

PRE-QUALIFICATION DOCUMENTS

For Pre-qualification of Vendors/Firms for repair/maintenance work of Ministry of Industries & Production, Islamabad during the financial year 2026-27: -

- i. Repair/maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorcycles.
- ii. Repair of all types of hardware i.e. computers, printers, Scanners etc.
- iii. Repair/maintenance of IT Equipment i.e. Laptops, IT Servers etc.
- iv. Repair/maintenance of Machinery Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/pedestal/exhaust fans, etc.
- v. Repair/maintenance of Furniture & Fixture.
- vi. Repair/maintenance of Software.
- vii. Repair/maintenance of Office Building.



**Ministry of Industries & Production
Podium A-Block, Pak Secretariat, Islamabad
Ph. No. 9207366**

Last date for submission of bids is 11.08.2026 by 10:30am

Opening of bids on 11.08.2026 at 11:00 am

**GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES & PRODUCTION**

PRE-QUALIFICATION OF CONTRACTOR/FIRMS/VENDORS FOR: -

- i. Repair/maintenance of official vehicles of difference make such as Suzuki, Toyota, Honda, Motorcycles.
- ii. Repair of all types of hardware i.e. computers, printers, Scanners etc.
- iii. Repair/maintenance of IT Equipment i.e. Laptops, IT Servers etc.
- iv. Repair/maintenance of Machinery Equipment i.e. photocopiers, fax, air conditioners, electric geysers, bracket/pedestal/exhaust fans, etc.
- v. Repair/maintenance of Furniture & Fixture.
- vi. Repair/maintenance of Software.
- vii. Repair/maintenance of Office Building.
- viii. Maintenance of Parks & Gardens

TERMS AND CONDITIONS

- i. The prequalified firms/vendors shall be bound to provide services to Ministry of Industries & Production.
- ii. The intending firms/vendors must have General Sales Tax Registration and National Tax Number.
- iii. Firms/Vendors should have their own complete set up in Islamabad/Rawalpindi for repair/maintenance of all or any specific fields out of above-mentioned fields.
- iv. The firm/vendor shall be bound to install genuine parts of each items of the specific works. In case, the spare parts replaced are found sub-standard of second hand, the Firm/Vendor shall be struck off from the panel of Ministry of Industries and Production and will be processed for blacklisting.
- v. Bidder shall submit a Call Deposit of Rs.150,000/- in the form of pay order/bank draft as security (refundable) in favor of Section Officer (General), Ministry of Industries & Production, Islamabad. Cheques are not acceptable.
- vi. The Firm/Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even in the odd hours.
- vii. The Firm/Vendor shall be bound to returned the replaced/old spare items and shall be bound to give warranty of each items replaced or repaired. If the same defect is arisen again during warranty period, the vendor shall be responsible to replace it free of cost.
- viii. The qualified Firms/Vendors must take the items for repair at their own, if the repair is required at the workshop and shall return it to this Ministry at its own risk and cost.
- ix. The intending firms/vendors must provide a list of its clients.
- x. The language of correspondence of the firms/contractors/dealers in English and alternative language shall not be considered.
- xi. Only typed application will be accepted. Use of white fluid or over writing will not be accepted. All firms are directed to apply online on e-procurement Portal E-PADS as well as original bid must be submitted in hard form (hard copy) in the office of undersigned.
- xii. The PPRA Rules, 2004 will be fully applied/followed.

- xiii. In the event of non-acceptance of firms, no intimation will be given to the firms/contractors.
- xiv. The right to accept or reject any firm/contractor **with proper assigning of reasons** is hereby reserved. The decision of the Finance Division (Main) would be final and binding on all matters relating to pre-qualification of firms/contractors.
- xv. The interested firms must provide an affidavit that the company was not black listed by any Government Ministries/Division/Departments.
- xvi. The firm/contractor on the panel will be bound to carry out the requisite work on immediate basis when Photostat machines, fax machine, Air Conditioners, wall fans, computer and furniture items and other machinery & furniture, office Building and vehicles are referred to even at odd hours.
- xvii. The firm/contractor must take the item for repair at its own, if the repair is required at contractor's workshop and shall return it to Finance Division at its own risk and cost.
- xviii. The intending firms/vendor must provide a list of its client.
- xix. Pre-qualification Notice/Documents is also available on the website of Ministry of Industries & Production, Islamabad www.moip.gov.pk as well as PPRA www.ppra.org.pk.
- xx. Electronic proposals will not be entertained other than bids required to be submitted through PPRA e-Procurement Portal-EPADS at (www.eprocure.gov.pk).
- xxi. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule-33 of PP Rules-2004.
- xxii. Sealed pre-qualification bids should reach Ministry of Industries & Production by hand (during office hours) or by courier at the address of Section Officer (General), Ministry of Industries & Production, Podium, Block-A, Pak Secretariat, Islamabad within the stipulated time otherwise pre-qualifications bids will not be accepted.
