



**GOVERNMENT OF PAKISTAN**  
**OFFICE OF THE ACCOUNTANT GENERAL PAKISTAN REVENUES**  
**SECTOR G-8/4, ISLAMABAD**

No.Admn-II/CT/PRE-QUALIFICATION/2023-2024

Dated: 09-05-2024

**PRE-QUALIFICATION NOTICE**

Pre-qualification are invited under Rule-16 of Public Procurement Rules, 2004 for Pre-qualification for repair /maintenance work/services of official vehicles, furniture fixture, machinery, and hardware software, office building/colony and I.T Equipment for the financial years **2023-2024 & 2024-2025** as per bidding documents.

2. Detailed of items and terms are given in the bidding document.
3. Pre-qualification documents containing list of repair/maintenance work of official vehicles, furniture, machinery, hardware software, office building/colony and I.T Equipment as well as terms and conditions of contract can be collected from the Accounts Officer (Admn-II) on working days during the office hours, filled pre-qualification documents duly signed and stamped by the bidders can be submitted to the Accounts Officer (Admn-II) on or before the closing date. The Cost of tender documents is **Rs.500/- only** which is non-refundable, tender document can also be downloading from AGPR website free of cost.
4. Interested firms/dealers must provide following information/documents with their bids:
  - a) Experience of repair /maintenance work.
  - b) Previous registration with any Govt. organization.
  - c) Business/Office address, telephone and fax numbers.
  - d) Attested copy of Certificate of Income Tax & Sales Tax registration.
  - e) Certificate or undertaking/affidavit of not being blacklisted.
  - f) List of clients where services have been rendered in current year.
5. The seal pre-qualification should be submitted on or before **May 27<sup>th</sup> 2024** at **10:30 a.m.** to the undersigned.
6. Bidders will deposit **Rs.50,000/-** as earnest money (refundable). Pre-qualification will be opened in the presence of bidders / representatives who choose to attend on the same day at **11:00 a.m.**
7. Suppliers/service providers may quote for one or all the items listed in the pre-qualification documents..

**(MUKHTAR-UD-DIN)**  
Accounts Officer (Admn-II)

Phone # 9260325



OFFICE OF THE  
ACCOUNTANT GENERAL PAKISTAN REVENUES  
G-8/4, ISLAMABAD

PRE-QUALIFICATION FOR  
REPAIR AND MAINTINANCE SERVICES OF OFFICIAL  
VEHICLE, FURNITURE FIXTURE, MACHINERY, OFFICE  
BUILDING/COLONY, HARDWARE SOFTWARE AND  
I.T EQUIPMENT DURING THE FINANCIAL YEAR  
2023-2024 & 2024-2025

NAME OF FIRM:

M/S \_\_\_\_\_

\_\_\_\_\_

Contact No:

Office: \_\_\_\_\_

Mobile: \_\_\_\_\_



Dear Sir,

**FURTHER TO AVERTISEMENT ON PPRA WEBSITE, NEWSPAPERS AS WELL AS AGPR'S WEBSITE PRE-QUALIFICATION NOTICE OF REPAIR AND MAINTINANCE SERVICES OF OFFICIAL VEHICLE, FURNITURE FIXTURE, MACHINERY, HARDWARE SOFTWARE, OFFICE BUILDING/COLONY AND I.T EQUIPMENT DURING THE FINANCIAL YEAR 2023-2024 & 2024-2025**

**1. CONTRACT**

The Contract shall mean the agreement entered between the parties i.e. “the purchaser” (AGPR on the behalf of the President) and the “Seller/Service provider” (Bidder).

**2. DETAIL OF ITEM TO BE REPAIR/SERVICE WORK**

As per Annexure “A”

**3. RECEIPT AND OPENING OF PRE-QULIFICATION NOTICE**

Pre-qualification should reach in this office on or before **May 27, 2024 by 10:30 A.M.** and will be opened on the same day in the presence of the bidders or their representatives at 11:00 A.M. (In case of Government holiday next working day will be considered)

- Bids should be placed in separate sealed cover marked as “**PRE-QUALIFICATION OF REPAIR AND MAINTINANCE SERVICES OF OFFICIAL VEHICLE, FURNITURE FIXTURE, MACHINERY, HARDWARE SOFTWARE, OFFICE BUILDING/COLONY DURING THE FINANCIAL YEARS 2023-2024 & 2024-2025**”.

