

PRE-QUALIFICATION NOTICE FOR REPAIR/MAINTENANCE

File No. 3(1)/2024-GA. Sealed bids are invited from the Islamabad / Rawalpindi based firms having proper shops and telephone facility, duly registered with sales tax authorities along with vendor numbers for repair/maintenance of Photostat Machines, Computer, Printer, Fax Machine, Scanner, Electric Water Cooler, Air conditioners, IT Equipment's, Server, UT Firewall Routers, Networking, Vehicles, Motorcycle, Furniture/Fixture Items and all other Machinery equipments, during the Financial Year 2024-2025. Tender can be downloaded from the websites of Ministry of Law and Justice www.molaw.gov.pk and Public Procurement Regulatory Authority www.ppra.gov.pk.

The terms and conditions will be as under: -

- ▶ Interested parties may submit their bids for repair/maintenance of Photostat Machines, Computer, Printer, Fax Machine, Scanner, Electric Water Cooler, Air conditioners, IT Equipment's, Server, UT Firewall Routers, Networking, Vehicles, Motorcycle, Furniture/Fixture Items and all other Machinery equipment's within (15) days of uploading of this notice.
- ▶ Security worth to Rs.10,000/- (Rupees Ten Thousand only) for repair/maintenance of Photostat Machines, Computer, Printer, Fax Machine, Scanner, Telephone Exchange, Electric Water Cooler, Air conditioners, IT Equipment's, Server, UT Firewall Routers, Networking, Vehicles, Motorcycle, Furniture/Fixture Items and all other Machinery equipment's is required to be deposited in favour of Section Officer (GA) Ministry of Law and Justice. Security deposits will be released/refunded within 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 "S" block Pak-Secretariat Islamabad.
- ▶ The Tender Documents must accompany the following certificates.
 - ▶ Firms Registration Certificates.
 - ▶ NTN/STN
 - ▶ Vendor Number.
 - ▶ Bank Account Number.
- ▶ 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).
- ▶ The Competent Authority reserves the right to accept or reject any tender by whole or partially with assigning proper justifications /deficiency (if any).
- ▶ The competent Authority also reserves the right to cancel the contract entirely during the currency of year if sub-standard work is found. The security amount will be fortified and the firm will be blacklisted.

Sealed bids Complete in all respect may reach the *SECTION OFFICER (GA), Ministry of Law and Justice, Room # 326, "S", Block Pak. Secretariat, Islamabad on or before the stipulated time i.e. 13th August, 2024 (Up to 1030 hours). Tenders/ bids will be opened on the same day i.e. 13th August, 2024 at 1130 hours in the Committee Room of Ministry of Law and Justice 3rd Floor 'S' Block, Pak. Secretariat, Islamabad.*


(Muhammad Azam Gakhar)
Section Officer (GA)
Tele: 051-9208522