

GOVERNMENT OF PAKISTAN
Ministry of Parliamentary Affairs
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No.F.1 (1)/2022-PA (General)

Islamabad, the 13th August, 2025

From: Fayyaz Thaheem,
Section Officer (General),

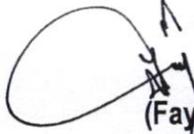
To: The Deputy Director,
Public Procurement Regulatory Authority (PPRA),
(Cabinet Division),
F.B.C, Building, Sector G-5/2,
Islamabad.

Subject:- ADVERTISEMENT REGARDING NOTICE FOR PRE-QUALIFICATION OF WORKSHOPS/FIRMS/VENDORS FOR REPAIR/MAINTENANCE WORK OF MINISTRY OF PARLIAMENTARY AFFAIRS FOR FINANCIAL YEAR 2025-2026

Sir,

I am directed to enclose herewith a copy of advertisement regarding "Pre-qualification notice" for workshop/firms for repair & maintenance of vehicles/Machinery Equipment of this Ministry. It is requested that the advertisement may be uploaded on PPRA Website and bill be forwarded to this Ministry for payment, please.

Yours faithfully,


(Fayyaz Thaheem)
Section Officer (Gen.)
Ph.051-9213508

Copy to:- ✓

Programmer, M/o Parliamentary Affairs with the request to place the advertisement duly signed and initiated on E-PADS and website of Ministry of Parliamentary Affairs immediately (Copy of advertisement enclosed).





F. No. 1(1)/2022-PA(G)
GOVERNMENT OF PAKISTAN
MINISTRY OF PARLIAMENTARY AFFAIRS

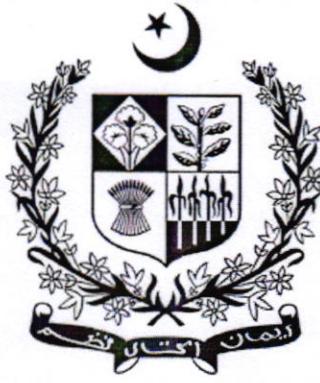
PRE-QUALIFICATION NOTICE

1. Ministry of Parliamentary Affairs invites proposals for Pre-Qualification from reputed Workshops/Firms/Vendors located in Islamabad/Rawalpindi for the following repair/maintenance work during the financial year 2025-2026 under Rule-15 read with Rule 42(a) and (b) of PPRA Rules, 2004 amended from time to time. Details are as under:-

Sr. No.	Pre-qualification Description	Bid Security/Earnest Money (not exceeding 5%)
1.	Repair /maintenance of official vehicles of different make such as Suzuki, Toyota, Honda & Motorcycles	137,500
2.	Repair/ maintenance of all type of Hardware i.e computers, Printers etc.	25,000
3.	Repair/ maintenance of Software	15,000
4.	Repair/ maintenance IT Equipment i.e. Laptops, IT Server etc.	500
5.	Repair/ maintenance of Machinery & Equipment i.e. photocopier, fax, air conditioners, electric geysers, bracket/pedestal/exhaust fans etc.	33,000
6.	Repair/ maintenance of furniture & fixture.	30,000

2. Pre-qualification Documents containing detailed term and condition are available on PPRA's website (www.ppra.org.pk), EPADS (<https://eprocure.gov.pk>) as well as on the website of Ministry of Parliamentary Affairs, Islamabad (www.mopa.gov.pk). Proposal/Bids should be submitted electronically **ONLY** through EPADS. Manual submission of bids is NOT allowed.
3. Bid security as mentioned in above table in favour of Ministry of Parliamentary Affairs, Islamabad should reach the office of Section Officer (General), Ministry of Parliamentary Affairs by **1st September, 2025 till 10:30 a.m.** The bids will be opened on the same day at **11:00 a.m.** through EPADS.
4. Ministry of Parliamentary Affairs, Islamabad reserves the right to accept or reject any or all proposals/bids prior to acceptance as per PPRA's Rules, 2004.

(Fayyaz Thaheem)
Section Officer (General)
Ministry of Parliamentary Affairs,
Islamabad 051-9213508



GOVERNMENT OF PAKISTAN
MINISTRY OF PARLIAMENTARY AFFAIRS

PRE-QUALIFICATION DOCUMENTS

For Pre-qualification of workshops/firms/vendors for repair/maintenance work of Ministry Parliamentary Affairs, Islamabad during the Financial Years 2025-26 under Rule-15 read with Rule 42(a) and (b) of PPRA Rules, 2004 amended from time to time.

