

Government of Pakistan  
Ministry of Climate Change  
& Environmental Coordination

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**PRE-QUALIFICATION OF FIRMS**

Ministry of Climate Change, LG & RD Building, 4 Floor, Sector G-5-2, Islamabad invites sealed technical bids from the companies/firms which have established their state-of-the-art workshops in Islamabad/Rawalpindi with dexterous manpower, for purchase/repair/maintenance in the following sectors during the financial year 2024-25.

S. No.	Object Code	Object Classification
1.	A-03919	Payment to other for Service Rendered
2.	A-03990	Light Refreshment
3.	A-13001	Repair of Transport
4.	A-13201	Repair Furniture/fixture
5.	A-13101	Repair of Machinery/equipments
6.	A-13702	Repair of Software
7.	A-03905	Newspaper/Books
8.	A-13701	Repair of Hardware
9.	A-13703	Repair of I.T Equipments

2. The interested firms/companies/workshops should submit their profile for pre-qualification latest by **17<sup>th</sup> December, 2024 till 11:30 AM.**
3. The interested firms may obtain terms and conditions from the undersigned's office.
4. All the sealed profile/technical bids for pre-qualification will be opened in this Ministry in the presence of representatives of the participating firms on **17<sup>th</sup> December, 2024 at 12:00 PM.**
5. Ministry of Climate Change & Environmental Coordination has the right to accept or reject any or all bids prior to acceptance as per PPRA's Rules 2004.

  
**(NAVEED AHMED ABBASI)**

Section Officer (General)  
Ministry of Climate Change  
& Environmental Coordination  
4<sup>th</sup> Floor, Room. No. 423,  
LG&RD Complex Building, G/5/2, Islamabad  
Ph. No. 9245805

GOVERNMENT OF PAKISTAN  
MINISTRY OF CLIMATE CHANGE  
& ENVIRONMENTAL COORDINATION

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**TENDER NOTICE**

Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/income Tax Departments (FBR) and having their own offices/stock/manpower/expertise in the procurement of, works and services as required for the Financial Year 2024-25.

Name of Procuring Agency	Ministry of Climate Change & Environmental Coordination, Government of Pakistan, Islamabad.	
Number of Tender(s)	One.	
Annual Repairs/Maintenance and Services	A-03919	Service Rendered
	A-03990	Light Refreshment
	A-13001	Repair of Transport
	A-13201	Repair Furniture/fixture
	A-13101	Repair of Machinery/equipments
	A-13702	Repair of Software
	A-03905	Newspaper/Books
	A-13701	Repair of Hardware
	A-13703	Repair of I.T Equipments
Closing Time, Date & Place.	The tender must be uploaded on line and can also be dropped in Tender Box within time, upto 11.30 hrs, <u>17-12-2024</u> Ministry of Climate Change & Environmental Coordination, 4 <sup>th</sup> Floor, Room. No. 423, LG&RD Complex Building, G/5/2, Islamabad.	
Opening of bids.	12.30 hrs, <u>17-12-2024</u> , at 3 <sup>rd</sup> floor Committee Room of this Ministry	

2. Ministry of Climate Change & Environmental Coordination has the right to accept or reject any or all bids prior to acceptance as per PPRA's Rules 2004.
3. All Government Rates & Taxes shall be applicable at the time of supply / workorder in the quoted rates.
4. Detail of specifications of above items including Terms & Conditions and quantities can be obtained from **4<sup>th</sup> Floor, Room. No. 423, LG&RD Complex Building, G/5/2, Islamabad** or can be downloaded from the Ministry of Climate Change & Environmental Coordination Website ([www.mocc.gov.pk](http://www.mocc.gov.pk)) and PPRA Website ([www.ppra.org.pk](http://www.ppra.org.pk)) on any working day during office hours by closing date & time (free of cost).

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Islamabad  
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**CRITERION FOR PRE-QUALIFICATION OF OFFICES/WORKSHOPS FOR REPAIR /  
MAINTENANCE OF MACHINERY / EQUIPMENT, FURNITURE / FIXTURE, AND HARDWARE,  
ITEMS**

The criteria for pre-qualification for repair / maintenance of Machinery /Equipment, Furniture Fixture, Services, Hardware and Vehicles etc. is as under:-

- i) The interested Offices/Workshops must have three (03) 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 Offices/Workshops must have their own complete setup i.e. spare parts availability and technical expertise in Islamabad / Rawalpindi having Telephone / Fax facilities etc.
- iii) The Offices/Workshops must be registered with Sales Tax and Income Tax Department (FBR). Valid documents must be attached. The firm should have bank account and vender number assigned by AGPR
- 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) Interested parties must attach non black listing certificate on affidavit amounting to Rs.100/- with bidding documents, duly attested by notary public.
- vi) Member(s) of Tender / Purchase Committee may conduct the visit of all Offices/Workshops, before the pre-qualification process.

