



OFFICE OF THE DEPUTY COMMISSIONER  
ISLAMABAD CAPITAL TERRITORY  
ISLAMABAD

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No. 3(7)-DN/2024-25

Islamabad, the 10<sup>th</sup> June , 2024

To: The Deputy Director-II  
Public Procurement Regulatory Authority  
(Cabinet Division), FBC Building, G-5/2  
Islamabad.

Subject: **TENDER NOTICE FOR PREQUALIFICATION OF STN, NTN REGISTERED FIRMS**

This office intends to hire services of registered firms to carry out repair and maintenance of Machinery, Office building Repair/Computer Stationery and Furniture Fixture through pre-qualification after fulfillment of codal formalities in vogue. Draft advertisement and terms and condition are enclosed herewith for placement on PPRA website for necessary action.

(MUHAMMAD ABDULLAH MAHMOOD)  
ADDL. DEPUTY COMMISSIONER (G) /  
NAZARAT OFFICER  
ICT, ISLAMABAD



OFFICE OF THE DEPUTY COMMISSIONER  
ISLAMABAD CAPITAL TERRITORY  
ISLAMABAD

**PREQUALIFICATION OF STN, NTN REGISTERED FIRMS**

This office intends to Invite sealed technical bids from the companies/ firms who have established their state of the art workshops in Islamabad with dexterous manpower, for repair/ maintenance in the object code **A13101- Machinery & Equipment, A13301-Office Building A03955-Computer Stationery & A13201-Furniture & Fixture** for the financial year 2024-25.(Extendable)

2. Interested firms/ companies/ workshop should submit their profile for pre-qualification latest by **28-06, 2024 till 10:30 PM.**

3. Interested firms may obtain terms and condition from the undersigned office.  
4. All the sealed profile/ technical bids for pre-qualification will be opened in this office in the presence of representative of the participating firms on **28 June, 2024 till 11:30 PM**

5. Office of the Deputy Commissioner, ICT Islamabad has the right to accept or reject any or all bids prior to acceptance as per PPRA's Rules 2004.

(MUHAMMAD ABDULLAH MAHMOOD)  
ADDL. DEPUTY COMMISSIONER (G) /  
NAZARAT OFFICER  
ICT, ISLAMABAD

## TERMS AND CONDITIONS FOR PRE-QUALIFICATION OF FIRMS.

- i. Firms should have their own state of the art office/workshop/Mending Shop in Islamabad/Rawalpindi.
- ii. Firms must have general sales tax registration, National Tax number and is on active taxpayer list (ALT) of FBR. The firm should have bank account and vendor number assigned by AGPR.
- iii. For Pre-qualification, Firms having experience capability and resources may apply along with the following information and documents:-
  - a) Name of the firm along with postal address, Phone & Fax numbers.
  - b) Copy of incorporation certificate & Organizational structure.
  - c) Similar nature of works in hand along with names and addressed of clients.
  - d) Pre-qualified for similar nature of works with Government /Semi Government, Private firms.
  - e) List of Key Personal & Details of Technical Staff.
  - f) Affidavit for non-black listed/involved in arbitration litigation with any client during last 5 years.
  - g) Proof of enlistment with other departments,
- iv. Firms shall provide the proof of services being rendered to at least five ministries/Divisions/Departments along with certificates of satisfaction.
- v. The firms will be shortlisted as per PPRA Rules 2004.
- vi. Successful firms shall be responsible to provide its services for repair of machinery/office building & Furniture fixture (Photocopy machine(Konica Minolta), Computers, Printers, Electrical Items, Fans, Dispenser, AC's, CCTV Camera's Repairing, Walk through gates repairing, electrical works, white wash, etc). after approval of their quotation.
- vii. Firms shall respond on receipt of work order on the same day.
- viii. Firms shall preferably make it possible to rectify the fault of certain mechanical problems of the machinery (house hold items) at the spot otherwise at workshop at their own arrangements.
- ix. Firms shall be bound to return the faulty parts to this office.
- x. In case of arising of same fault within the warranty period, the firm shall replace the faulty part without any charges.
- xi. Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- xii. Only pre-qualified firms/ companies/ workshops will be eligible to do business with office of the Deputy Commissioner ICT Islamabad for the financial year 2024-25.(Extendable)
- xiii. Sealed pre-qualification bids should reach **Office of the Deputy Commissioner, ICT, Islamabad**, by hand (during office hours) or by couriers at the address of **Nazarat Branch G-11/4 Mauve Area, ICT Islamabad**, Office of the Deputy Commissioner, ICT Islamabad within the stipulated time failing to which pre-qualification bids will not be accepted.

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