strict compliance with laboratory safety and environmental regulations.

Category 8: Pre-qualification of firms for Supply of Consumables for DNA lab through Framework Agreement.

1. Forensic Discipline-Specific Consumables

- i. DNA / Serology Lab: Extraction kits, PCR reagents, Elisa Drug kits, buffers, pipette tips, microtubes, and electrophoresis materials.

2. Quality & Standards Compliance

- v. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
- vi. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
- vii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
- viii. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.

3. Delivery & Packaging Requirements

- vi. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.
- vii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
- viii. Maintenance of inventory logs and delivery challans for traceability.
- ix. Replacement of any damaged or expired items at no additional cost to NFA.
- x. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- v. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- vi. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- vii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- viii. Strict compliance with laboratory safety and environmental regulations.

Category 9: Pre-qualification of firms for Supply of Consumables for Explosive labs through Framework Agreement.

1. Forensic Discipline-Specific Consumables

- i. Explosives & Chemical Analysis Lab: Test kits, indicators, filters, and reference compounds.

2. Quality & Standards Compliance

- i. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
- ii. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
- iii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
- iv. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.

3. Delivery & Packaging Requirements

- i. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.
- ii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
- iii. Maintenance of inventory logs and delivery challans for traceability.
- iv. Replacement of any damaged or expired items at no additional cost to NFA.
- v. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- i. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- ii. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- iii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- iv. Strict compliance with laboratory safety and environmental regulations.

Category 10: Pre-qualification of firms for Supply of Consumables for Finger Print labs through Framework Agreement.

1. Forensic Discipline-Specific Consumables

- i. Fingerprint powders, lifting tapes, ninhydrin sprays, reagents, and paper testing materials

2. Quality & Standards Compliance

- i. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
- ii. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
- iii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
- iv. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.

3. Delivery & Packaging Requirements

- i. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.
- ii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
- iii. Maintenance of inventory logs and delivery challans for traceability.
- iv. Replacement of any damaged or expired items at no additional cost to NFA.
- v. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- i. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- ii. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- iii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- iv. Strict compliance with laboratory safety and environmental regulations.

Category 11: Pre-qualification of firms for Supply of Consumables for Fire Arm Tool Mark labs through Framework Agreement.

1. Forensic Discipline-Specific Consumables

- i. Firearms & Toolmarks Lab: Cleaning agents, ballistic gel, targets, and comparison microscope accessories

2. Quality & Standards Compliance

- i. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
- ii. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
- iii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
- iv. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.

3. Delivery & Packaging Requirements

- i. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.
- ii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
- iii. Maintenance of inventory logs and delivery challans for traceability.
- iv. Replacement of any damaged or expired items at no additional cost to NFA.
- v. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- i. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- ii. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- iii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- iv. Strict compliance with laboratory safety and environmental regulations.

Category 12: Pre-qualification of firms for Supply of Consumables for Narcotics Lab through Framework Agreement.

1. Forensic Discipline-Specific Consumables

- i. Analytical reagents, solvents, chemical reference standards, Laboratory consumables (plastic ware, glass ware, filtration productions, etc.)

2. Quality & Standards Compliance

- i. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
- ii. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
- iii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
- iv. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.

3. Delivery & Packaging Requirements

- i. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.
- ii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
- iii. Maintenance of inventory logs and delivery challans for traceability.
- iv. Replacement of any damaged or expired items at no additional cost to NFA.
- v. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- i. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- ii. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- iii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- iv. Strict compliance with laboratory safety and environmental regulations.

Category 13: Pre-qualification of firms for Supply of Consumables for Questioned Document Lab through Framework Agreement.

1. Forensic Discipline-Specific Consumables

- i. Fingerprint powders, lifting tapes, ninhydrin sprays, reagents, and paper testing materials

2. Quality & Standards Compliance

- i. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
- ii. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
- iii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
- iv. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.

3. Delivery & Packaging Requirements

- i. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.
- ii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
- iii. Maintenance of inventory logs and delivery challans for traceability.
- iv. Replacement of any damaged or expired items at no additional cost to NFA.
- v. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- i. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- ii. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- iii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- iv. Strict compliance with laboratory safety and environmental regulations.

Category 14: Pre-qualification of firms for Supply of Consumables for Crime Scene Investigation through Framework Agreement.

1. Forensic Discipline-Specific Consumables

- i. Crime Scenes Kits, evidence collection and preservation materials

2. Quality & Standards Compliance

- i. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
- ii. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
- iii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
- iv. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.

3. Delivery & Packaging Requirements

- i. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.

