

GOVERNMENT OF PAKISTAN  
MINISTRY OF INDUSTRIES & PRODUCTION

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No. 20(31)/2025-26/Gen

Islamabad, the 3<sup>rd</sup> September, 2025

Assistant Director,  
Public Procurement Regulatory Authority (PPRA),  
**Islamabad.**

**SUBJECT: PRE-QUALIFICATION OF FIRM FOR THE FY: 2025-26**

I am directed to refer to your letter No.1-10/IT/PPRA/UserID/2025 dated 19<sup>th</sup> August, 2025 on the subject noted above and to state that this Ministry has deposited **Rs.15,000/- in PPRA's account No.PK17HABB0004540013100701 (deposit slip is enclosed herewith)** on account of uploading of Pre-qualification advertisement for repair/maintenance/services and works during the current financial year 2025-26.

2. It is therefore requested that Pre-Qualification notice alongwith terms & conditions may be uploaded on the website of Public Procurement Regulatory Authority (PPRA). The last date for receiving of sealed envelopes is **24<sup>th</sup> September, 2025.**

**Encl: (As above)**

  
**(Muhammad Akif Rashid)**  
Section Officer (General)  
051-9207366

**Copy forwarded to:**

- ✓ 1. Mr. Imran Shahid, Assistant Programmer / Analyst with the request to upload above referred Pre-Qualification Notice on the website of Ministry of Industries and Production.



F. No. 20(31)/2025-26/Gen  
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MINISTRY OF INDUSTRIES & PRODUCTION

## PRE-QUALIFICATION NOTICE

Ministry of Industries & Production invites proposals for Pre-Qualification from reputed Firms/Vendors located in Islamabad/Rawalpindi for following repair/maintenance work of Ministry of Industries & Production, Islamabad during the financial year 2025-26: -

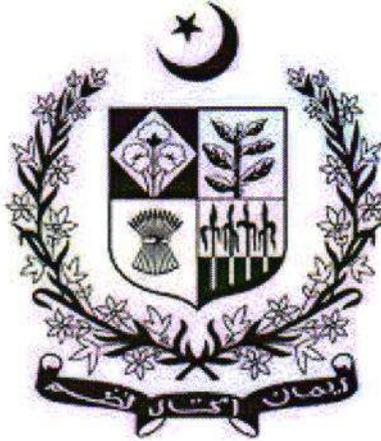
- i. Repair/maintenance of official vehicles of difference make such as Suzuki, Toyota, Honda, Motorcycles.
  - ii. Repair of all types of hardware i.e. computers, printers, Scanners etc.
  - iii. Repair/maintenance of IT Equipment i.e. Laptops, IT Servers etc.
  - iv. Repair/maintenance of Machinery 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.
2. Prequalification documents/guidelines for participation in the pre-qualification process can be collected from Ministry of Industries & Production, Islamabad, Podium A-Block, Pak Secretariat, Islamabad during office hours. Pre-qualification Notice/Documents is also available on the website of Ministry of Industries & Production, Islamabad [www.moip.gov.pk](http://www.moip.gov.pk) as well as PPRA [www.ppra.org.pk](http://www.ppra.org.pk).
3. Interested firms/vendors having NTN, GST, Vender Number and Active Tax Payer Certificate by FBR may send the proposals/relevant documents under sealed cover at Podium A-Block, Pak Secretariat, Islamabad latest by 24<sup>th</sup> September, 2025 at 10:30AM which will be opened on the same dated 24<sup>th</sup> September, 2025 at 11:00AM in presence of the present bidders. Electronic proposals will not be entertained other than bids required to submitted through PPRA e-Procurement Portal-EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
4. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with PPRA Rules-2004 amended time to time.

Section Officer (General)  
Podium A-Block, Pak Secretariat, Islamabad  
Ph. 051-9207366

## **PRE-QUALIFICATION DOCUMENTS**

For Pre-qualification of Vendors/Firms for repair/maintenance work of Ministry of Industries & Production, Islamabad during the financial year 2025-26: -

- 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 Tuesday, dated 24<sup>th</sup> September, 2025 by 10:30am**

**Opening of bids is 24<sup>th</sup> September, 2025 at 11:00 am**

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**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. The Firm/Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even in the odd hours.
- vi. 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.
- vii. 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.
- viii. The intending firms/vendors must provide a list of its clients.
- ix. The language of correspondence of the firms/contractors/dealers in English and alternative language shall not be considered.
- x. 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.
- xi. The PPRA Rules, 2004 will be fully applied/followed.
- xii. In the event of non-acceptance of firms, no intimation will be given to the firms/contractors.
- xiii. The right to accept or reject any firm/contractor **with proper assigning of reasons** is hereby reserved. The decision of the Industries and Production Division (Main) would be final and binding on all matters relating to pre-qualification of firms/contractors.

- xiv. The interested firms must provide on affidavit that the company was not black listed by any Government Ministries/Division/Departments.
- xv. 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.
- xvi. 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 Industries and Production Division at its own risk and cost.
- xvii. The intending firms/vendor must provide a list of its client.
- xviii. Pre-qualification Notice/Documents is also available on the website of Ministry of Industries & Production, Islamabad [www.moip.gov.pk](http://www.moip.gov.pk) as well as PPRA [www.ppra.org.pk](http://www.ppra.org.pk).
- xix. Electronic proposals will not be entertained other than bids required to submitted through PPRA e-Procurement Portal-EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
- xx. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with PPRA Rules-2004.
- xxi. 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.

#### **DECLARATION BY THE FIRM**

- Above terms and conditions have been read carefully and it is solemnly affirm of abiding above terms and conditions in letter and spirit.

M/s. \_\_\_\_\_

Signature & Stamp of owner

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