



Government of Pakistan  
Ministry of Information Technology and Telecommunication

**Digital Nation Pakistan**

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**Tender No.4-4/2025-GA**

**PRE-QUALIFICATION OF WORKSHOPS / FIRMS**

Ministry of Information Technology and Telecommunication invites proposals for Pre-Qualification of Workshops / Firms located in Islamabad / Rawalpindi for following Repair/Maintenance work as and when required during the financial year 2025-26, 2026-27 and 2027-28: -

- i. Repair/Maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, etc.
- ii. Repair/Maintenance of all type of Photocopiers, Fax Machines, Computers, Printers, LCDs/LEDs, Laptops, etc.
- iii. Repair/Maintenance of Air Conditioners, Electric Geysers, Electric water coolers, Reverse Osmosis Plants, Fans, Electric Work, etc.
- iv. Repair/Maintenance of Official Furniture & Fixture etc.
- v. Repair/Maintenance of Aluminium Partitioning / Glass Doors, etc.

2. Tender Documents for participation in the competition can be obtained from the office of the undersigned on any working day from **24<sup>th</sup> July, 2025** or can be downloaded from the PPRA / MoITT website.

3. Interested parties may send their proposals under sealed cover to the undersigned latest by **11<sup>th</sup> August, 2025 at 11:00 a.m.** which will be opened on the same date at **11:30 a.m.** in presence of bidders or their representatives.

4. The tenders shall only be received through the EPADS and manual bids shall not be entertained as per Procurement Regulation vide SRO 296(I)/2023 dated 27.02.2023.

**(Sabir Hussain)**

Section Officer (General)

Ministry of Information Technology and Telecommunication  
8<sup>th</sup> Floor, New Secretariat (Kohsar Block), Constitution Avenue, Islamabad  
Ph: 9206422 & 9207771

**CRITERIA FOR PRE-QUALIFICATION OF WORKSHOPS**

The sealed bids are invited from registered workshops for repair / maintenance and purchase of spare parts for make and model of vehicles of MoITT as and when required during the financial year 2025-26, 2026-27 and 2027-28: -

**Repair/Maintenance of official vehicles of different  
make such as Suzuki, Toyota, Honda, etc.**

**TERMS AND CONDITIONS**

1. The interested workshops must have at least 2 years' experience with Government Departments in relevant field.
2. The workshops should have their own complete setup i.e. garage, spare parts availability and technical experts in Islamabad / Rawalpindi.
3. The Workshops should have their Telephone / fax facilities etc. in Islamabad / Rawalpindi.
4. The workshop should be registered with Sales Tax and Income Tax Department. Valid documents must be attached with the bid.
5. The interested parties must have sound financial position, proof be provided with the bid.
6. Non black listing certificate on affidavit must be attached with bidding document.
7. Tender Committee will conduct physical visit of all workshops / offices before pre-qualification.
8. The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it, even at odd hours.
9. While submitting rates the workshop should clearly show whether GST is excluded or included in the offered rates.
10. The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the workshop will be responsible to replace it free of cost.
11. The Ministry reserves the right to reject or accept any / all bids as per PPRA Rules, 2004.
12. The tenders shall only be received through the EPADS and manual bids shall not be entertained as per Procurement Regulation vide SRO 296(I)/2023 dated 27.02.2023.

**(Sabir Hussain)**  
Section Officer (General)

Name of Workshop: \_\_\_\_\_

Office Address / Contact No: \_\_\_\_\_

Signature / Stamp: \_\_\_\_\_

**CRITERIA FOR PRE-QUALIFICATION OF FIRMS / VENDORS**

The sealed bids are invited from registered firms / vendors for repair / maintenance of the following items as and when required during the financial year 2025-26, 2026-27 and 2027-28: -

- i. **Repair/Maintenance of all type of Photocopiers, Fax Machines, Computers, Printers, LCDs/LEDs, Laptops, etc.**
- ii. **Repair/Maintenance of Air Conditioners, Electric Geysers, Electric water coolers, Reverse Osmosis Plants, Fans, Electric Work, etc.**
- iii. **Repair/Maintenance of Official Furniture & Fixture etc.**
- iv. **Repair/Maintenance of Aluminium Partitioning / Glass Doors, etc.**

**TERMS AND CONDITIONS**

1. The interested firms / vendors must have at least 2 years' experience with Government Departments in relevant field.
2. The firms / vendors should have their own well established premises and technical experts in Islamabad / Rawalpindi.
3. The firms / vendors should have Telephone / fax facilities etc. in Islamabad / Rawalpindi.
4. The firms / vendors should be registered with Sales Tax and Income Tax Department Valid documents must be attached with the bid.
5. The interested parties must have sound financial position, proof be provided with the bid.
6. Non black listing certificate on affidavit must be attached with bidding document.
7. Tender Committee will conduct physical visit of all offices before pre-qualification.
8. The firm / vendor on the panel will be bound to carry out the requisite work on immediate basis when work is referred to them even in odd hours.
9. While submitting rates the firm should clearly show whether GST is excluded or included in the offered rates.
10. The firm will be bound to return old parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the firm / vendor will be responsible to replace it free of cost.
11. The Ministry reserves the right to reject or accept any / all bids as per PPRA Rules, 2004.
12. The tenders shall only be received through the EPADS and manual bids shall not be entertained as per Procurement Regulation vide SRO 296(I)/2023 dated 27.02.2023.

**(Sabir Hussain)**  
Section Officer (General)

Name of Workshop / Firm: \_\_\_\_\_

Office Address / Contact No: \_\_\_\_\_

Signature / Stamp: \_\_\_\_\_