



GOVERNMENT OF PAKISTAN
DIRECTORAT OF POST CLEARANCE AUDIT (NORTH)
3rd FLOOR, CUSTOM HOUSE,
MAUVE AREA G-9/1,
ISLAMABAD



PRE-QUALIFICATION NOTICE

The Directorate of Post Clearance Audit (North), Islamabad intends to invite applications for Pre-Qualification of firms/bidders for repair of office furniture & office I.T equipment. Who are registered with Income Tax/ Sales Tax department and have their own offices/workshops in Islamabad for following services during the FY-2024-25. Detail is as under: -

| | |
|---|---|
| Name of Repairing Agency | The Directorate of Post Clearance Audit, (North), Custom House, Islamabad. |
| | <u>Repair of Furniture & Fixtures</u> Repair of kitchen cabinets, Repair of Admin Branch cabins Almirah Tables and Chairs, Repair of Accounts Branch cabins almirah tables and chairs, Repair of Audit Hall cabins almirah tables and chairs. Repair of Record room cabinets and furniture of Director General's Room, Director Room, Additional Director's Room, Deputy Director's Room, Assistant Director's Room, Account Officer's Room cabins, Almirah Tables, Chairs, Washrooms wooden items. <u>Repair of I.T Equipment</u> Repair of office I.T equipment of Audit Hall, multimedia system (online meetings) of conference room, Repair of office systems & IT equipment and repair of modems and networking device. |
| Contact Officer | Assistant Director Ph; 051-9106298 |
| Closing Time and Date & Place of receiving of bids/ Proposal. | Upto 11:00 AM on <u>22.05.2024</u> The Directorate of Post Clearance Audit (North) 3rd Floor, Custom House, G-9/1, Mauve Area, Islamabad. |
| Time & Place of publicly opening bids/Proposal. | 11:30 AM on <u>22.05.2024</u> The Directorate of Post Clearance Audit (North) 3rd Floor, Custom House, G-9/1, Mauve Area, Islamabad. |

2. The registered firm may obtain Pre-qualification documents (Single-Stage: Single-Envelope Bidding Procedure) from the General Branch of this Department during office timings from 08:30 am to 04:30 pm on any working day.

3. The procuring agency reserves the rights to accept or reject any or all bids / proposals in accordance with Rule-33 of PPRA Rule, 2004.

(SHEHRYAR WASEEM)

Assistant Director

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CRITERIA FOR PRE-QUALIFICATION/EVALUATION OF REPAIR OF FURNITURE
& I.T EQUIPMENT TERMS AND CONDITION

- i. The interested Repair workshops must have 5-years' experience in relevant field.
- ii. Repair workshop must have capabilities of all types of repairs of furniture and I.T equipment.
- iii. Repair workshop must have capabilities of timely repair of furniture & I.T equipment etc.
- iv. All payments (s) will be made through AGPR Cheques/MPGs.
- v. The interested parties must have sound financial positions, proof may be provided.
- vi. Non-black listing certificate on affidavit may be attached with bidding documents.
- vii. Furniture workshop must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ATL) of FBR, valid documents may be attached.
- viii. The Vendors/Firms applying for Pre-Qualification will submit Quotations on demand as and when the repair of furniture & I.T equipments is required.
- ix. The Directorate of PCA (North), Islamabad reserves the right to adopt/reject wholly or partially any proposal or cancel the pre-qualification process altogether at any stage under PPRA Rules.
- x. Only Islamabad/Rawalpindi based Repair workshops are eligible to submit their proposals.

TERMS AND CONDITIONS

- i. The workshop on the panel will be bound to carry out the requisite work on immediate basis when Repair work is referred to it even in odd hours.
- ii. Furniture Workshop shall be liable to give warranty of each item repaired. If the same defect arises again during warranty period, the firms shall be responsible to repair it free of cost.
- iii. Confidentiality of all correspondences/matters will be ensured.
- iv. I/We have read and agree with the above-mentioned terms and conditions.

Authorized Signature: _____

Name & Designation: _____

Company Stamp/ Seal: _____



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EVALUATION CRITERIA

Sealed bids should reach to the Assistant Director, Directorate of Post Clearance Audit (North) Islamabad as per Schedule on the Same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on prescribed criteria.

2. I/We have read and agree with the above mentioned terms and conditions.

Authorized Signature: _____
Name & Designation: _____
Company Stamp/ Seal: _____
Date: _____