

**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 2025-2026 and 2026-2027. The firm(s) **must have at least "five years" experience** in the relevant fields etc to the Government Ministries/Departments.

The interested bidders on request can obtain bidding documents, which can also be downloaded from <https://eprocure.gov.pk> free of cost. Bids should be submitted electronically **ONLY** through EPADS, Manual submission of bids is **NOT** allowed. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA, 1<sup>st</sup> Floor, FBC building sector G-5/2, Islamabad. Contact Number 051-111-137-237.

**The terms and conditions will be as under:**

- Ministry of Overseas Pakistanis & Human Resource Development, Islamabad shall follow single stage one envelop bidding process
- Security worth Rs.30,000/- (Rupees Thirty 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 within a fortnight to unsuccessful bidders and in case of successful bidders after 30<sup>th</sup> June, 2027.
- The contract for Repair/Maintenance work will be valid up to, 30<sup>th</sup> June, 2027. 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 in "B" block Pak-Secretariat, Islamabad 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.
- 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 firms shall be allowed to submit bid on behalf of only one firm.
- The firms are requested to furnish an affidavit on stamp paper valuing Rs.50/that the firm is not blacklisted and has no dispute with any Government Organization (s).  
The bids, prepared in accordance with the instructions in the bidding documents, must be submitted on EPADS by **10-09 -2025 (Wednesday) at 14.30hrs**, which will be opened on the same day at 15.00 hrs. through EPADS.
- 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

(Muhammad Nasir Ghafoor)  
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