- ii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
- iii. Maintenance of inventory logs and delivery challans for traceability.
- iv. Replacement of any damaged or expired items at no additional cost to NFA.
- v. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- i. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- ii. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- iii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- iv. Strict compliance with laboratory safety and environmental regulations.

Category 14: Pre-qualification of firms for Supply of Consumables for Pathology Lab through Framework Agreement.

1. Forensic Discipline-Specific Consumables

- i. Pathology / Biology Lab: Histology reagents, slides, embedding media, and staining materials.

2. Quality & Standards Compliance

- i. All consumables must conform to international laboratory standards (ASTM, ISO, EN, or equivalent).
- ii. Preference will be given to firms with ISO 9001 / ISO 13485 certification or equivalent quality assurance systems.
- iii. Each batch must be accompanied by a Certificate of Analysis (CoA), Material Safety Data Sheet (MSDS), and manufacturer's warranty (where applicable).
- iv. Firms must ensure safe handling, storage, and delivery of sensitive chemical materials in compliance with Hazardous Substances Transport Regulations.

3. Delivery & Packaging Requirements

- i. Timely delivery of required consumables to designated NFA laboratories on a need or call basis.
- ii. Proper packaging to prevent breakage, contamination, or leakage during transportation.
- iii. Maintenance of inventory logs and delivery challans for traceability.
- iv. Replacement of any damaged or expired items at no additional cost to NFA.
- v. Ability to provide emergency supplies on short notice during critical forensic operations.

4. Storage, Handling & Shelf Life

- i. Provision of consumables with sufficient remaining shelf life (minimum 80% of original shelf life at the time of delivery).
- ii. Temperature-controlled transportation where applicable (cold chain maintenance for reagents).
- iii. Clear labeling of expiry dates, lot numbers, and storage conditions.
- iv. Strict compliance with laboratory safety and environmental regulations.

SECTION V (A) – MANDATORY CRITERIA

The following criteria are mandatory. Non-compliance with **any one** will result in outright rejection of the application.

1. Legal Status & Registration

- Valid Certificate of Incorporation/Registration (SECP, Registrar of Firms, or relevant authority).
- Valid NTN (Income Tax) and STRN (Sales Tax).
- Active Taxpayer status (ATL) with FBR and must have professional tax certificate

2. Bid Security

- Submission of Bid Security of PKR **1,000,000** Rupees One Million Only (Pay Order/CDR) in favor of National Forensics Agency, Islamabad.

3. Non-Blacklisting

- Affidavit on Judicial Stamp Paper (notarized) confirming that the firm is **not blacklisted**, debarred, or involved in litigation with any Government/Semi-Government/Autonomous Body.

4. Submission Format

- Application must be submitted through **along-with** bid security in hard **copy (sealed envelope)** at Admin Office, NFA
- Application must be duly signed and stamped by an authorized representative.

5. Minimum Experience

- The interested bidder must have minimum three (03) years of relevant experience in the respective category.

Application must be duly signed and stamped by an authorized representative

SECTION V (B) – ELIGIBILITY / QUALIFICATION CRITERIA

Applicants meeting the mandatory criteria will be evaluated on the following basis:

Repair & Maintenance of Official Vehicles

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Relevant Experience with Government Department	Relevant experience in repair & maintenance of official vehicles (cars, jeeps, vans, motorcycles, etc) 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 50	50
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Human & Technical Resources	Qualified automobile engineers, mechanics, electricians, denting/painting staff; availability of diagnostic tools, scanners, lifts, and spare parts inventory. 1. Less than 5 staff, basic tools only = 5 2. 5–9 staff with moderate tools & spares = 10 3. 10–14 staff with dedicated workshop = 15 4. 15+ staff, full in-house workshop & spare parts = 20 5. Above 20 staff = 25	25
Total marks			100 Marks

Event Management Services

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Relevant Experience with Government Department	Relevant experience in event management (conferences, seminars, workshops, exhibitions, public events) 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. Above 10 years = 35	35
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 15 3. PKR 20–50 million = 25 4. Above PKR 50 million = 30	30
3	Human Resources	Qualified event staff; in-house/partnered event equipment (sound, stage setup, multimedia, lighting, décor, logistics). 1. 5 staff, only = 5 marks	35

		2. 5-9 staff, limited equipment = 15 3. 10-14 staff, moderate equipment = 25 4. 15-20 = 35 marks	
Total marks			100 Marks