- i. Repair/maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorbike.
- ii. Repair of all types of hardware and IT Equipment i.e. computers, printers, Scanners. Laptops, Multimedia projectors IT Servers etc.
- iii. Repair/maintenance of Software.
- iv. Repair/maintenance of Machinery Equipment i.e. photocopiers, fax, air conditioners, electric geysers, fridge, bracket/pedestal/exhaust fans, etc.
- v. Repair/maintenance of Furniture & Fixture.

Last date for submission of bids is 1st September, 2025 by 10:30am Opening of bids on same day at 11:00 am

Ministry of Parliamentary Affairs, 3rd Floor, R-Block, Pakistan Secretariat,
Constitution Avenue, Islamabad

GOVERNMENT OF PAKISTAN
MINISTRY OF PARLIAMENTARY AFFAIRS

PRE-QUALIFICATION OF WORKSHOPS/FIRMS/VENDORS FOR:-

- i. Repair/maintenance of official vehicles of different make such as Suzuki, Toyota, Honda, Motorbike.
- ii. Repair of all types of hardware and IT Equipment i.e. computers, printers, Scanners. Laptops, Multimedia projectors IT Servers etc.
- iii. Repair/maintenance of Software.
- iv. Repair/maintenance of Machinery Equipment i.e. photocopiers, fax, air conditioners, electric geysers, fridge, bracket/pedestal/exhaust fans, etc.
- v. Repair/maintenance of Furniture & Fixture.

TERMS AND CONDITIONS

- i. The prequalified workshops/firms/vendors shall be bound to provide services to Ministry of Parliamentary Affairs, during the financial year 2025-2026.
- ii. The intending workshop/firms/vendors must have General Sales Tax Registration and National Tax Number.
- iii. The workshops/Firms/Vendors should have their own complete set up in Islamabad/Rawalpindi for repair/maintenance of all or any specific fields out of above mentioned fields.
- iv. The workshops/firms/vendors must have 05 years experience with Federal Government Departments in the relevant field.
- v. The workshops/firms/vendors shall be bound to install genuine parts of each item of the specific works. In case, the spare parts replaced are found sub-standard of second hand, the workshop/Firm/Vendor shall be struck off from the panel of Ministry of Parliamentary Affairs and will be processed for blacklisting.

- vi. The workshop/firm/vendor on the panel shall be bound to carry out the requisite work on immediate basis and even in the odd hours.
- vii. The workshop/firm/vendor shall be bound to return the replaced/old spare items and shall be bound to give warranty of each items replaced or repaired. If the same defect is arisen again during warranty period, the vendor shall be responsible to replace it free of cost.
- viii. The qualified workshop/firms/vendors must take the items for repair at their own, if the repair is required at the workshop, and shall return it to this Ministry at its own risk and cost.
- ix. The intending workshops/firms/vendors must provide a list of its clients.
- x. Non-blacklisting certificate on Affidavit must be attached with documents.
- xi. Pre-qualification Committee may conduct physical visit of all workshops/offices before pre-qualification.
- xii. Pre-qualification Notice/Documents is also available on EPADS and the website of Ministry of Parliamentary Affairs, Islamabad www.mopa.gov.pk as well as PPRA www.ppra.org.pk. Only those bidder/Supplier will be entertained who apply through EPADS.
- xiii. Proposals (Email/Fax) will not be entertained other than bids required to be submitted through PPRA e-Procurement Portal-EPADS at (<https://eprocure.gov.pk>).
- xiv. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule-33 of PP Rules-2004.

TECHNICAL PROPOSAL EVALUATION CRITERIA FOR PRE-QUALIFICATION OF WOKSHOPS/FIRMS/VENDORS

The workshop/firm shall provide relevant information/ supporting documents about the following:-

- a. Full name of workshop, phone number and Fax No.
- b. Certificate showing that workshop has parking capacity for vehicles.
- c. 05 years detail of works with Govt. Semi Govt. or autonomous bodies.
- d. Bank statement of firm for last six month.
- e. In case of workshops, the detail of technical staff i.e. Mechanic, Dentor, Painter and helper etc.
- f. National Tax Number (NTN), General Sales Tax (GST) Number and Active tax payer list of FBR with documentary proof.
- g. Certification that (i) Firm has never been blacklisted by any Govt. agency/ authority (ii) firm is not involved with any legal or court case on the firm Letter Head Pad.
- h. The workshops/firms/vendors shall provide following information:-

S. No.	Description/Details	
1	Full Profile of Firm/Vendor	
2	Business Address	
3	Landline No.	
4	Mobile No. (With whatsapp)	
5	GST Registration No. (attach copy of GST Registration)	
6	Bank Account No. & Address	
7	Vendor number of AGPR	
8	Bank Statement (for one year)	
9	Experience in the relevant field (in years)	
10	List of at least three clients from Ministries/Departments	