

F. No.4 (14)/2023-General  
GOVERNMENT OF PAKISTAN  
MINISTRY OF RELIGIOUS AFFAIRS  
& INTERFAITH HARMONY

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**PRE-QUALIFICATION TENDER DOCUMENTS**

Sr. #	Pre-qualification Description
1.	Pre-Qualification of Workshops (Islamabad/Rawalpindi based only) for Repair/Maintenance works of official vehicles and Motorcycles of the Ministry of Religious Affairs & Interfaith Harmony.
2	Pre-Qualification of Firms / Venders /General Order Suppliers for Repair/Maintenance works of Ministry of Religious Affairs & Interfaith Harmony up to Rs.500,000/-, in terms of Rule 42 of PPRA Rules, 2004 (as amended from time to time):- i. Machinery & Equipment (Air-condition, Refrigerator, Oven, Photocopier) etc ii. Furniture and Fixture iii. Repair of Hardware (Computer, Printer, Fax machine, Scanner, UPS) etc iv. Repair work of building (aluminum repairing) etc v. Supply of Drinking Water (Large, Medium and small sizes bottles) vi. Supply of Light refreshment for the official meetings & other items. (Tea bag (Lipton), biscuit, Milk (Dry (every day) + Liquid Olper), , Green Tea (tea bag different taste), Coffee, sugar etc. (or equivalent)
3	Bid closing date and time                      21-11-2023                      11:00 AM Bid opening date and time                      21-11-2023                      11:30 AM
4	Address: Section Officer (General), Ministry of Religious Affairs and Interfaith Harmony (1 <sup>st</sup> Floor Kohsar Complex), Pak Secretariat, Islamabad Ph:051-9208411

**TENDER FOR PRE-QUALIFICATION OF "WORKSHOPS" (ISLAMABAD/RAWALPINDI BASED ONLY)**

Sealed bids are invited from workshops, firms, vender & General Order Supplier (Islamabad/Rawalpindi based only) for repair / maintenance work of official vehicles/motorcycles, machinery & Equipment, Furniture & Fixture, Repair of Hardware, Repair of Office building, supply of water and light refreshment items to the Ministry of Religious Affairs & Interfaith Harmony time to time/need basis during the financial year 2023-24.

**Common Terms & Conditions**

1	The workshop, firm, vendor and General Order supplier should be registered with Sales Tax, Income Tax Department, Active Tax Payer List of FBR and have proper vendor number issued by AGPR, Islamabad (proof document may be attached ) with the bid.
2	The interested workshop, firm's vendor & General Order supplier have maximum 5 years' experience with the Government Departments in the relevant filed.
3	The workshops should have their own complete setup i.e. garage/secure parking, availability of spare parts and have well equipped technical/expert staff.
4	The firms / vendors/General Order supplier must have their own shop / office in Islamabad.
5	The interested bidders have sound financial position. Proof of bank statement for the last six month may be attached.
6	Non-black listing certificate on Affidavit must be attached with documents.
7	The Pre-qualification Committee will inspect all the shops / offices before making the award.
8	In case of submission of any false information/documents and any deficiency found in deliverables, the workshop will be disqualified/blacklisted.
9	Bidding documents can be obtained from the undersigned during Office working days (during office hours) on company/firm letter on written request free of cost.
10	The Ministry of Religious Affairs & Interfaith Harmony reserves the right to reject or accept any/all bids as per PPRARules, 2004. However, reason will be communicated to the bidders on written request.

**TERMS AND CONDITIONS FOR "WORKSHOPS" FOR REPAIR OF TRANSPORT (VEHICLES AND MOTOR CYCLES)**

1	During the repair of vehicle/Motorcycle in the workshop (any incident i.e. theft, damage etc). The workshop will be responsible to cover the deficit.
2	After issuance of Work/supply order to the workshop they will be responsible to complete the requisite work within stipulated time period mentioned in work order, even at odd hours.
3	In case of replacement of new parts of (vehicle/Motorcycle) (if any) the old parts will be returned to the Ministry.
4	Warranty period of parts/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.

**TERMS AND CONDITIONS FOR "FIRMS/ VENDORS" FOR REPAIR OF MACHINERY & EQUIPMENT, REPAIR OF FURNITURE & FIXTURE, REPAIR OF HARDWARE ITEMS AND OFFICE BUILDING ETC**

1	After issuance of work/supply order to the qualified firms, vendor, General Order suppliers will be responsible to carry out the requisite work/supply on immediate basis or time mentioned in work/supply order at the premises of office (1 <sup>st</sup> floor Kohsar Block, Pak Secretariat) at their own cost, even at odd hours.
2	The firm / vendor will be bound to return old parts of (machinery equipment, hardware items) in case of replacement withnew.
3	Successful bidder must take and returned the items for repair / maintenance at his own cost, if the repair is required at the bidder's shop / office.
4	During carrying the Machinery Equipment, Furniture & Fixture, Hardware etc for repairing to their workshop, cause any incident i.e damage, theft etc will be the responsibility of the vender will be responsible to cover the deficit.
5	Warranty period of parts/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.

**TERMS AND CONDITIONS FOR "FIRMS/ VENDORS/GENERAL ORDER SUPPLIERS" FOR SUPPLY OF DRINKING WATER AND LIGHT REFRESHMENT ITEMS FOR MEETINGS.**

1	The quality of water should be hygienic, mineral & according to standard of WHO.
2	Fresh and hygienic foods items may be provided date of manufacturing and expiry must be mentioned on the rape/cover.
3.	After issuance of work order the firm will be responsible to supply/deliver the items as per time frame mentioned in the work/supply order.

**Corrupt or Fraudulent Practices**

2. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

- i. defines, for the purposes of this provision, the terms set forth below as follows:

“Corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

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- ii. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- iii. will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

**Undertaking**

**I / We have read and agree with the above mentioned terms and conditions.**

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

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

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

Date: \_\_\_\_\_

**CHECK LIST**

Name of Firm \_\_\_\_\_

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1	Date of Establishment	
2	NTN No. with copy of certificate	
3	GST No. with copy of certificate	
4	Copy of Active Taxpayer List	
5	Vendor No.	
6	Bank Name & Account No. IBAN	
7	Stamp paper /declaration of Non-black listing	
8	Signature and Stamp on Tender Documents on each page	
9	Proof of Financial Soundness / copy of bank statement forthe last six months.	
10	Address of Firm	
11	Landline Telephone / Fax Numbers and other contact details	
12	Experience certificate	

Name of Bidder/Firm \_\_\_\_\_

Signature. \_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

Stamp