



Government of Pakistan
Ministry of Information Technology and
Telecommunication

Digital Pakistan

Tender No.4-4/2020-GA

PRE-QUALIFICATION OF WORKSHOPS / FIRMS

Ministry of Information Technology and Telecommunication invites proposals for Pre-Qualification of Workshops / Firms located in Islamabad / Rawalpindi for following Repair/Maintenance work during the financial year 2020-21: -

- i. Repair/Maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, etc.
- ii. Repair/Maintenance of all type of Photocopiers, Fax Machines, Computers, Printers, LCDs/LEDs, Laptops, etc.
- iii. Repair/Maintenance of Air Conditioners, Electric Geezers, Electric water coolers, Reverse Osmosis Plants, Fans, Electric Work, etc.
- iv. Repair/Maintenance of Official Furniture & Fixture.
- v. Repair/Maintenance of Aluminium Partitioning / Glass Doors, etc.

2. Tender Documents for participation in the competition can be obtained from the office of the undersigned on any working day from **15th July, 2020** or can be downloaded from the PPRA / MoITT website.

3. Interested parties may send their proposals under sealed cover to the undersigned latest by **12th August, 2020 at 11:00 a.m.** which will be opened on the same date at **11:30 a.m.** in presence of bidders or their representatives.

(Akram Shafique)

Section Officer (Admn)

Ministry of Information Technology and Telecommunication

8th Floor, New Secretariat (Kohsar Block), Constitution Avenue, Islamabad

Ph: 9207771

CRITERIA FOR PRE-QUALIFICATION OF WORKSHOPS

**Repair/Maintenance of official vehicles of different
make such as Suzuki, Toyota, Honda, etc.**

For repair, maintenance and purchase of spare parts for main make and model of vehicles, the sealed bids are invited from registered workshops.

1. The interested workshops must have at least 5 years experience in relevant field.
2. The workshops should have their own complete setup i.e. garage, spare parts availability and technical experts in Islamabad / Rawalpindi.
3. The Workshops should have their Telephone / fax facilities etc in Islamabad / Rawalpindi.
4. The workshop should be registered with Sales Tax and Income Tax Department. Valid documents may also be attached.
5. The interested parties must have sound financial position, proof may be provided.
6. Non black listing certificate on affidavit and the same be attached with bidding document.
7. Tender Committee will conduct physical visit of all workshops / offices before the pre-qualification.

TERMS AND CONDITIONS

1. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even at odd hours.
2. While submitting rates the workshop should clearly show whether GST is excluded or included in the offered rates.
3. The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the workshop will be responsible to replace it free of cost.

(Akram Shafique)
Section Officer (Admn)

Name of Workshop: _____

Office Address / Contact No: _____

Signature / Stamp: _____

CRITERIA FOR PRE-QUALIFICATION OF FIRMS / VENDORS

- i. **Repair/Maintenance of all type of Photocopiers, Fax Machines, Computers, Printers, LCDs/LEDs, Laptops, etc.**
- ii. **Repair/Maintenance of Air Conditioners, Electric Geezers, Electric water coolers, Reverse Osmosis Plants, Fans, Electric Work, etc.**
- iii. **Repair/Maintenance of Official Furniture & Fixture.**
- iv. **Repair/Maintenance of Aluminium Partitioning / Glass Doors, etc.**

The sealed bids are invited from registered firms / vendors for repair / maintenance of Photocopiers, Fax Machines, Computers, Printers, LCDs/LEDs, Laptops, Air Conditioners, Electric Geezers, Electric Water Coolers, Reverse Osmosis Plants, Fans, Electric Work, Furniture & Fixture, Aluminium Partitioning / Glass Doors, etc.

1. The interested firms / vendors must have at least 3 years experience in relevant field.
2. The firms / vendors should have their own well established premises and technical experts in Islamabad / Rawalpindi.
3. The firms / vendors should have Telephone / fax facilities etc in Islamabad / Rawalpindi.
4. The firms / vendors must have registered themselves with Sales Tax and Income Tax Department (Valid documents may be attached).
5. The interested parties must have sound financial position, proof may be provided.
6. Non black listing certificate on affidavit and the same be attached with bidding document.
7. Tender Committee will conduct physical visit of all offices before the pre-qualification.

TERMS AND CONDITIONS

1. The firm / vendor on the panel will be bound to carry out the requisite work on immediate basis when work is referred to them even in odd hours.
2. While submitting rates the firm should clearly show whether GST is excluded or included in the offered rates.
3. The firm will be bound to return old parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the firm / vendor will be responsible to replace it free of cost.

(Akram Shafique)
Section Officer (Admn)

Name of Workshop / Firm: _____

Office Address / Contact No: _____

Signature / Stamp: _____