

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
ISLAMABAD**

TENDER NOTICE

PRE-QUALIFICATION OF FIRMS/VENDORS

Ministry of Commerce, Islamabad, invites proposal for pre-qualification (through e-PADS) from well reputed and financially sound firms/vendors/suppliers having properly established offices at Islamabad/Rawalpindi, for following repair/maintenance work during **Current Financial Year 2025-26**.

1. **Repair of Transport (Official Vehicles)**
2. **Repair of Machinery & Equipment**
3. **Repair of Furniture & Fixture**
4. **Repair of Computer Equipments (Hardware & Software/IT equipments)**

2. Furthermore, bidding documents containing detailed terms and conditions etc are available and can be download from Ministry of Commerce Website as well as from E-PADS PPRA website free of cost. It is furthermore, informed that Bidders need to get registered at e-Web portal of e-PADS PPRA (Federal) to access the tender documents and other relevant information including electronic bid submission.

3. In this regard, Bids should be submitted electronically only through E-PADS we portal. Manual submission of bid, without e-PADS electronic bid is not acceptable. For registration and training on e-PADS or in case of any technical difficulties in using e-PADS, prospective bidder(s) may also contact Room No. 109, 1st Floor, FBC Building Sector G-5/2, Islamabad or helpline contact No. 051-111-137-237.

4. The bids prepared in accordance with the following Terms/conditions and the bidding documents must be submitted through e-PADS web portal before the closing date **18-08-2025 at 11:00 am**. Bids will be opened on the same day at **12:00 hrs** through e-PADS.

5. The **Terms and Conditions** for pre-qualification of firms/vendors/suppliers are as under:-

- i. Firms shall have their own complete set up i.e. repair centers/workshops in Islamabad/Rawalpindi for repair/maintenance of specific fields indicated above;
- ii. Firms shall be bound to provide services to Ministry of Commerce during CFY 2025-26 on immediate basis and even at odd hours.
- iii. Firms must have General Sales Tax Registration, National Tax Number (NTN) and is on active taxpayer list (ATL) of FBR. The firm is also responsible to provide vendor number and bank account number etc.
- iv. Firms shall be bound to install genuine parts in each item of above fields. In case, the spare parts replaced are found sub-standard or second hand, the firms shall stuck off from panel of Ministry of Commerce and liable to be proceeded against as per PPRA Rules, 2004.
- v. 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 respective parts free of cost.
- vi. Successful bidder must take the items for repair at his own expense, if repair is required at the bidder's workshop, he will return it to Ministry of Commerce, Kohsar Block/Block-A, Pak. Secretariat at his own risk and cost.
- vii. The intending firms must provide a list of its clientele, relevant experience and past performance capabilities with respect to personnel machinery equipment and plant etc.
- viii. The firms will provide an affidavit on Rs.100/- stamp papers duly attested by the Oath Commissioner to the effect that firms/vendors have never been black listed by any Government Department(s) or has indulged in any kind of litigation with any Government Department(s).
- ix. The processing agency/Ministry of Commerce reserves the right to accept or reject (Wholly or partially) of any or all bids/proposal in accordance with Rule-33 of PPRA Rules-2004.
- x. As per Rule 36(a) of PPRA Rules-2004 single stage one envelop procedure will be adopted.

6. All interested bidders must register themselves at e-PADS by using link: <https://eprocure.gov.pk/#/supplier/registration>. The original bid security and Tender fee instrument must be attached with the Technical proposal and the reference / Pay order copy must be submitted through e-PADS online submission as well, before tender closing date and time (for local bidder only).

(Muhammad Ali)
Section Officer (GA-I)
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