



GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (PUBLIC)

INVITATION TO e-BID
PRE-QUALIFICATION

For Repair & Maintenance of Machinery and Equipment

Prime Minister's Office (Public), Islamabad, invites electronic bids from the firms/ suppliers/contractors based in Islamabad / Rawalpindi, registered with Income Tax and Sales Tax Departments for pre-qualification of repair & maintenance of machinery and equipment during the F.Y. 2024-25.

2. Pre-qualification documents, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at <https://eprocure.gov.pk> .
3. The electronic bids, must be submitted by using EPADS on or before 15-07-2024 at 11:00 AM. Manual bids, shall not be accepted. Electronic bids will be opened on the same day i.e. 15-07-2024 at 11:30 AM.

Section Officer (General)
Prime Minister's Office (Public), Islamabad
Tel: 051-9217542

4 pmo 17 - 157 . [Signature]

PRIME MINISTER'S OFFICE (PUBLIC)
ISLAMABAD

TERMS AND CONDITIONS FOR PRE-QUALIFICATION OF FIRMS FOR REPAIR OF MACHINERY AND EQUIPMENT FOR THE F.Y 2024-25

- i. The interested firms must have minimum 3 years' experience in relevant field.
- ii. The firms should have their own complete setup i.e. machinery, spare parts availability and technical experts in Islamabad / Rawalpindi.
- iii. Telephone/fax facilities etc. in Islamabad.
- iv. The firms should be registered with Sales tax and Income Tax Department. (Valid documents may be attached).
- v. The interested parties must have sound financial position; proof may be provided.
- vi. Affidavit regarding Non-black listing of firm on stamp paper at least of Rs. 100/- value may be attached with bidding document.
- vii. The set up/firm, office and technical/professional competency may be assessed by physical visit of tender committee/members of the committee.
- viii. The repair/maintenance work of machinery and equipment will be awarded to the firms amongst the selected firms on fulfillment of pre-qualification criteria who quotes lowest rates on need basis.
- ix. The firms on the panel will be bound to carry out the requisite work on immediate basis when machinery and equipment is referred to it even at odd hours.
- x. While submitting rates, the bidders shall clearly show whether GST is excluded or included in the offered rates.
- xi. The firms will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired, should clearly be mentioned in quoted rates.
- xii. The bid validity period will be 30.06.2025.

Sr.	Name & Address of the firm	Person (s) of Contact & Contact Nos. (Landline / Mobile / Fax)
a.		
b.		
c.		
d.		

Sr.	Nature of Services	Availability / Non-Availability
a.	Repair/Maintenance of all the machinery & equipment as per attached list.	
b.	Spare parts (genuine) of the machinery & equipment as per enclosed list	



- xiii. Sealed bids should be submitted through EPADS. Manual bids shall not be accepted.
- xiv. The bids received within the stipulated time and date will be opened by the committee for selection of firms on the same day in the presence of the bidders of their authorized representatives, who choose to be present on the occasion.
- xv. Bids will be evaluated on aforementioned prescribed criteria as well as the Pre-qualification notice.
- xvi. The authority reserves the right to accept or reject any application/bid or cancel the process of prequalification without assigning any reason to the applicant/bidder(s) in accordance with Rule-33 of PPRA Rules-2004.
- xvii. Only short listed firms will be contacted for a detailed discussion and analysis.
- xviii. List of machinery & equipment currently in use of the Prime Minister's Office (Public) is attached at **(Annexure-A)**.

Name of Firm: _____

Office Address/contact: _____

Signature/Stamp: _____

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CRITERIA FOR PRE-QUALIFICATION / EVALUATION OF MACHINERY AND EQUIPMENT AND TERMS AND CONDITIONS

- i. 03 Year experience in relevant field.
- ii. The workshops should have their own complete setup i.e. shops, spare parts availability and technical experts in Islamabad / Rawalpindi (preference will be given to the nearest firms).
- iii. Telephone/fax facilities etc.
- iv. GST, NTN & Vendor No.
- v. Active Taxpayer certificate.
- vi. Financial position proof i.e. 01 year's bank statement.
- vii. Non-black listing certificate on affidavit (stamp paper of Rs. 100/-) may be attached with bidding documents.

Name of Firm: _____

Office Address/contact: _____

Mobile No. _____

Vendor No. _____

IBAN No. _____

NTN No. _____

GST No. _____

Signature / Stamp: _____

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PRIME MINISTER'S OFFICE (PUBLIC)
ISLAMABAD

Evaluation Criteria

Bids should be submitted through EPADS as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Committee for selection of firms on the same day in the presence of the bidders or their authorized representatives, who chose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria. Results of bidding will be announced in the form of Evaluation report giving justification for acceptance or rejection of bids in observation of Rule-35 of PPRA Rules-2004.

2. I/We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm/Supplier: _____

Signature: _____

Date: _____

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LIST OF MACHINERY & EQUIPMENTS		
S/N	Item Description	
1	HP - HEWLETT-PACKARD	HP Laser Jet Printer M 600-603 (90A)
2		HP LaserJet Printer 1200 (15A)
3		HP Laser Jet Printer P2015 (53A)
4		HP Laser Jet Printer P2055 / 2035 (05A)
5		HP Laser Jet Printer 1005 (35A)
6		HP Laser Jet Printer 1300 (13A)
7		HP Laser Jet Printer 1320 (49A)
8		HP Laser Jet Printer P1606dn / 1566 (78A)
9		HP LaserJet Printer Pro 400 M402dn (26A)
10		HP Laser Jet Printer Pro M404dw (76A)
11		HP Laser Jet Printer Pro 400 M401 (80A)
12		HP Laser Jet Printer Pro M227fdw (30A)
13		HP Color Laser Jet Printer Pro M452nw (410A)
14		HP Office Jet Mobile Color Printer 100 Portable
15		HP Laser Jet Printer 1020 (12A)
16		HP LaserJet Printer Pro MFP M130fw (19A)
17		HP LaserJet Printer 130 fdw (17-A)
18		HP Color Laser Jet Pro 400 M451nw (305A)
19		HP Color Laser Jet Printer 1025 (126A)
20		HP Color Laser PrinterJet- M-252 (201A)
21		HP Color Laser Jet Printer Pro M454dw (415A)
22	PANTUM	Pantum Printer P3500dw (P310)
23	CANNON	Photocopier Cannon IR-2016j
24		Photocopier Cannon IR-2230
25		Fax Machine Canon L-140
26	RICOH / GESTETNER	Photocopier Gestetner MP-2501L
27		Photocopier Ricoh IM 2702
28		Photocopier Ricoh MP 7202
29		Photocopier Ricoh MP-1600
30		Photocopier Gestetner 725
31		Photocopier Kyocera FS-6525 (TK-475)
32		Photocopier Ricoh MP-1500
33	TOSHIBA	Photocopier Toshiba Studio161
34	KONICA	Photocopier Konica Minolta Bizhub163
35		Photocopier Konica Minolta Bizhub 210
36		Photocopier Konica Minolta Bizhub 363
37	PANASONIC	Photocopier Panasonic 8016
38		Photocopier Panasonic 8060
39		Fax Machine KXFL-422
40		Fax Machine KXFL-512
41		Fax Machine KXFL-612
42	-	Paper Shredder
Total :-		