


FILE No. 2-1/2024-GS
GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE
(ESTABLISHMENT DIVISION)

PRE-QUALIFICATION NOTICE NO-02/2024-25.

The STI intends to pre-qualify workshop/firms/vendors registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR in Rawalpindi / Islamabad and have 3 years of experience for following repair / maintenance, works and services required during the Financial Year 2024-25 under Rule-15 read with Rule 42(a) & (b) of PPRA Rules, 2024 amended from time to time. Details are as under:

Title	S. NO.	Description
Repair/Maintenance	i	Pre-qualification of Workshop for repair/maintenance (Transport) of official vehicle e-g: 01 No. Toyota GLI, 01 No. Toyota Hiace, 01 No. Suzuki Bolan and 02 No. Motorecycle Yahama 100CC
	ii	Pre-qualification of workshop for repair / maintenance of (Machinery & Equipment's) e-g Photocopier Machine (Sindoh 601-602, Xerox 59551, Air Conditioner, DC Inverter Water Dispenser, all kinds of fan Heater Water Motor, Pump, Bush Cutter, Lawn Mover & 30 KVA Generator etc.
	iii	Pre-qualification of workshop for repair / maintenance of (Furniture & Fixtures) (All kind of Furniture)
	iv	Pre-qualification of workshop for repair / maintenance (Hardware) of Computer, Laptop Printer, LED, Fax Machine, Scanner, LAN & LAN Devices including Wifi (wireless) network & devices.
	v	Pre-qualification of workshop for repair / maintenance (Software) of Computer, Laptop Printers, LED,s Fax Machine, Scanner, LAN & LAN Devices including Wifi (wireless) network & devices.
	vi	Pre-qualification of workshop for repair / maintenance (IT-Equipment) e.g. LED Multimedia, CCTV Cameras, UPS, Sound System Bio-Matric Machine and DSLR camera.

2. Pre-qualification bids would be submitted on EPAD as per following schedule:-
 - (i) Interested and eligible bidders can download bidding documents containing terms & condition from <https://sti.gov.pk>. Bidding document to be submitted through EPADS before closing date i.e 23-12-2024 at 11:00 AM.
 - (ii) Pre-qualification bids will be opened on above mentioned date at 11:30 A.M in the under supervision of the chairman purchase committee (i.e. Deputy Director (F&A) and purchase committee members.
3. Pre-qualification bids containing detailed terms and conditions are also available on official website of Establishment Division www.establishment.gov.pk and Public Procurement Regulatory Authority (PPRA) www.ppra.org.pk.
4. The Pre-qualification Committee may reject all bids or proposal at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules 2004.


(HUSSAIN AHMED)
Deputy Director (F&A)
Plot No.7, Sector H-9,
Secretariat Training Institute
Islamabad

File No. 2-1/2024-GS
GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE
(ESTABLISHMENT DIVISION)

**Subject:- PRE-QUALIFICATION OF REPAIR/ MAINTENANCE OF MACHINERY/
EQUIPMENT, FURNITURE / FIXTURE, IT EQUIPMENT AND
HARDWARE/SOFTWARE DURING THE YEAR 2024-25.**

The criteria for pre-qualification of Workshops for repair / maintenance of Machinery / Equipment, Furniture Fixture, Building, IT Equipment and Hardware/Software items is as under:-

- i) The interested Workshops must have five (03) years' experience in relevant field in the shape of work orders etc.
- ii) The Workshops must be registered with Sales Tax and Income Tax Department (FBR). Valid documents must be attached.
- iii) 3 year bank Account maintenance certificate on bank letter head.
- iv) Interested parties must attach non-black listing certificate on affidavit amounting to Rs.100/- with bidding documents, duly attested by notary public.
- v) Bid security amounting to Rs. 100,000/- in favour of DDO, STI, Secretariat Training Institute, Islamabad must be attached with bid in shape of pay order or Bank draft.

TERMS & CONDITIONS

- i) The Workshops on the panel shall be bound to carry out the requisite work on immediate basis when repairs are referred to them even at odd hours/ public Holidays while ensuring quality and timely service in a transparent manner as and when required in accordance with all applicable laws, rules and regulations.
 - ii) While submitting rates the Workshops must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
 - iii) The Workshops shall be bound to return old spare parts in case of replacement with new once.
 - iv) Warranty period of each item replaced or repaired must clearly mention in quoted rates besides ensuring its quality and durability. If the same defect appeared again, the Workshop(s) shall be responsible to replace free of cost.
 - v) In case of refusal to undertake the work, the bid security of the item shall be forfeited and agreement cancelled.
 - vi) Earnest money shall be forfeited if a bidder is unable to provide services, defects or fails to ensure or provide quality service in a transparent manner, and shall be backlisted for future business with Government Departments as per PPRA Rules 2004. While cancelling the agreement with the bidder.
 - vii) Agreement will be concluded with the successful bidder for provision of said services in the light of all applicable, laws, rules and regulations, whose compliance will be ensured in any case by the bidder till its expiry.
2. I / we have gone through each and every clauses and agree upon the above mentioned Terms & Conditions.

Signature(**Authorized/Person/Proprietor**)

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____