

## **PRE-QUALIFICATION DOCUMENTS**

For Pre-qualification of Vendors/Firms for repair/maintenance work of Ministry of Industries & Production, Islamabad during the financial year 2024-25: -

- i. Repair/maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorcycles.
- ii. Repair of all types of hardware i.e. computers, printers, Scanners etc.
- iii. Repair/maintenance of IT Equipment i.e. Laptops, IT Servers etc.
- iv. Repair/maintenance of Machinery Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/pedestal/exhaust fans, etc.
- v. Repair/maintenance of Furniture & Fixture.
- vi. Repair/maintenance of Software.
- vii. Repair/maintenance of Office Building.



**Ministry of Industries & Production  
Podium A-Block, Pak Secretariat, Islamabad  
Ph. No. 9207366**

**Last date for submission of bids is 27-08-2024 by 10:30am**

**Opening of bids on 27-08-2024 at 11:00 am**

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**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF INDUSTRIES & PRODUCTION**  
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**PRE-QUALIFICATION OF CONTRACTOR/FIRMS/VENDORS FOR: -**

- i. Repair/maintenance of official vehicles of difference make such as Suzuki, Toyota, Honda, Motorcycles.
- ii. Repair of all types of hardware i.e. computers, printers, Scanners etc.
- iii. Repair/maintenance of IT Equipment i.e. Laptops, IT Servers etc.
- iv. Repair/maintenance of Machinery Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/pedestal/exhaust fans, etc.
- v. Repair/maintenance of Furniture & Fixture.
- vi. Repair/maintenance of Software.
- vii. Repair/maintenance of Office Building.

**TERMS AND CONDITIONS**

- i. The prequalified firms/vendors shall be bound to provide services to Ministry of Industries & Production.
- ii. The intending firms/vendors must have General Sales Tax Registration and National Tax Number.
- iii. Firms/Vendors should have their own complete set up in Islamabad/Rawalpindi for repair/maintenance of all or any specific fields out of above mentioned fields.
- iv. The firm/vendor shall be bound to install genuine parts of each items of the specific works. In case, the spare parts replaced are found sub-standard of second hand, the Firm/Vendor shall be struck off from the panel of Ministry of Industries and Production and will be processed for blacklisting.
- v. The Firm/Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even in the odd hours.
- vi. The Firm/Vendor shall be bound to returned the replaced/old spare items and shall be bound to give warranty of each items replaced or repaired. If the same defect is arisen again during warranty period, the vendor shall be responsible to replace it free of cost.
- vii. The qualified Firms/Vendors must take the items for repair at their own, if the repair is required at the workshop and shall return it to this Ministry at its own risk and cost.
- viii. The intending firms/vendors must provide a list of its clients.
- ix. Pre-qualification Notice/Documents is also available on EPADS and the website of Ministry of Industries & Production, Islamabad [www.moip.gov.pk](http://www.moip.gov.pk) as well as PPRA [www.ppra.org.pk](http://www.ppra.org.pk). Only those bidder/Supplier will entertain who apply through EPADS.
- x. Proposals (Email/Fax) will not be entertained other than bids required to submitted through PPRA e-Procurement Portal-EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
- xi. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule-33 of PP Rules-2004.

## TECHNICAL PROPOSAL EVALUATION CRITERIA

S. No.	Description/Detail	
1.	Full Profile of Firm/Vendor	
2.	Business Address	
3.	Landline No.	
4.	Mobile No. (With whatsapp)	
5.	NTN No. (attach copy of NTN Certificate)	
6.	GST Registration No. (attach copy of GST Registration)	
7.	Bank Account No. & Address	
8.	Vendor number of AGPR	
9.	Bank Statement (for one year)	
10.	Experience in the relevant field (in years)	
11.	List of at least three clients from Ministries/Departments along with work order: (attach list)	

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F. No. 20(31)/2024-25/Gen  
GOVERNMENT OF PAKISTAN  
MINISTRY OF INDUSTRIES & PRODUCTION

## PRE-QUALIFICATION NOTICE

Ministry of Industries & Production invites proposals for Pre-Qualification from reputed Firms/Vendors located in Islamabad/Rawalpindi for following repair/maintenance work of Ministry of Industries & Production, Islamabad during the financial year 2024-25: -

- i. Repair/maintenance of official vehicles of difference make such as Suzuki, Toyota, Honda, Motorcycles.
  - ii. Repair of all types of hardware i.e. computers, printers, Scanners etc.
  - iii. Repair/maintenance of IT Equipment i.e. Laptops, IT Servers etc.
  - iv. Repair/maintenance of Machinery Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/pedestal/exhaust fans, etc.
  - v. Repair/maintenance of Furniture & Fixture.
  - vi. Repair/maintenance of Software.
  - vii. Repair/maintenance of Office Building.
2. Prequalification documents/guidelines for participation in the pre-qualification process can be collected from Ministry of Industries & Production, Islamabad, Podium A-Block, Pak Secretariat, Islamabad during office hours. Pre-qualification Notice/Documents is also available on the website of Ministry of Industries & Production, Islamabad [www.moip.gov.pk](http://www.moip.gov.pk) as well as PPRA [www.ppra.org.pk](http://www.ppra.org.pk).
3. Interested firms/vendors having NTN, GST, Vender Number and Active Tax Payer Certificate by FBR may apply through EPADS latest by 27-08-2024 at 10:30AM which will be opened on the same date i.e. 27-08-2024 at 11:00AM in presence of the present bidders. Only those bidder/Supplier will entertain who apply through EPADS proposals (Email/FAX) will not be entertained other than bids required to submitted through PPRA e-Procurement Portal-EPADS at (<https://eprocure.gov.pk/>).
4. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule-33 of PP Rules-2004 amended time to time.

Section Officer (General)  
Podium A-Block, Pak Secretariat, Islamabad  
Ph. 051-9207366