



**PRE-QUALIFICATION OF FIRMS/VENDORS.**

Commerce Division invites proposal for Pre-qualification of Firms/Vendors for following Repair/Maintenance work during the financial year, 2018-19:-

- a) Repair/Maintenance of all type of Computers, Printers, Laptops, LCD, LED and Video Conference System
- b) Repair/Maintenance of official vehicles of different make such as Suzuki, Toyota, Honda & Motorcycles.
- c) Repair/ Maintenance of Photocopiers (CANON, MONOLTA BUZUB AND PANASONIC) Air Conditioners, and Fans.
- d) Repair/Maintenance of Official Furniture & Fixture.

**Terms and Conditions:**

- a). The firms shall have their own complete set up in Islamabad/Rawalpindi for repair /maintenance of all or any specific field out of above mentioned areas.
  - b). The firms shall be bound to provide services to Commerce Division during the period of FY 2018-19 on immediate basis and even at odd hours as per requirement.
  - c). The firms must have General Sales Tax Registration, National Tax Number as well as Active Tax Payer.
  - d). The firms shall be bound to install genuine parts in each items of above field. In case, the spare parts replaced are found sub-standard or second hand, the firms shall struck off from panel of Commerce Division.
  - e). Firms shall be bound to return the replaced/old spare items and shall be liable to give warranty of each item replaced or repaired. If the same defect arises again during warranty period, the firms shall be responsible to replace it free of cost.
  - f). Successful bidder must take the items for repair at his own cost, if the repair is required at the bidder's workshop, he will return it to Commerce at Division his own risk and cost. To obtain permission for vehicle entry in Red Zone as well as "A" block, will be the responsibility of vendor concerned.
  - g). The intending firms must provide a list of its clients, relevant experience and past performance capabilities.
  - h). The firms will provide an affidavit on Rs.20/- stamp papers duly attested by the oath commissioner to the effect that it has never been black listed or has indulged in any kind of litigation with any Government Department.
  - i). Commerce Division reserves the right to accept or reject any or all bids/proposal in accordance with Rule-33 of PPRA Rules, 2004.
2. The proposals should reach the undersigned at Room No.424, 4<sup>th</sup> floor Block "A" Pak. Secretariat, Islamabad within 15 days from the published news paper at 10.00 am which will be opened on the same date at 11.00 am.

Deputy Secretary (Admn/Finance)

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