

PRESIDENT’S SECRETARIAT (PUBLIC)
AIWAN-E-SADR

PRE-QUALIFICATION NOTICE

President’s Secretariat (Public), invites sealed bids/proposals from firms registered with Sales Tax/Income Tax Departments and EPADS with having their own offices/shops in Rawalpindi/Islamabad for Pre-Qualification of following Procurements, Works and Services during the financial years 2025-26 and 2026-2027, the detail is as under: -

Name of Procuring Agency	President’s Secretariat (Public), Aiwan-e-Sadr, Islamabad
Title of Pre-qualification	Pre-qualification of:- The repair/maintenance work of maintenance of vehicles/motorcycles, all machinery items, Hardware items, furniture and electric items.
Contact of Officer	Deputy Director (Gen) Ph: 051-9010140-9010155
Closing Time and Date of bids	Upto 1100 hours, 11thAugust,2025.
Time and place of opening of bids	1130 hours, 11thAugust,2025 President’s Secretariat (Public), Aiwan-e-Sadr Building, Islamabad

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

PRESIDENT'S SECRETARIAT (PUBLIC)
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CRITERIA FOR PRE-QUALIFICATION OF FIRMS

In pursuance of Rules 16 and Sub Rule (16-A) inserted in Rule 15 (Pre-Qualification) of Public Procurement Rules-2004. For repair, maintenance of vehicles/motorcycles, Machinery & Equipment, Computer Hardware items, furniture and fixture, electronic items etc., the e-bids 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. Telephone/fax facilities etc. in Islamabad/Rawalpindi.
- iv. The firm should be registered with Sales Tax and Income Tax Department and EPADS. (Valid documents may be attached).
- v. The interested parties must have sound financial position, proof may be provided.
- vi. Affidavit regarding Non-black listing of workshop/firm on stamp paper at least of Rs.100/- value may be attached with bidding document.
- vii. The repair/maintenance work of maintenance of vehicles/motorcycles, all machinery items, Hardware items, furniture and electric items will be awarded to the firms on fulfillment of pre-qualification criteria who quotes lowest rates on need basis.
- viii. The (Pre-qualified) firm (s) on the panel will be bound to carry out the requisite work on immediate basis as per work order.
- ix. While submitting rates, the firms should clearly show that the quoted rates are without GST.
- x. Warranty period of each item replaced or repaired, should clearly be mentioned in the quotation.
- xi. The bid validity period will be 30-06-2027.
- xii. 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.

Name of Workshop: _____

Office Address/contact: _____

Vendor No. _____

IBAN No. _____

Signature / Stamp: _____