

PRESIDENT’S SECRETARIAT (PERSONAL)



(PREQUALIFICATION DOCUMENT)

FOR

**REPAIR / MAINTENANCE OF IT EQUIPMENT’S &
MACHINERY
FOR THE FY 2026-27**

**PRESIDENT’S SECRETARIAT (PERSONAL)
AIWAN-E-SADR**

**CONSTITUTION AVENUE,
ISLAMABAD**

Phone # 051-9206065, Fax: 051-9224836

PRESIDENT'S SECRETARIAT (PERSONAL)

INVITATION TO PREQUALIFICATION

President's Secretariat (Personal) invites proposals for pre-qualification from reputed firms / vendors located in Islamabad / Rawalpindi for following repair / maintenance work during the financial year 2026-27:-

- a. Repair of all types of hardware i.e. computers, printers, Scanners etc
 - b. Repair / maintenance of IT Equipment i.e. Laptops, IT Servers etc.
 - c. Repair / maintenance of Machinery / Equipment i.e. photocopiers, fax etc.
2. Prequalification documents / guidelines for participation in the prequalification process can be collected from Dak Window of President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad by 24/7. Pre-qualification Notice / Documents is also available on PPRA's website & EPADs.
3. Interested firms / vendors having NTN, GST, Vendor Number and Active Tax Payer Certificate by FBR may send the proposals / relevant documents under sealed cover at Dak Window of President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad on the closing date as published on PPRA EPMS before 1200 hrs which will be opened on the closing date (as per PPRA EPMS) at 1230 hrs.
4. The procuring agency reserves the right to accept or reject any or all bids / proposal in accordance with Rule-33 of PPRA Rules 2004 amended time to time.

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Assistant Secretary (Admn)

Phone: 9206065

PRESIDENT'S SECRETARIAT (PERSONAL)

PRE-QUALIFICATION OF CONTRACTOR/FIRM /VENDORS FOR:-

For pre-qualification of Vendors / Firms for repair / maintenance of following items of President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad during the financial year 2025-26: -

- i. Repair of all types of hardware i.e. computers, printers, Scanners etc
- ii. Repair/maintenance of IT Equipment i.e. Laptops, IT Servers etc.
- iii. Repair/maintenance of Machinery Equipment i.e. photocopiers, fax etc.

TERMS AND CONDITIONS

- i. The intending firms / vendors must have General Sales Tax Registration and National Tax Number.
- ii. 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.
- iii. The firm / vendor shall be bound to install genuine parts of each item of the specific works.
- iv. The Firm/ Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even on weekends or in the odd hours for timely delivery.
- v. In case, the spare parts replaced are found sub-standard or used, the Firm / Vendor shall not be paid for & shall be struck off from the panel of President's Secretariat (Personal) and will be processed for blacklisting.
- vi. The 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.
- vii. The qualified 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 Secretariat at its own risk and cost.
- viii. The intending firms / vendors must provide a list of all its clients alongwith work orders (at least 5 x different departments).
- ix. Electronic proposals will not be entertained other than bids required to submitted through PPRA e-Procurement Portal-EPADS at (www.eprocure.gov.pk).
- x. 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.

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- xi. 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.
- xii. The procuring agency reserves the right to accept or reject any or all bids / proposal in accordance with Rule-33 of PPRA Rules-2004.
- xiii. Sealed pre-qualification bids should reach President's Secretariat (Personal) by hand (during office hours) or by courier at the address of Assistant Secretary (Admn), President's Secretariat (Personal), Aiwan-e-Sadr, Sector G-5, Islamabad within the stipulated time otherwise pre-qualifications bids will not be accepted.
- xiv. Bid security (Refundable) amounting to **Rs. 30,000/- (Rupees thirty thousand only)** in shape of bank draft / Pay order in favor of **Assistant Secretary (Accounts), President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad** is required to be attached. The Bid Security will be returned to the unsuccessful bidder(s) immediately after finalization of the prequalification process and in case of successful bidder(s), it will be retained as security deposit till the expiry of contract.

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TECHNICAL PROPOSAL

Ser	Description / Detail	Attached at Page No
1.	Full Profile of Firm / Vendor	
2.	Business Address	
3.	Landline No.	
4.	Mobile No. (with Whatsapp)	
5.	NTN No. (Attach copy of NTN Certificate)	
6.	GST No. (Attach copy of GST Registration Certificate)	
7.	Bank Account No. & Address	
8.	Vendor number of AGPR	
9.	Bank Statement (For last year)	
10.	Experience in the relevant field (in years)	
11.	Copies of at least three clients from Ministries / Departments alongwith work order for last 3 years	

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PRE-QUALIFICATION CRITERIA/ POINT SCORING CRITERIA

Ser	Criteria	Max Nos
1.	Experience of bidder in service / maintenance of respective Items (10 points for each complete year) (Time of the experience will be calculated from the past purchase order)	30
2.	Financial Capabilities (Annual Report for each year/ Tax Return for each year =10 points) (Annual tax return will be accepted with the annual turn-over of at least 0.2 million or above)	30
3.	Number of Existing Clients provided with similar quoted services (10 points for each Corporate / Multinational / Govt./ Semi-Govt. Client)	40
	Total Nos	100

Note:

- Minimum 15 marks is required to Technically Qualify in each category.
- NTN, SST, GST registration certificates are mandatory else bid will be rejected.

PRESIDENT'S SECRETARIAT (PERSONAL)

DETAIL OF IT EQUIPMENT'S / MACHINERY

Ser	Description	Qty (approx.)	Remarks
1.	CPU's	140	
2.	LCD's	136	
3.	Flatbed Scanner (Small)	20	
4.	A3Flatbed Scanner (Large)	15	
5.	ADF Scanner	20	
6.	Laptops	20	
7.	Fax Machine	5	
8.	Shredder Machine	12	
9.	Printers Black & White	56	
10.	Printers Color	10	
11.	Photocopier Machines	4	