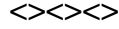


**Government of Pakistan**  
**Ministry of Religious Affairs**  
**And Interfaith Harmony**  
**(1<sup>st</sup> Floor Kohsar Block Pak Sectt)**



**Tender Notice**

Ministry of Religious Affairs and Interfaith Harmony invites sealed bids from well reputed firms/workshop based at (Islamabad only) registered with Sales Tax Departments and are on Active Taxpayers list (ATL) of FBR, having their own offices/workshop, stock in Islamabad for repair/maintenance of official vehicles, machinery & equipment, furniture and fixture items etc for financial year 2025-26 under PPRA Rules 2004 amended from time to time. Details of Pre-qualification are as under:-

S.No	Description
a.	Prequalification of firms for repair/maintenance of Hardware items, Machinery & equipment items i.e (Printer Computer UPS, LED, Fax, Scanner, Photocopier, Air conditioner, Water Dispenser, Refrigerator, CCTV camera, Sound System, Heater, Fans) etc.
b.	Prequalification of firms/workshop for repair/maintenance of all official vehicles and motorcycle etc
c.	Prequalification of firms for repair/maintenance of Furniture & Fixture (Sofa Set, Chairs, Tables, Almirah, Cabinet, Rack etc).
d.	Prequalification of firms for repair/maintenance of Building & Structure others (Whitewash, Aluminum Doors/window, Washroom, PVC Panel, Corridors Plantation and Aluminum Partition etc
e.	Supply of light refreshment during the official meeting
f.	Supply of mineral water to the Ministry (Large bottles & Small bottles)

2. The Bids will be received only from those firms/workshops who are registered with PPRA for procurement on EPADS for Tendering through their Email addresses which were provided by them to PPRA at the time of their registration.
3. The interested bidders are requested to submit their Bids/ proposals online through EPADS at <https://eprocure.gov.pk> before opening date and Original Bids/ proposals must be submitted at the Office of the undersigned (1<sup>st</sup> floor Kohsar Block Pak Secretariat). The Bids will be opened publically on the same day at 11:30 Hours in the presence of Bidder's representatives.
4. Single stage-two envelopes procedure shall apply. Sealed bids along with earnest money/bid security **Rs.50,000/-** in the shape of Pay order/ Bank draft in favor of SO (General) (RA&IH) must reach the undersigned till 1100 am on or before 27<sup>th</sup> August, 2025.
5. The Ministry reserves the right to accept or reject all the tenders; however, reason will be intimated to the bidder on written request.

**(Aijaz Ahmed Memon)**  
Section Office (General)  
Ph:051-9208411

F. No.1(1)/2023-24/-General  
GOVERNMENT OF PAKISTAN  
**MINISTRY OF RELIGIOUS AFFAIRS  
& INTERFAITH HARMONY**  
1<sup>st</sup> Floor, Kohsar Block, Pak.  
**Secretariat ISLAMABAD**



**PRE-QUALIFICATION DOCUMENTS**

<b>Sr. #</b>	<b>Pre-qualification Description</b>
1.	Pre-Qualification of Workshops for Repair/Maintenance work of official vehicles of Ministry of Religious Affairs & Interfaith Harmony.
2	Pre-Qualification of Firms / Venders for Repair/Maintenance work 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 ii. Furniture and Fixture iii. Computer Hardware / Software iv. IT Equipment v. Supply Water/Others

F. No.1(1)/2023-24/General  
GOVERNMENT OF PAKISTAN  
**MINISTRY OF RELIGIOUS AFFAIRS**  
& INTERFAITH HARMONY  
ISLAMABAD

**CRITERIA FOR PRE-QUALIFICATION OF “WORKSHOPS”**

Sealed bids are invited from workshops registered with Income and Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR (copies of valid documents must be attached), for repair / maintenance work of Hardware/Machinery/Furniture/Building and purchase of spare parts for the authorized / official vehicles/motorcycles of the Ministry of Religious Affairs & Interfaith Harmony, as and when required during the financial year 2025-26.

**Terms & Conditions**

1)	The interested workshops must have at least 5 years’ relevant experience with Government Departments in relevant field.
2)	The workshops should have their own complete setup i.e. garage/secure parking, spare parts availability and technical experts. The workshop will be responsible for any loss/damage caused in this regard.
3)	The workshop should be registered with Sales Tax and Income Tax Department. Valid documents must be attached with the bid. Repair/Services bid must be accompanied with call deposit amounting to Rs.50,000/-as earnest money (refundable) in favor of DDO of MORA.
4)	The interested workshops must have sound financial position. Proof of Bank Statement for the last six months, must be attached.
5)	Non-black listing certificate on Affidavit must be attached with documents.
6)	Pre-qualification Committee may conduct physical visit of all workshops/offices before pre-qualification.
7)	The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it, even at odd hours.
8)	The workshop will be bound to return old spare parts in case of replacement with new. Warranty period of 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.
9)	Successful bidder must take and return the items for repair / maintenance at his own cost, if the repair is required at the bidder’s workshop.
10)	In case of submission of any false information/documents and any deficiency found in deliverables, the workshop will be disqualified/blacklisted.
11)	The Ministry of Religious Affairs & Interfaith Harmony reserves the right to reject or accept any/all bids as per PPRARules, 2004.

## **CRITERIA FOR PRE-QUALIFICATION OF “WORKSHOPS”**

### **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.

- 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: \_\_\_\_\_

F. No.1(1)/2023-24/General  
GOVERNMENT OF PAKISTAN  
**MINISTRY OF RELIGIOUS AFFAIRS**  
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ISLAMABAD

## CRITERIA FOR PRE-QUALIFICATION OF “FIRMS/VENDORS”

Sealed bids are invited from Firms/Vendors registered with Income and Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR (copies of valid documents must be attached), for repair/maintenance/petty purchases for the Ministry of Religious Affairs & Interfaith Harmony, as and when required during the financial year 2025-26.

### “Repair of Machinery & Equipment, Furniture and Fixture, Computer Hardware / Software, I.T. Equipment, Water Supply/Others.”

#### **Terms & Conditions**

1)	The interested firms / vendors must have relevant experience and past performance with Government Departments in relevant field.
2)	The firms / vendors must have their own established shops / office premises in Islamabad / Rawalpindi.
3)	The firms / vendors must have registered themselves with Sales Tax and Income Tax Department and on Active Taxpayers List of FBR (Valid documents must be attached).
4)	The interested firms / vendors must have sound financial position. Proof of Bank Statement for the last six months, must be attached.
5)	Non-black listing certificate on Affidavit must be attached with documents.
6)	Pre-qualification Committee may conduct physical visit of all offices before pre-qualification.
7)	The firms / vendors on the panel will be bound to carry out the requisite work on immediate basis when work is referred to them, even at odd hours.
8)	The firm / vendor will be bound to return old parts in case of replacement with new. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the firm / vendor will be responsible to replace it free of cost.
9)	Successful bidder must take and return the items for repair / maintenance at his own cost, if the repair is required at the bidder's shop / office.
10)	In case of submission of any false information/documents and any deficiency found in deliverables, the firm / vendor will be disqualified / blacklisted.

- 11) The Secretariat of CCI reserves the right to reject or accept any/all bids as per PPRA Rules, 2004.

## CHECK LIST

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

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

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

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

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

\_\_\_\_\_  
Seal