Repair & Maintenance / Alteration of Office Building and Labs

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Overall Experience	Relevant experience in repair & maintenance of office equipment (printers, copiers, scanners, fax machines, IT peripherals, etc. 1. 3 years = 10 2. 3-5 years = 20 3. 6-10 years = 30	30
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5-10 million = 5 2. PKR 10-20 million = 10 3. PKR 20-50 million = 20 4. Above PKR 50 million = 25	25
3	Human & Technical Resources	Qualified technical staff. 1. Less than 5 staff, basic tools only = 5 2. 5-9 Skilled staff = 10 3. 10-14 Skilled staff = 15 4. 15+ staff, full in-house service center & spare parts inventory = 20	20
4	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 5 2. 2 references = 15 3. 3+ references = 25	25
Total Marks			100 Marks

Supply / Installation of Lab Equipment

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Overall Experience	Relevant experience in supply/installation of Lab equipment. 1. 3 years = 10 2. 3-5 years = 20 3. 6-10 years = 30	30
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5-10 million = 5 2. PKR 10-20 million = 10 3. PKR 20-50 million = 20 4. Above PKR 50 million = 25	25

3	Human & Technical Resources	Qualified technical staff, service engineers, availability of tools, diagnostic kits, spare parts, and service center facilities. 1. Less than 5 staff, basic tools only = 5 2. 5–9 staff with moderate tools & spares = 10 3. 10–14 staff with workshop facilities = 15 4. 15+ staff, full in-house service center & spare parts inventory = 20	20
4	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 5 2. 2 references = 15 3. 3+ references = 25	25
Total Marks			100 Marks

Supply/ Installation of Lab Furniture

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Overall Experience	Relevant experience in supply/installation of Lab furniture. 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30	30
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Human & Technical Resources	Qualified technical staff. 1. Less than 5 staff, basic tools only = 5 2. 5–9 Skilled staff = 10 3. 10–14 Skilled staff = 15 4. 15+ staff, full in-house service center & spare parts inventory = 20	20
4	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 5 2. 2 references = 15 3. 3+ references = 25	25
Total Marks			100 Marks

Repair & Maintenance of Lab Equipment, mechanical items and calibration of Lab Equipment.

Sr. No.	Description of Criteria	Criterion Likert scale	Marks Allocation
1	Overall Experience	Relevant experience in repair & maintenance and calibration of Lab equipment. 1. 3 years = 10 2. 3-5 years = 20 3. 6-10 years = 30	30
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5-10 million = 5 2. PKR 10-20 million = 10 3. PKR 20-50 million = 20 4. Above PKR 50 million = 25	25
3	Human & Technical Resources	Qualified technical staff, service engineers, availability of tools, diagnostic kits, spare parts, and service center facilities. Must provide training certificates of staff. 1. Less than 5 staff, basic tools only = 5 2. 5-9 staff with moderate tools & spares = 10 3. 10-14 staff with workshop facilities = 15 4. 15+ staff, full in-house service center & spare parts inventory = 20	20
4	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 5 2. 2 references = 15 3. 3+ references = 25	25
Total Marks			100 Marks

Provision of Consumables for Toxicology Lab

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for Toxicology Lab. 1. 3 years = 10 2. 3-5 years = 20 3. 6-10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5-10 million = 5 2. PKR 10-20 million = 10 3. PKR 20-50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 4. 1 reference = 15 5. 2 references = 25 6. 3+ references = 35	35
Total Marks			100 Marks

Provision of Consumables for DNA Lab

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for DNA Lab. 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 15 2. 2 references = 25 3. 3+ references = 35	35
Total Marks			100 Marks

Provision of Consumables for Explosive Lab

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for Toxicology Lab. 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 15 2. 2 references = 25 3. 3+ references = 35	35
Total Marks			100 Marks

Provision of Consumables for Finger print Lab

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for Finger print Lab. 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 15 2. 2 references = 25 3. 3+ references = 35	35
Total Marks			100 Marks

Provision of Consumables for Fire Arm Tool Mark Lab

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for Fire Arm Tool Mark Lab. 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 15 2. 2 references = 25 3. 3+ references = 35	35
Total Marks			100 Marks

Provision of Consumables for Narcotic Lab

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for Narcotics Lab. 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 15 2. 2 references = 25 3. 3+ references = 35	35
Total Marks			100 Marks

Provision of Consumables for Questioned Document Lab

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for Fire Arm Tool Mark Lab. 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 15 2. 2 references = 25 3. 3+ references = 35	35
Total Marks			100 Marks

Provision of Consumables for Crime Scene Investigation

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for Crime Scene Investigation . 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 15 2. 2 references = 25 3. 3+ references = 35	35
Total Marks			100 Marks

