

**PRE-QUALIFICATION NOTICE FOR REPAIR/MAINTENANCE**

File No. 7/6/2023-24 (G&P). Sealed bids are invited from the Islamabad / Rawalpindi based firms having proper shops and telephone facility, duly registered with sales tax authorities along with vendor numbers for repair/maintenance of Photostat Machines, Computer, Printer, Fax Machine, Scanner, Electric Water Cooler, Air conditioners, IT Equipment's, Server, UT Firewall Routers, Networking, Vehicles, Motorcycle, Furniture/Fixture Items and all other Machinery equipments, during the Financial Year 2023-24. Tender can be downloaded from the websites of Ministry of Interior [www.interior.gov.pk](http://www.interior.gov.pk) and Public Procurement Regulatory Authority [www.ppra.gov.pk](http://www.ppra.gov.pk).

The terms and conditions will be as under: -

- ▶ Interested parties may submit their bids for repair/maintenance of Photostat Machines, Computer, Printer, Fax Machine, Scanner, Electric Water Cooler, Air conditioners, IT Equipment's, Server, UT Firewall Routers, Networking, Vehicles, Motorcycle, Furniture/Fixture Items and all other Machinery equipments within (15) days of uploading of this notice.
- ▶ Security worth to Rs.50,000/- (Rupees Fifty thousand only) for repair/maintenance of Photostat Machines, Computer, Printer, Fax Machine, Scanner, Electric Water Cooler, Air conditioners, IT Equipment's, Server, UT Firewall Routers, Networking, Vehicles, Motorcycle, Furniture/Fixture Items and all other Machinery equipments is required to be deposited in favor of Drawing & Disbursing Officer/Section Officer (Cash & Accounts) Ministry of Interior. Security deposits will be released/refunded within a fortnight to unsuccessful bidders and in case of successful bidders after 30<sup>th</sup> June, 2024
- ▶ The Repair/Maintenance work will be valid up to 30<sup>th</sup> June, 2024. Sub-standard work will not be acceptable and defaulters will be proceeded under law, including blacklisting.
- ▶ Firms will be bound to depute full time representative to carry out the repair/maintenance round the clock even on short notices and on closed holidays throughout the financial year at their own transport in "R" block Pak-Secretariat Islamabad.
- ▶ The Tender Documents must accompany the following certificates.
  - ▶ Firms Registration Certificates.
  - ▶ NTN/STN
  - ▶ Vendor Number.
  - ▶ Bank Account Number.
- ▶ An owner of more than one firm can send bid only from one company.
- ▶ The firms are requested to furnish an affidavit on stamp paper valuing Rs.20/- that the firm is not blacklisted and has no dispute with any Government Organization (s).
- ▶ The Competent Authority reserves the right to accept or reject any tender by whole or partially with assigning proper justifications /deficiency (if any).
- ▶ The competent Authority also reserves the right to cancel the contract entirely during the currency of year if sub-standard work is found. The security amount will be fortified and the firm will be blacklisted.
- ▶ Sealed bids Complete in all respect may reach the *SECTION OFFICER (G&P), Ministry of Interior, Room # 604, "R", Block Pak. Secretariat, Islamabad on or before the stipulated time i.e. 1<sup>st</sup> August, 2023 (Up to 1030 hours). Tenders/ bids will be opened on the same day i.e. 1<sup>st</sup> August, 2023 at 1130 hours in the Office of Joint Secretary (Admn).*

(Muhammad Fayyaz Sami)  
Section Officer (G&P)  
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