

**PRESIDENT'S SECRETARIAT (PUBLIC)**  
**AIWAN-E-SADR**

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**PRE-QUALIFICATION NOTICE**

President's Secretariat (Public) intends to pre-qualify workshops/ firms/ vendor through E-Pak Acquisition and Disposal System (EPADS). Firms/vendors/service providers should be registered with Sales Tax and Income Tax Departments and on Active Taxpayer List (ATL) of FBR having their own repair Workshops /Stock/ manpower/Firms expertise in Rawalpindi / Islamabad for following services required for financial years 2025-26 and 2026-27 under Rule-16 & 16 (A) (1) of Public Procurement Rules, 2004 amended from time to time. Details of services required are given as under: -

<b>Pre-qualification Description</b>	<b>Bid Security/Earnest Money in shape of pay order as per Rule 25 of PPRA Rules, 2004.</b>
Pre-qualification for repair/maintenance of ➤ Office Furniture. ➤ Hardware / machinery equipment.	<b>Rs.185,000/-</b>  (In Favour of Assistant Director (General) Aiwan-e-Sadr, Islamabad

2. Pre-qualification bids would be collected and opened as per the following schedule: -

Submission of bidding documents	The Interested and eligible bidders may obtain Pre-Qualification documents containing terms & conditions, or may download from Aiwan-e-Sadr ( <a href="http://www.president.gov.pk">www.president.gov.pk</a> & <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a> ) free of cost. Bids should be submitted only through (EPADS), manual submission of bids is not allowed. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on (EPADS). Original sealed bids and earnest money in favour of Deputy Director (General) President's Secretariat (Public), Islamabad submitted before closing date and time.
Closing date and time	<b>10<sup>th</sup> December, 2025</b> upto 11:00 A.M
Date and time for opening of Bids	<b>10<sup>th</sup> December, 2025</b> at 11:30 A.M through (EPADS).
Contact of Officer	Assistant Director (Gen) Ph: 051-9010140, 9010155-58

3. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules, 2004 shall apply.
4. Procuring agency reserves the right to accept or reject any or all bids/ proposals in accordance with Rule- 33 of PPRA Rules 2004.

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**CRITERIA FOR PRE-QUALIFICATION OF FIRMS**

In pursuance of Rules 15, 16 and Sub Rule (16-A), subsequently inserted in Public Procurement Rules-2004. The e-bids for repair/ maintenance of Office furniture, & Repair / Maintenance of Hardware / machinery equipment are invited from the registered/eligible firms according to the following terms and conditions: -

**TERMS & CONDITIONS**

- i. The interested firms must have minimum 05 years' experience in relevant field.
- ii. The firms should have their own complete setup in Islamabad/Rawalpindi.
- iii. The firms should have available facilities of telephone/mobile and fax facilities etc. in Islamabad/Rawalpindi.
- iv. The firm should be registered with Sales Tax and Income Tax Department and E-PADS. (Valid documents must be attached).
- v. The interested parties must have sound financial position of which, proof must be provided.
- vi. Affidavit regarding Non-black listing of workshop/firm on stamp paper of at least Rs.100/- value must be attached with bidding document.
- vii. Earnest Money of Rs. 185,000/- (refundable) in the shape of Bank Draft/Pay Order in the favour of Assistant Director (General), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad must be enclosed. **Cheques will not be accepted.**
- viii. The repair/maintenance of Official furniture and Hardware & machinery equipment will be awarded to the firms on fulfillment of pre-qualification criteria and who quotes lowest rates on need basis.
- ix. The Pre-qualified firm (s) on the panel will be bound to carry out the requisite work on priority basis as per work order.
- x. In case of any dispute regarding quantity, quality of service and specification, the decision of the President's Secretariat (Public) shall be final & binding.
- xi. Warranty period of each item replaced or repaired, should clearly be mentioned in the quotation.
- xii. The bid validity period will be 30-06-2027 in term of Rule 16, Sub rule 16 (A)(1).
- xiii. The authority reserves the right to accept or reject any application/bid or cancel the process of prequalification without assigning any reason to the applicant/bidder(s) in accordance with Rule-33 of PPRA Rules-2004.

## ORGANIZATION INFORMATION

Serial No.	Required information	Response with Documentary Proof	
1	Legal name of the Auto Workshop/ repair Shop/Firm		
2	Year of Registration / Establishment of the organization		
3	National Tax Number with year of issuance		
4	General Sales Tax Number and year of registration		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Sole proprietor	
		Private Limited Company	
		Public limited Company	
6	Name and Designation of Head of Organization		
	Mobile		
	Phone		
	Email (if any)		
	Address of Organization		
	Bank IBAN No.		
	AGPR Vender No.		
7	Name and Designation of Contact Person		
	Mobile		
	Phone		
	Fax (if any)		
	Fax number		