

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

Ministry of Commerce invite proposal for Pre-qualification of Firms/Vendors for following Repair/Maintenance work during the financial year, 2017-18.:-

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

**Terms and Conditions:**

- a). Firms shall have their own complete set up in Islamabad/Rawalpindi for repair /maintenance of all or any specific field out of above mentioned four fields.
  - b). Firms shall be bound to provide services to Ministry of Commerce during the period of FY 2017-18 on immediate basis and even at odd hours.
  - c). Firms must have General Sales Tax Registration, National Tax Number (Active Tax Payer List proof) and vendor number from AGPR, Islamabad.
  - d). 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 of from panel of Ministry of Commerce.
  - 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 Ministry of Commerce at 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 with respect of personnel, equipment and plant.
  - 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). The procuring agency 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.427, 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.

  
Section Officer (Admn-GA)

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