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**OFFICE OF THE POSTMASTER GENERAL AJK CIRCLE MUZAFFARABAD**

No. Dev/ Pre- Qualification/ Tender/2024-25 dated at Muzaffarabad 03-01-2025

**Sub:- INVITATION TO PRE-QUALIFICATION E-BID.**

Postmaster General AJK Circle Muzaffarabad, invites electronic Pre-qualification Bids of the contractors/ firms for repair / maintenance of building / civil, electric and sanitation works for the year 2024-25 are invited from the approved Government Contractors / Firms who are already registered in other departments and desire their registration in this office are hereby informed to submit the following documents. The electronic bids must be submitted by using **EPADs** on or before **04-02-2025 11:00 AM**. Manual bid, shall not be accepted, electronic bid will be opened on **04-02-2025 11:30 AM** hours in chamber of Postmaster General.

1. Application should be on the letter pad in which NTN No. must printed of the firm.
2. Photocopy of C.N.I.C of owner.
3. Certificate of Engineering Council for year 2024-25.
4. Copy of NTN certificate & Income tax return for last 03 years.
5. Certificate of Pakistan Engineering council (PEC) for year 2024-25.
6. Bank statement for the last 03 years.
7. Copy of partnership deed ( in case of partnership of firm)
8. Enlistment with other Government / semi Government and private organization & detail of works done during last (03) years.
9. Affidavit on judicial stamp paper (In original for non- involvement in litigation and not Black listed from any Government or semi Government department.
10. Organizational set up and list of technical staff.
11. Detail of T&P.
12. Satisfactory work certificate from the Engineer if Contractor was working in the Office of PMG AJK Circle Muzaffarabad.
13. Interested Contractors will be required to submit a pay Order / Deposit call of Rs. 50,000returnable to the Postmaster General, Muzaffarabad office.

Note: 1. All PPRA rules will be applicable

Note: 2. Notification of the Grievance Redress Committee (GRC) constituted in terms of Rule of PPRA Rules. 2024 is provided on EPADs at PC\_ASSTT.

**Asstt. Postmaster General**  
AJK Circle Muzaffarabad.  
Ph. 05822-921301.

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