**TERMS & CONDITIONS**

- i) The Offices/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.
- ii) While submitting rates the Offices/Workshops must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
- iii) Warranty period of each item replaced or repaired must clearly mention in quoted rates. If the same defect appeared again, the Pre-Qualified Vendor shall be responsible to replace free of cost.
- iv) If a bidder is unable to provide services and shall be backlisted for future business with Government Departments as per PPRA Rules 2004.
- v) The firms will be shortlisted as per PPRA Rules 2004.
- vi) Single stage-one envelope bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing of the bids.
- vii) Successful firms shall be responsible to provide its services for repair/maintenance after approval of their quotation.
- viii) Firms shall respond on receipt of work order on the same day and firms shall be bound to return the faulty parts to the Ministry.
- ix) In case of arising of same fault within the warranty period, the firm shall replace the faulty part without any charges.
- x) Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- xi) Sealed pre-qualification bids should reach Ministry of Climate Change & Environmental Coordination by hand (during office hours) or by courier at the address of Section Officer (General), Ministry of Climate Change, LG & RD Building, 4 Floor, Sector G-5-2, Islamabad within the stipulated time otherwise pre-qualifications bids will not be accepted.

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: \_\_\_\_\_

**CRITERION FOR PRE-QUALIFICATION OF WORKSHOPS FOR REPAIR/MAINTENANCE OF OFFICIAL VEHICLES.**

The criteria for pre-qualification of workshops for repair/maintenance of official vehicles is as under:-

i.	The interested workshops must have five (05) years' experience in relevant field.
ii.	The workshops must have their own complete setup i.e. garage, spare parts availability and technical experts at Islamabad/Rawalpindi.
iii.	The bidder must have facilities of Telephone / Fax etc. in Islamabad/Rawalpindi.
iv.	The Workshop must be registered with Sales Tax and Income Tax Department. Valid documents must be attached with the bidding documents.
v.	The interested parties must have sound financial position, proof must be attached in shape of tax return of last three (03) years.
vi.	Affidavit amounting to Rs.100/- regarding non black listing must be attached with the bidding documents, duly attested by the notary public.
vii.	Members of Tender / Purchase Committee may conduct the visit of workshops, before the pre-qualification.
viii.	This shall be responsibility of the successful bidder to have secure parking of the official vehicles during repairs. If any damage occurred in that case, the bidder shall bear all expenditures.
ix.	The workshop on the panel shall be bound to carry out the requisite repairs & maintenance on top priority basis whenever vehicle is referred to them.
x.	While submitting rates the workshop must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
xi.	The workshop shall be bound to return old spare parts in case of replacement with new once.
xii.	Warranty period of each item replaced or repaired must be clearly mentioned in quoted rates. If the same defect is crops up again, the workshop shall be responsible to replace it free of cost within three (03) days.
xiii.	If a bidder is unable to fix the vehicles, as detailed below, as per work order and firm would be backlisted for future business with Government Department.

Local Assembled Vehicles (500 cc to 1800 cc)	07 days
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2. We have gone through each and every clauses of Terms & Conditions and agreed upon

Signature (Authorized Person/Proprietor) \_\_\_\_\_  
Name of Authorized Person \_\_\_\_\_  
Name/address of Firm \_\_\_\_\_

Stamp of Firm: \_\_\_\_\_

**TERMS AND CONDITIONS**  
**FOR PRE-QUALIFICATION OF FIRMS**

- i. Firms should have their own state-of-the-art office/workshop 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 vender number assigned by AGPR.
- iii. For prequalification, firms having experience, capability and resources may apply alongwith the following information and documents;-
  - a) Name of the firm alongwith postal address, Phone & Fax numbers.
  - b) Similar nature of works upto completed during last five years.
  - c) Similar nature of works in hand alongwith names and addressed of clients.
  - d) Pre-Qualified for similar nature of works with Govt., Semi Govt./Private Firm.
  - e) List of Key personal & detail of Technical staff.
  - f) Affidavit for nor blacklisted/involved in arbitration/litigation with any client during last 5 year,
  - g) Proof of enlistment with other departments.
- iv. Firms shall provide the proof of services being rendered to at-least five Ministries/Divisions along with certificate 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/maintenance 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 problem at the spot otherwise at workshop at their own arrangement.
- ix. Firms shall be bound to replace the faulty parts with genuine spare parts having sufficient warranty period.
- x. Firms shall be bound to return the faulty parts to the Ministry.
- xi. In case of arising of same fault within the warranty period, the firm shall replace the faulty part without any charges.
- xii. Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- xiii. Only pre-qualified firms/companies/workshops will be eligible to do business with Ministry of Ministry of Climate Change during the financial year 2024-25.
- xiv. Sealed pre-qualification bids should reach Ministry of Climate Change & Environmental Coordination by hand (during office hours) or by courier at the address of Section Officer (General), Ministry of Climate Change, LG & RD Building, 4 Floor, Sector G-5-2, Islamabad within the stipulated time otherwise pre-qualifications bids will not be accepted.

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