

**Government of Pakistan
Ministry of Overseas Pakistanis and
Human Resource Development**

TENDER NOTICE (PRE-QUALIFICATION OF FIRMS)

Ministry of Overseas Pakistanis & Human Resource Development invites sealed bids from the authorized distributors/General Order suppliers with NTN/STN & Vendor No in Islamabad/Rawalpindi based firms and having proper shops/office and telephone facility duly registered with Income Tax and Sales Tax Departments for repair/maintenance of Photostat Machines, Computer, Printer, Fax Machine, Scanner, Electric Water Cooler, Air conditioners, IT Equipments, Server, UT Firewall Routers, Networking, Vehicles, Motorcycle, Furniture/Fixture, procurement of non-tender (stationery/miscellaneous items) and all other Machinery equipments, during the financial Year 2023-2024 and 2024-2025. The firm(s) **must have at least "ten years" experience** in the relevant fields etc to the Government Ministries/Departments.

The terms and conditions will be as under:

- Interested parties may submit their bids within (15) days of uploading/published of this notice.
- Security worth to Rs.25,000/- (Rupees Twenty five thousand only) is required to be deposited in favor of Drawing & Disbursing Officer Ministry of Overseas Pakistanis & Human Resource Development. Security deposits will be released/refunded with in a fortnight to unsuccessful bidders and in case of successful bidders after 30th June, 2025.
- The Repair/Maintenance work will be valid up to, 30th June, 2025. 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 "B" block Pak-Secretariat, Islamabad.
- The Tender Documents must accompany the following documents/certificates:-
 - Firms Registration Certificates.
 - NTN/STN/tax payer status
 - Vendor Number
 - Bank Account/IBAN Number.
 - relevant experience and past performance;
 - capabilities with respect to personnel, equipment, and plant;
 - financial position
 - appropriate managerial capability;
- 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).
- Sealed bids Complete in all respect must reach to the office of undersigned on or before, **25-03-2024** (Monday) up to **11.00 a.m.** Bids will be opened on the same day at **11.30 a.m.** in Committee Room 5th Floor B Block Pak Secretariat, M/O. OP&HRD Islamabad by the purchase committee. This advertisement is also available on PPRA website at www.ppra.org.pk and Ministry's website at www.ophrd.gov.pk. Bid(s) found incomplete will stand rejected. Bids received late will not be entertained.
- Ministry of Overseas Pakistanis & Human Resource Development reserves the right to regret (any or all bids) and also decrease/increase the number of items as per PPRA Rules

(Riaz Ahmed)
Section Officer (General)
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