Provision of Consumables for Pathology Lab

Sr. No.	Criteria	Details / Requirements	Marks Allocation
1	Overall Experience	Relevant experience in provision of consumables for Pathology Lab . 1. 3 years = 10 2. 3–5 years = 20 3. 6–10 years = 30 4. More than 10 years = 40	40
2	Financial Capability	Average annual turnover for last 3 years (audited accounts or bank certificate). Bank Certificate confirming financial soundness is required. 1. PKR 5–10 million = 5 2. PKR 10–20 million = 10 3. PKR 20–50 million = 20 4. Above PKR 50 million = 25	25
3	Past Experience with Government sector	Satisfactory performance certificates from Government sector. 1. 1 reference = 15 2. 2 references = 25 3. 3+ references = 35	35
Total Marks			100 Marks

Applicants must secure at least 65 marks out of 100 to be declared prequalified.
Note: Passing of Mandatory Criteria is a precondition.

SECTION VI – STANDARD FORMS

Form A: Application Submission Form

(To be submitted on company letterhead)

Date: _____
Procurement Reference No.: _____

To: Director General,
National Forensics Agency,
Plot No. 1,2,27&28 Opposite Police Lines H-11/4,
Islamabad.

We, the undersigned, express our interest for prequalification in the category(ies) of _____. We hereby declare that all information and documents provided are true and correct. We confirm that our firm has not been blacklisted or involved in any litigation.

Authorized Signatory: _____
Name & Designation: _____
Seal/Stamp of Firm

Form B: Firm / Contractor Information Form

- Name of Firm/Company: _____
- Registered Address: _____
- NTN: _____ STRN: _____
- Year of Establishment: _____
- Nature of Business: _____
- Contact Person (Name, Designation, Mobile, Email): _____
- Ownership Details: _____

Form C: Financial Capability Form

- Bank Name & Branch: _____
- Account Title & No.: _____
- Certificate of Financial Standing (to be attached).

Form D: Relevant Experience

- List of similar contracts executed in last 5 years with Government / Semi-Government / Autonomous bodies / Private Sector of repute.
- Client Name, Scope of Work, Contract Value, Completion Date.
- Attach performance certificates/references.

Form E: Litigation/Blacklisting Declaration

(Stamp Paper, Notarized)

We hereby declare that our firm has not been blacklisted or involved in any litigation with any government or private organization in Pakistan or abroad.

Signed: _____

Name: _____

Designation: _____

Date: _____

SECTION VI – STANDARD FORMS

Instructions: All forms must be completed, signed and stamped by the authorized representative of the Applicant. Where space is insufficient, provide details on separate sheets and attach them as annexures. Copies of supporting documents (registration, tax certificates, work orders, completion certificates, bank statements, audited accounts, must be attached to the relevant forms.

FORM A — FORM OF PREQUALIFICATION APPLICATION

(To be submitted on the bidder/firm letterhead)

Date: _____

To:
To: Director General,
National Forensics Agency,
Plot No. 1,2,27&28 Opposite Police Lines H-11/4,

Islamabad

Dear Sir/Madam,

We, the undersigned, apply to be prequalified for: [insert categories: e.g., 1-Repair & Maintenance of Official Vehicles; 2-Event Management Services; ...].

We attach the completed forms, supporting documents and the Bid Security of PKR 500,000 (Pay Order / CDR) in favor of National Forensics Agency.

We confirm that the information given in this application and attachments is true, complete and accurate to the best of our knowledge and belief.

Name of Firm: _____

Authorized Signature: _____

Name & Title: _____

Stamp/Seal:

FORM B — BIDDER INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission]*

No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each member : <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> • Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. • In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 3.4. • Establishing that the Bidder is not under the supervision of the Procuring Agency
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

FORM B (1) — BIDDER'S JV MEMBERS INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture]].

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

FORM C — FORM OF QUALIFICATION INFORMATION

1. Name of Applicant (including JV members if any):
2. Head Office Address, Tel, Fax and Email:
3. Year of Establishment & Legal Status (Proprietorship/Partnership/Company):
4. Registration Details: NTN No: _____ STRN No: _____ ATL Status: _____
5. Principal Activities and Core Competencies (brief):
6. Number of full-time staff (technical & administrative):
7. List of key personnel proposed for work (names, qualifications, experience):
8. Plant, equipment and facilities available (list):
9. Annual Turnover for the last three fiscal years (attach audited accounts or bank certificate):
 - o Year 20XX-20XX: PKR _____
 - o Year 20XX-20XX: PKR _____
 - o Year 20XX-20XX: PKR _____
10. Bankers' name & branch (Bank Certificate to be attached):
11. Name & brief description of major contracts completed in last three years (use FORM C for details):
12. Litigation/Arbitration history (if any) — list cases and status:
13. Any blacklisting or debarment (if yes provide details)

