

GOVERNMENT OF PAKISTAN  
Ministry of ECONOMIC AFFAIRS

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**BID INVITED ON PRE-QUALIFICATION NOTICE**

Ministry of Economic Affairs intends to pre-qualify workshop/firms/vendors registered with Sale Tax/Income Tax Department and are on Active Taxpayer List (ATL) of FBR having their own Offices at Islamabad or Rawalpindi / Stock/Manpower / Expertise in the following Repair/Maintenance/Services/Replacement of new parts during the financial year 2024-25 under Rule-15 read with Rule 42(a) and (b) of PP Rules, 2004 amended from time to time. Details are as under:

Sr. #	Pre-qualification Description	Bid Security/Earnest Money (Token) (not exceeding 5%)
1	Repair/ maintenance of official vehicles of different make such as Suzuki, Toyota, Honda & Motorcycles	Rs. 50,000/-
2	Repair/ maintenance of all type of Hardware i.e. computers, printers etc.	Rs. 27,250/-
3	Repair/ maintenance of IT Equipment i.e. Laptops, IT Server etc.	Rs. 31,750/-
4	Repair/ maintenance of Machinery & Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/ pedestal/ exhaust fans etc.	Rs. 48,600/-
5	Repair/ maintenance of furniture & fixture.	Rs. 37,250/-
6	Arrangements for working as well as Buffet Lunch, Dinner and Hi-Tea along with other related arrangements for multilateral and bilateral meetings with delegates	Rs. 741,000

2. The closing date for receiving of the bids will be on **19<sup>th</sup> August, 2024 at 11:00 AM**, and will be opened on the same date at **11:30 AM**, in the Committee Room 3<sup>rd</sup> Floor, C-Block, Pak. Secretariat Islamabad.

3. Pre-qualification documents containing detailed terms and conditions can be collected free of cost from the Section Officer (General) during office timing and are also available on official website of Ministry of Economic Affairs **www.ead.gov.pk**. The procuring agency reserves the rights to accept or reject any or all bids/proposals in accordance with Rule-33 PPRA Rules-2004 amended from time to time.

(Muhammad Ismail)  
Section Officer (General)  
Ground Floor Room No. 2,  
Pak Secretariat Islamabad  
Phone # 051-9208047

**GOVERNMENT OF PAKISTAN  
MINISTRY OF ECONOMIC AFFAIRS**



**Pre-Qualification of Contractor/ Firms/ Vendors for:**

- i. Repair/ maintenance of official vehicles / Motorcycles of different make such as Suzuki, Toyota and Honda.
- ii. Repair/ maintenance of all type of hardware i.e. computers, printers etc.
- iii. Repair/ maintenance of IT Equipment i.e.Laptops, IT Server etc.
- iv. Repair/ maintenance of Machinery Equipment i.e. photocopiers, fax, air conditioners, electric geysers, water dispensers, bracket/ pedestal/ exhaust fans etc.
- v. Repair/ maintenance of furniture & fixture.
- vi. Arrangements for working as well as buffet Lunch, Dinner and Hi-Tea along with other related arrangements for multilateral and bilateral meetings with delegates.

**TERMS AND CONITIONS**

- i. The prequalified firms / vendors shall be under obligation to provide services to Ministry of Economic Affairs during financial year 2024-25.
- ii. The intending firms / vendors must have General Sales Tax Registration and National Tax Number.
- iii. Firms / Vendors should have their own complete set up in Islamabad / Rawalpindi for repair/maintenance/Services of all or any specific field out of above mentioned fields.
- iv. The Firms/vendors will make arrangements for working as well as buffet Lunch, Dinner and Hi-Tea along with other related arrangements for multilateral and bilateral meetings with delegates at the prescribed venues.
- v. The Firms/Vendors must have 05 years' experience with Federal Government Departments in the relevant field.
- vi. The Firm / Vendor shall be bound to install genuine parts of each item of the specific works. In case, the spare parts replaced are found sub-standard or second hand, the Firm/ Vendor shall be struck off from the panel of Ministry of Economic Affairs and will be processed for blacklisting.
- vii. The Firm/ Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even in the odd hours.
- viii. The Firm/ Vendor shall be bound to return the replaced/old spare items and shall be bound to give warranty of each item replaced or repaired. If the same defect is arisen again during warranty period, the vendor shall be responsible to replace it free of cost.
- ix. The qualified firms/ vendors must take the items for repair at their own, if the repair is required at the workshop and shall return it to this Ministry at its own risk and cost.
- x. The intending firms/ vendors must provide a list of its clients.
- xi. "Prequalification Notice/Documents" is meant for Main Secretariat.
- xii. The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.



**TECHNICAL PROPOSAL EVALUATION CRITERIA:**

<b>S. No.</b>	<b>Description/Detail</b>	
1.	Full Profile of Firm/ Vendor:	
2.	Business Address:	
3.	Landline No.	
4.	Mobile No. (with WhatsApp)	
5.	NTN No. (attach copy of NTN Certificate)	
6.	GST Registration No. (attach copy of GST Registration)	
7.	Bank Account No. & Address:	
8.	Vendor number of AGPR:	
9.	Bank Statement: - (for one year)	
10.	Experience in the relevant field: (in years)	
11.	List of at least three clients from Ministries/Departments along with work orders: (attach list)	

