

OFFICE OF THE POSTMASTER GENERAL NORTHERN PUNJAB CIRCLE
RAWALPINDI

PREQUALIFICATION NOTICE FOR THE YEAR 2024-25

Postmaster General Northern Punjab Circle, Rawalpindi invites contractors/firms for Prequalification for Annual repair, Petty repair, Electric, Sanitary, Construction, Re-Construction works at Departmental Buildings situated at Attock, Bhakkar, Jhelum, Mianwali, Murree, Rawalpindi, Chakwal, Gujrat, Sargodha, Khushab & Mandi Bahauddin for the **F.Y 2024-25**. Profiles and applications containing following details must be uploaded on EPAD of PPRA before **03-02-2025** and will be opened on the same date at **11:30AM**. The Updated profiles should consist of following documents: -

- i. Full name of the firm, Registration, full address of office, telephone, Fax number, and a copy of CNIC of the proprietor.
- ii. Memorandum of article of the Association of Firms.
- iii. PEC license for the year **2024-25** with the prescribed relevant building code along with appointment of a Civil Engineer. If PEC license is not yet issued, copy of agreement with Civil Engineer and receipt of applications submitted to Pakistan Engineering Council with bank receipt may be attached.
- iv. Detailed list of technical employees of the firms.
- v. Detail and documentary proof of project / works completed during the last 03 years.
- vi. List of Project and their cost showing Departments, names and detail of such projects.
- vii. Financial status/ Bank statement / certificates issued by a Scheduled bank for the last 03 years.
- viii. Income Tax/NTN Certificates. Proof of filer/ being on active tax payers list.
- ix. List of litigation (If any).
- x. All the Firms/ Contractors must submit pay order (refundable) of Rs.100,000/- bank draft in favor of Postmaster General Northern Punjab Circle Rawalpindi in order to participate into the tender.
- xi. Certificate for Non-Blacklisting of the firm on original Stamp paper @ Rs. 50/-.
- xii. Partnership deed/sole owner on original stamp paper @Rs. 50/-.
- xiii. List of Vehicles, tools detail which are in the name of firm.
- xiv. In case, any firm fail to complete the task according to work order within the stipulated period, its security money will be forfeited.
- xv. It should be clearly noted that any statement or document proved fake at later stages will lead to black listing of the firm and forfeiting of all earnest money/ security deposits/ claims.

The profiles will be checked by the tender committee and technical committee. Firm's with completed profiles, according to PPRA rules, in all respect, will be informed accordingly. Clarification/ Information can be obtained from the undersigned during office hours.

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