


FILE No. 2-1/2024-GS
GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE
(ESTABLISHMENT DIVISION)

PRE-QUALIFICATION NOTICE NO-01/2024-25.

The STI intends to pre-qualify workshop/firms/vendors registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own offices / Stock / manpower / expertise in Rawalpindi / Islamabad and have 5 years of experience for following procurements, works and services required during the Financial Year 2024-25 under Rule-15 read with Rule 42(a) & (b) of PPRA Rules, 2024 amended from time to time. Details are as under:

Title	S. NO.	Description
Repair/Maintenance	i	Pre-qualification of Workshop for repair/maintenance (Transport) of official vehicle e-g: 01 No. Toyota GLL, 01 No. Toyota Hiace, 01 No. Suzuki Bolan 02 No. Motorcycle Yamaha 100CC
	ii	Pre-qualification of workshop for repair / maintenance of (Machinery & Equipment's) e-g Photocopier Machine (Sindoh 601-602, Xerox 5955I, Air Conditioners, DC Inverter Water Dispenser, all kinds of fans Heaters Water Motors, Pump, Bush Cutter, Lawn Mover & 30 KVA Generator etc.
	iii	Pre-qualification of workshop for repair / maintenance of (Furniture & Fixtures) (All kind of Furniture)
	iv	Pre-qualification of workshop for repair / maintenance (Hardware) of Computer, Laptop Printers, LED,s Fax Machine, Scanner, LAN & LAN Devices including Wifi (wireless) network & devices.
	v	Pre-qualification of workshop for repair / maintenance (Software) of Computer, Laptop Printers, LED,s Fax Machine, Scanner, LAN & LAN Devices including Wifi (wireless) network & devices.
	vi	Pre-qualification of workshop for repair / maintenance (IT-Equipment) e.g. LED's Multimedia, CCTV Cameras, UPS, Sound System & Bio-Matric Machine and DSLR camera.

2. Pre-qualification bids would be collected and opened as per following schedule:-
 - (i) Interested and eligible bidders can download bidding documents containing terms & condition from <https://sti.gov.pk>. Bidding document to be submitted through EPADS and hard copy of bidding documents must be submitted at Secretariat Training Institute, Plot No. 7, Sector H-9, Islamabad before closing date i.e 15-11-2024 at 10:30 AM.
 - (ii) Pre-qualification bids will be opened on above mentioned date at 11:00 A.M in the under supervision of the chairman purchase committee (i.e. Deputy Director (F&A) and purchase committee members in the presence of firm's representatives.
3. Pre-qualification bids containing detailed terms and conditions are also available on official website of Establishment Division www.establishment.gov.pk and Public Procurement Regulatory Authority (PPRA) www.ppra.org.pk.
4. Single stage one envelope procedure as contained in Rule 36 (a) of PPRA Rules-2004 shall apply.
5. The Pre-qualification Committee may reject all bids or proposal at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules 2004.


(HUSSAIN AHMED)
Deputy Director (F&A)
Plot No.7, Sector H-9,
Secretariat Training Institute
Islamabad

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TERMS & CONDITIONS

- i) The Workshops on the panel shall be bound to carry out the requisite work on immediate basis when repairs are referred to them even at odd hours/ public Holidays while ensuring quality and timely service in a transparent manner as and when required in accordance with all applicable laws, rules and regulations.
 - ii) While submitting rates the Workshops must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
 - iii) The Workshops shall be bound to return old spare parts in case of replacement with new once.
 - iv) Warranty period of each item replaced or repaired must clearly mention in quoted rates besides ensuring its quality and durability. If the same defect appeared again, the Workshop(s) shall be responsible to replace free of cost.
 - v) In case of refusal to undertake the work, the bid security of the item shall be forfeited and agreement cancelled.
 - vi) Earnest money shall be forfeited if a bidder is unable to provide services, defects or fails to ensure or provide quality service in a transparent manner, and shall be backlisted for future business with Government Departments as per PPRA Rules 2004. While cancelling the agreement with the bidder.
 - vii) Agreement will be concluded with the successful bidder for provision of said services in the light of all applicable, laws, rules and regulations, whose compliance will be ensured in any case by the bidder till its expiry.
2. I / we have gone through each and every clauses and agree upon the above mentioned Terms & Conditions.

Signature(**Authorized/Person/Proprietor**)

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

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GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE
(ESTABLISHMENT DIVISION)

Subject: - PRE-QUALIFICATION OF REPAIR/ MAINTENANCE OF MACHINERY/ EQUIPMENT, FURNITURE/FIXTURE. IT EQUIPMENT AND HARDWARE/SOFTWARE DURING THE YEAR 2024-25.

The criteria for pre-qualification of Workshops for repair / maintenance of Machinery / Equipment, Furniture Fixture, Building, IT Equipment and Hardware/Software items is as under:

- i) The interested Workshops must have five (05) years' experience in relevant field. The Firms shall provide list of Federal / Provincial Government Ministries / Divisions / Departments to whom, they have provided or providing services.
- ii) The Workshops must have their own complete setup i.e. spare parts availability and technical expertise in Islamabad/ Rawalpindi having Telephone/ Fax facilities etc. in order to provide quality and timely service as per requirement in accordance with all applicable laws, rules and regulations.
- iii) The Workshops must be registered with Sales Tax and Income Tax Department (FBR). Valid documents must be attached.
- iv) The interested parties must have sound financial position; proof may be provided for last three (03) years in shape of income tax and company bank statement.
- v) Conditional, incompleteness and non-compliance to terms and conditions of bidding documents and over writing in bids shall not be accepted.
- vi) Telephonic/faxed/telegraphic/emailed proposals will not be entertained.
- vii) The bidder shall quote the price in Pakistan Rupees (PKR).
- viii) Conditional/operational bid offer will be considered as non-responsive bidder.
- ix) Any bid received after the specified bid submission date and time mentioned in this document shall not be considered and be deemed rejected.
- x) A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force with at the time of issuance of tender notice by Public Procurement Regulatory Authority (PPRA).
- xi) Interested parties must attach non-black listing certificate on affidavit amounting to Rs.100/- with bidding documents, duly attested by notary public.
- xii) Member(s) of Tender / Purchase Committee may conduct the visit of all Workshops, before the pre-qualification.
- xiii) Bid security amounting to Rs. 100,000/- in favour of DDO, STI, Secretariat Training Institute, Islamabad must be attached with bid in shape of pay order or Bank draft.
- xiv) List of Names and Telephone numbers of their technical teams with their experience shall be attached which may be cross-checked by the Purchase Committee.
- xv) The Firm/Companies/Organizations requiring any further clarification or information of the bidding document may contact the office of Deputy Director (General Services), STI.