**4. INFORMATION & CLARIFICATION**

For any clarification or further information if necessary, the bidders may contact to Accounts Officer (Admn-II), Office of the AGPR Islamabad on Phone No.051-9260325

**5. RATE**

Bidders should quote their repair/services rates in Pak Rupees inclusive of Government Taxes for one month (as and when required). Sales tax where applicable may be shown separately. Rates would be valid for the financial years 2023-2024 & 2024-2025.



## 6. BID SECURITY

Repair/service bid must be accompanied with call deposit amounting to **Rs.50,000/-** as earnest money (refundable) in favor of Admn Officer A.G.P.R Islamabad.

## 7. SUPPLY

- Repair/Services will have to be made immediately after issuance of work order from Admn Officer of the A.G.P.R, G-8/4, and Islamabad.
- Unsatisfactory repair/services will have to be repaired again immediately at service provider cost.
- Inspection team of this office will visit the work place/workshop before awarding the repair/maintenance contract.

## 8. TERMS OF PAYMENT

- The payment will be made after satisfactory repair maintenance work against invoices as per approved rates.
- Taxes at source i.e. Income tax and GST will be deducted as per Government rules / orders on date.

## 9. GENERAL INFORMATIONS

- i. Firms should have their own state of the art office/workshop in Islamabad/Rawalpindi
- ii. Firms must have General Sales Tax Registration, National Tax Numbers and is on active taxpayer list (ALT) of FBR. The firm should have bank account and vendor number assigned by AGPR
- iii. For pre-qualification firms having experience capability and resources may apply along with the following information and documents:
  - a) Name of the firm along with postal address, Phone and Fax numbers.
  - b) Copy of incorporation certificate & organizational structure.
  - c) Similar nature of works completed during last five years by government department auto & Simi auto organizations.
  - d) Similar nature of works in hand along with names and address of clients.
  - e) Pre-Qualified for similar nature of works with Govt. /Semi Govt. /Private firm.
  - f) List of key personal & detail of Technical staff.
  - g) Affidavit for non- blacklisted/involved in arbitration/Litigation with any client during last 5 year.
  - h) Successful firms shall be responsible to provide its services for repair/maintenance after approval of their quotation.
  - i) Firms shall respond on receipt of work order on the same day.



- j) Firms shall preferably make it possible to rectify the fault of certain mechanical problem at the spot otherwise at workshop at their own arrangement.
- k) Firms shall be bound to replace the faulty parts to this office.
- l) In case of arising of same fault with in the warranty period the firm shall replace the faulty part without any extra charges.
- m) Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA 2004.
- n) Sealed Pre-qualification bids should reach this office (during office hours) or by courier at the address of undersigned with in the stipulated time otherwise pre-qualifications bids will not be accepted.
- o) Bid (s) found incomplete will stand rejected. Incomplete received bid will not be entertained.
- p) Department may reserve the right to regret (any or all bids) and also decrease/increase the number of repair/maintenance work as per PPRA Rules.
- q) Substandard work will not be acceptable and defaulters will be proceeded under law, including black listing.

#### **10. EVALUATION**

All the bids submitted would be evaluated by the committee constituted by the competent authority.

The criteria of evaluation will be bidder's experience, reputation, compliance to specifications and rate.

The Sample must also be submitted wherever required by the Purchase Committee.

**(MUKHTAR-UD-DIN)**

Accounts Officer (Administration-II)  
Office of the AGPR, Islamabad  
Ph. 051-9260325



“Annexure-A”

**DESCRIPTION OF REPAIR WORK/SERVICES**

<b>Sr.#</b>	<b>Description</b>	<b>Nature of repair work/Services</b>
1.	<b>Transport</b>	All kind of repair work of vehicles
2.	<b>Furniture &amp; Fixture</b>	All kind of repair work of furniture and fixture
3.	<b>Machinery &amp; Equipment</b>	All kind of repair work of machinery and equipment
4.	<b>Hardware/Software</b>	All kind of repair work of Hardware and software
5.	<b>Office Building/colony</b>	All kind of repair work of office building/colony of office
6.	<b>I.T Equipment</b>	All kind of repair work of I.T Equipment