

GOVERNMENT OF PAKISTAN  
**NATIONAL ACCOUNTABILITY BUREAU - RAWALPINDI**

CIVIC CENTRE G-6

ISLAMABAD

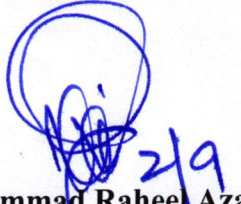
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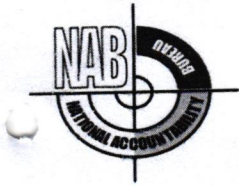
**TENDER NOTICE**

**PRE-QUALIFICATION OF FIRMS / VENDORS**

1. National Accountability Bureau Rawalpindi/ 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 2024-2025.
  - (i) Repair & Maintenance of Official Vehicles of different make such as Suzuki, Toyota, Isuzu and Honda etc.
  - (ii) Repair & Maintenance of Hardware & IT Equipment's i.e. Computer, Laptops, Printers, LCD / LEDs, Network Switches, Servers etc.
  - (iii) Repair & Maintenance of Plant & Machinery Items i.e. Photocopier Machines, Fax Machines, UPS, Paper Shredders, Split ACs, Fans & other Machinery & Electronic items etc.
  - (iv) Repair & Maintenance of Furniture & Fixture Items i.e. Revolving Chairs, Visitor Chair, Tables, Metal Almirahs, File Cabinets and Roller Blinds / Curtains etc.
2. Interested firms / vendors will provide a valid proof / documents showing registration of the firms with EPADS launched by PPRA.
3. Tenders / Bids must be submitted online through **e-Pak Acquisition & Disposal System (EPADS)** by **18-09-2024 at 1000 hours.** Hard copy of any bid will not be accepted and they will be opened on the same day at **1030 hours.** 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.100/- 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](http://www.ppra.org.pk) and NAB website [www.nab.gov.pk](http://www.nab.gov.pk) The NAB authorities reserve the right to accept or reject any proposal/tender as per Rule 33(1) of the Public Procurement Regulatory Authority (PPRA) rules 2004.

  
(Muhammad Raheel Azam)  
Deputy Director (Admn)  
Tel # 051-9220826





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**TENDER DOCUMENTS**

**(PRE-QUALIFICATION OF FIRMS / VENDORS FOR REPAIR & MAINTENANCE WORK)**

a.	Repair & Maintenance of Official Vehicles / Motorbike of different make such as Suzuki, Toyota, Honda, ISUZU and Hino etc.
b.	Repair & Maintenance of Hardware & IT Equipment's i.e. Computer, Laptops, Printers, LCD / LEDs, Network Switches, Servers etc.
c.	Repair & Maintenance of Plant & Machinery Items i.e. Photocopier Machines, Fax Machines, UPS, Paper Shredders, Split ACs, Fans & other Machinery & Electronic items etc.
d.	Repair & Maintenance of Furniture & Fixture Items i.e. Revolving Chairs, Visitor Chair, Tables, Metal Almirahs, File Cabinets and Roller Blinds / Curtains etc.
e.	Interested firms / vendors to provide a valid proof / documents showing registration of the firms with EPADS launched by PPRA.
f.	The pre-qualified firms shall be bound to provide services to National Accountability Bureau, Rawalpindi/ Islamabad during the Financial Year 2024-2025.
g.	The intending firms must have GST, NTN, AGPR Vendor number and updated IBAN Bank Account numbers.
h.	Interested firms / vendors will provide at least 5 years of experience in similar field with reputed Government organizations / departments.
i.	Firms should have physical office(s) / Workshop(s) in Islamabad / Rawalpindi for repair / maintenance of all or any specific field out of above mentioned fields.
j.	Interested firms / vendors will provide the strength of technical main powers and necessary equipment's.
k.	The firms would be required to submit security deposit in the shape of Pay Order / Bank draft / Call deposit for Rs. 25,000/- (Rupees twenty five thousand only) in favor of National Accountability Bureau, Rawalpindi/ Islamabad and in of failure, the firm will be treated as non-prequalified. The security will be released to firms. Cash / Cheque and less amount of security deposit will not be accepted. (Firms/ persons applying for services related for mechanical of vehicle and repair service of vehicle tyres are exempted)
l.	An affidavit on stamp paper of Rs. 100/- that the Firm / Vendor has never been indulged in any litigation and has never been blacklisted by any Government departments must be attached with bids.
m.	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 stuck off from the panel of NAB Rawalpindi/ Islamabad and will be blacklisted from any Government tender process and the same will be forwarded to PPRA for further necessary action.
n.	The shortlisted firms / vendors on the panel of NAB HQ shall be bound to carry out the requisite work on immediate basis and even at odd hours, if required so.
o.	The selected firms / vendors shall be bound to return the replaced / old spare parts 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.
p.	If the repair is required at the bidder's workshop, the successful bidder must collect the item for repair at its own cost, and shall return it to this Department at his own risk and cost.
q.	The intending firms must provide a list of their clientage.
r.	The NAB authorities reserve the right to accept or reject any proposal/tender as per Rule 33(1) of the Public Procurement Regulatory Authority (PPRA) rules 2004.

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**QUALIFICATION PROFORMA**

Name of Company / Firm	
NTN Number	
Sales Tax Number	
Complete Address & Contact Number	
Year of Establishment	
NTN & STRN number with attached documentary proof	
Pay Order as security deposit amounting to <b>Rs. 25,000/-</b> in favor of NAB Rawalpindi / Islamabad is attached	Pay Order number :- _____ Dated:- _____
Assignments / Contracts in hands for last years	
Detail of Employees	
Affidavit: (that the firm has not been blacklisted by any government, semi government or private department / organization	
Bank IBAN Account number of company / firm.	
AGPR Vendor number	



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**DETAIL REGARDING NATURE AND TYPE OF SERVICES / JOBS BEING CARRIED OUT BY THE COMPANY / FIRM DEALER**

<u>Sr. #</u>	<u>NATURE / TYPE OF SERVICE / JOBS</u>	<u>REMARKS</u>



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**DOCUMENTS NEEDED**

- Selection for prequalification will be based on information provided in these documents and information proforma.
- Sales Tax Registration Certificate.
- NTN Certificate
- Active Taxpayers Certificate (Income Tax & Sales Tax)
- Dealership Certificate (if any)
- Last Two Years bank statement of company / firm
- Certificate for being not black listed.
- Detail of employees of the firm.
- Previous detail of works with Government / Semi Government or Private organization.