FORM D — LETTER OF ACCEPTANCE

[Letter head paper of the Procuring Agency]

[date]

To: *[name and address of the Supplier]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm *[insert the name of the Appointing Authority]*, to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with **ITB 45.1**.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature: Name and

Title of Signatory: Name of Agency:

Attachment: Contract

Copy: Appointing Authority and Supplier

FORM E — BID SECURITY FORM

To: [name of the Procuring agency]

Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its Bid dated [date of submission of Bid] for the delivery of [name and/or description of the goods] (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE [name of Financial Institution] of [name of country], having our registered office at [address of Financial Institution] (hereinafter called "the Bank"), are bound unto [name of PA] (hereinafter called "the Procuring Agency") in the sum of [amount] for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bid
 - ((a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
 - (b) Disagreement to arithmetical correction made to the Bid price; or
 - (c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.
2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Bid Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name:..... in the capacity of signed

[Signature of the Bank]

Dated on day of 20

FORM F — BID SECURITY DECLARATION

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- (b) Disagreement to arithmetical correction made to the Bid price; or
- (c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of
[insert legal capacity of person signing the Bid Securing Declaration]

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the Bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

FORM G — MANUFACTURER'S AUTHORIZATION *(if applicable)*

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid submission]*

No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a Bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number:

Contract Value:

Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

[Buyer]

[Seller/Supplier]

Section VII – General Conditions of Contract (GCC)

1. Definitions

- *Procuring Agency* means National Forensics Agency.
- *Supplier/Contractor* means the firm prequalified and awarded a contract.
- *Goods/Services* include repair, maintenance, event management, supplies, and related services under the awarded category.

2. Pre-qualification Document Price

- No bid-processing fee is required.

3. Application

- GCC apply to all contracts awarded following this prequalification process.

4. Standards

- All goods/services must comply with approved specifications and standards in the later stage of Call for Quotation (CFQ).

5. Use of Contract Documents

- Supplier shall not disclose contract-related documents or data without prior approval.

6. Performance Security

- Required as per SCC, typically 10% of the contract price.

7. Inspections and Tests

- Procuring Agency may conduct inspections at supplier premises or on-site before acceptance.

8. Delivery and Services

- Delivery of goods and provision of services must be timely and in proper packaging / condition.

9. Warranty

- Supplier warrants goods and services are free of defects; minimum warranty period as per SCC.

10. Payment

- Payments made will be made to the qualified bidder once all the required tasks are completed and satisfactory report is produced to the procuring agency.

11. Prices

- Prices of the qualified bidder shall be in PKR and inclusive of all taxes.

12. Delays and Penalties

- Delays may attract liquidated damages as per SCC.

13. Termination

- Contracts may be terminated for default, insolvency, or convenience under written notice.

14. Force Majeure

- No penalties for delays caused by events beyond supplier's control.

15. Settlement of Disputes

- Disputes will be resolved amicably and will be addressed in the respective committee.

16. Physical Visit

- Procuring agency may conduct a visit of workshops before the prequalification of the firms for Repair & Maintenance of Official Vehicles.

Section VIII – Special Conditions of Contract (SCC)

1. Performance Security

- 10% of contract price in the form of CDR/Bank Guarantee/Insurance Bond.
- Valid till the execution / completion of the assigned task for supply of goods / services.

2. Delivery Locations

- National Forensics Agency, Plot No. 1, 2, 27 & 28 Opposite Police Lines, H-11/4, Islamabad.

3. Warranty

- Minimum 12 months for goods.
- Minimum 6 months for repair/maintenance services.

4. Provision of Calibration Certificate

- Firm shall provide certificate of calibration, which shall meet all local and international standards.

5. Payment Terms

- Payment within 30 days or upto the sanction fund available with the procuring agency.
- No advance payment.
- No Interim payments may be made for partial deliveries/services.

6. Liquidated Damages

- 0.05% of contract value per day of delay, up to 10% of total contract price.

7. Response Time

- Repair/maintenance calls must be responded to within 48 hours.
- Completion of service within 48 hours unless otherwise approved.

8. Dispute Resolution

- Dispute arose will be addressed in the respective committee being constituted by the procuring agency.

9. Integrity Pact

- Integrity Pact signed and submitted by the successful bidder is mandatory.