



TENDER NOTICE

Subject: PRE-QUALIFICATION OF FIRMS/VENDORS FOR REPAIRING AND MAINTENANCE WORKS DURING FINANCIAL YEAR 2024-25

Ministry of Commerce intends to invite proposal for pre-qualification of Firms/Vendors for following repair/maintenance work during **CFY 2024-25**.

- I. **Repair of Transport (Official Vehicles);**
- II. **Repair of Machinery & Equipment;**
- III. **Repair of Furniture & Fixture; and**
- IV. **Repair of Computer Equipments (Hardware & Software/IT equipments).**

2. The **Terms and Conditions** for pre-qualification of firms/vendors will be as under:-

- I. Firms shall have their own complete set up i.e. repair centers/workshops in Islamabad/Rawalpindi for repair/maintenance of specific fields indicated above;
- II. Firms shall be bound to provide services to Ministry of Commerce during CFY 2024-25 on immediate basis and even at odd hours.
- III. Firms must have General Sales Tax Registration, National Tax Number (NTN) and is on active taxpayer list (ATL) of FBR. The firm is also responsible to provide vendor number and bank account number etc.
- IV. Firms shall be bound to install genuine parts in each item of above fields. In case, the spare parts replaced are found sub-standard or second hand, the firms shall be struck off from panel of Ministry of Commerce and liable to be proceeded against as per PPRA Rules, 2004.
- V. Firms shall be bound to return the replaced/old spare items and shall be liable to give warranty of each item replaced or repaired. If the same defect arises again during warranty period, the firms shall be responsible to replace respective parts free of cost.
- VI. Successful bidder must take the items for repair at his own expense, if repair is required at the bidder's workshop, he will return it to Ministry of Commerce, Kohsar Block/Block-A, Pak. Secretariat at his own risk and cost.
- VII. The intending firms must provide a list of its clientele, relevant experience and past performance capabilities with respect to personnel machinery equipment and plant etc.
- VIII. The firms will provide an affidavit on Rs. 50/- stamp papers duly attested by the Oath Commissioner to the effect that firms/vendors have never been black listed by any Government Department(s) or has indulged in any kind of litigation with any Government Department(s).
- IX. The processing agency/Ministry of Commerce reserves the right to accept or reject (Wholly or partially) of any or all bids/proposal in accordance with Rule-33 of PPRA Rules-2004.
- X. As per Rule 36(a) of PPRA Rules-2004 single stage one envelop procedure will be adopted.

3. The proposals should reach to the office of the undersigned at **Room No. 427, 4th Floor, "A" Block, Pak-Secretariat, Islamabad** within 15 days from the date of publication of Pre-qualification Notice in the newspapers at 1100 hours and the same will be opened on the same date at 1200 hours.

4. Only pre-qualified Firms/Vendors will be eligible for award of repairing works, subject to lowest financial quotation/bid during **Current Financial Year 2024-25**.

(Muhammad Ali)
Section Officer (GA-I)
Tel: 051-9205745