

**Tender Notice No.02/2024-25**

**PRE-QUALIFICATION OF FIRMS/VENDORS**

Ministry of Science and Technology, Islamabad invites proposals for Pre-Qualification of Firms/Vendors registered with **e-Pak Acquisition & Disposal System (EPADS)** and located in Islamabad/Rawalpindi for following Repair/ Maintenance work during the Financial Year 2024-25:

- (i) Repair/maintenance of official vehicles/motorcycles of different make such as Suzuki, Toyota and Honda, etc. (priority will be given to one-window workshop)
- (ii) Repair/Maintenance of all type of computers, printers, LCD/LED & Laptops/IT Equipment, electrical equipment, etc.
- (iii) Repair/maintenance of all type photocopiers, fax & network switches, etc.
- (iv) Repair/maintenance of all types of air conditioners, electric geezers & fans, fire extinguishers, automatic sliding doors, water fountain, etc.
- (v) Repair/maintenance of security cameras, etc.
- (vi) Repair/maintenance of elevators/lifts, diesel generators.
- (vii) Repair/maintenance of official furniture & fixture.
- (viii) Repair/maintenance of office building i.e., white wash, fixing of dismantled/broken tiles, partitioning/aluminum work, cleaning of main water reservoir (extra-large tanks in basement & at roof top for large water storage).
- (ix) Repair/maintenance of any other office machinery/equipment, etc.

2. Interested contractors/firms are also directed to provide a valid proof/document showing registration of the firm with EPADS launched by PPRA.

3. Tenders/bids must be submitted online through **e-Pak Acquisition & Disposal System (EPADS)** by **10/07/2024 at 11.00 a.m.** Hard copy of any bid will not be accepted and they will be opened on the same day at **11.30 a.m.** The bidders or their authorized representatives may attend the meeting of the Departmental Tender Opening/Purchase Committee, if they so desired. An affidavit on stamp paper of Rs.50/- that the Contractor/Firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/ Department/Organization of the Government(s) must be attached with the bids.

4. Tender is also available at PPRA's website **www.ppra.org.pk** and MoST's website **www.most.gov.pk** MoST may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The MoST shall upon request communicate to any agency/party or contractor who submitted a bid or proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds. In case bid submitting / opening day is declared a holiday, the same will be submitted/opened on the next working day.

**(ALLAHYAR KHAN KALWAR)**

Section Officer (General)

☎: 051-9206569

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**TENDER DOCUMENTS**  
**for**  
**Pre-Qualification of Firms/Vendors for**  
**Repair/Maintenance of:**

- (i) Repair/maintenance of official vehicles/motorcycles of different make such as Suzuki, Toyota and Honda, etc. (priority will be given to one-window workshop)
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## TERMS AND CONITIONS

1. Interested contractors/firms must provide a valid proof/document showing registration of the firm with EPADS launched by PPRA.
2. The pre-qualified firms shall be bound to provide services to Ministry of Science and Technology during the Financial Year of 2024-25.
3. The intending firms must have General Sales Tax Registration, National Tax Number, AGPR's Vendor Number and updated IBAN Numbers.
4. Firms should have physical office(s) in Islamabad/Rawalpindi for repair / maintenance of all or any specific field out of above-mentioned fields.
5. An affidavit on stamp paper of Rs.50/- that the Contractor/Firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/ Department/Organization of the Government(s) must be attached with the bids.
6. The firm shall be bound to install genuine parts of each item of above works. In case, the spare parts replaced were found sub-standard or second-hand, the firms shall be struck off from the panel of Ministry of Science and Technology and will be blacklisted from partaking in any government tender process and the same will be forwarded to PPRA for further necessary action.
7. The firms on the panel shall be bound to carry out the requisite work on immediate basis and even at odd hours, if required so.
8. The firms shall be bound to return the replaced/old spare items and shall be bound to give warranty of each items replaced or repaired. If the same defect arises again during warranty period, the firm shall be responsible to replace it free of cost.
9. The successful bidder must take the item for repair or its own, if the repair is required at the bidder's workshop and shall return it to this Ministry at his own risk and cost.
10. The intending firms must provide a list of their clientage.
11. The firm shall provide an affidavit on stamp paper of Rs.50/- to the effect that it has never been black listed or has never been indulged in any kind of litigation with or by any Government Department.
12. The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with PPRA Rule no.33 of 2004 (as amended from time to time).

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