

**DIRECTORATE GENERAL ANTI NARCOTICS FORCE
HEADQUARTER
WAVEL LINES, OLD AIRPORT ROAD CHAKLALA RWP**



**PRE-QUALIFICATION FOR
Repair / Maintenance of _____**

Note:

This Document Contains 8 Page excluding this page

Issue to M/s: _____

Tender For : _____

Dated : _____ 2026



TENDER NOTICE
Government of Pakistan
Ministry of Interior & Narcotics Control
Headquarters Anti Narcotics Force
Rawalpindi
PROPOSALS FOR PRE-QUALIFICATION

1. Government of Pakistan, Ministry of Interior & Narcotics Control, Headquarters Anti Narcotics Force Rawalpindi intends to **pre-qualify for repair / maintenance of following categories for Financial Year 2026/2027. Rs 2000.00 will be paid by each bidder for each category when getting the bidding documents.** Tender detail is mentioned below:-

- a. Repair/ maintenance of Computer Hardware/ IT Equipment
- b. Repair/ maintenance of Air Conditioners
- c. Repair/ maintenance of CCTV Cameras alongwith NVRs, Cables and its accessories
- d. Repair/ maintenance of LED TVs
- e. Repair/ maintenance of Communication items & Misc items
- f. Repair/ maintenance of Solar System
- g. Repair/ maintenance of Generators
- h. Repair/ maintenance of Siemens Exchange Hipath 3800 and Panasonic Exchange
- i. Repair/ maintenance of Transformers
- j. Repair/ maintenance of Photostate Machines
- k. Repair/ maintenance of Comlab Jammer
- l. Repair/ maintenance of Misc Machinery items

EVALUATION CRITERIA

2. Following documents will be required for evaluation of pre-qualification of the firm/ company:-
- a. Registration certificate of FBR for GST & NTN.
 - b. Certificate of sound financial position of firm with last one year bank statement.
 - c. Details of previous five years work (Experience details) if any.
 - d. Details of equipments, machinery & labour held.
 - e. Certificate that there is no case of litigation firm/ company.
 - f. Firm should preferably be authorized dealer of mentioned categories in Pakistan and should have the capability to provide all types of repair/ maintenance and services to this Headquarters.

DETAIL OF TENDERS WORKS

Ser	Name of Tender	Nature of Work
1.	Repair/ maintenance of Computer Hardware/ IT Equipment	Laptop all type Core, i5, i7 (10 th , 11 th , 12 th , 13 th and 14 th Gen etc), Computer all type Core, i5, i7 (10 th , 11 th , 12 th , 13 th and 14 th Gen etc), Computer LCD all type (Dell, HP etc), UPS all type(1KVA, 1.5KVA, 2KVA, 3KVA, 5KVA, 650VA, 800VA, 1000VA and 1200VA etc), Laser Jet Printers all type (Black & White and Colour), Paper shredder Aurora and all type (7Page+CD, 10Page+CD, 12 Page+CD and 15 Page+CD etc), Scanners all type, Projectors all type (Panasonic, Sony etc), Digital cameras (Canon, Sony and all type etc), HDMI Switch all ports (8, 16 etc), Network switch all type (8, 16, 24, 48 Port), KVM switch all ports (8, 16 Port), Dry Batteries all type, Wet Batteries all type
2.	Repair/ maintenance of Air Conditioners	Brand: Air Conditioners 1, 1.5, 2 Ton Split and Floor Standing Non Inverters/ Inverters of Haier, Gree, Orient, Dawlance & PEL etc. Nature of Work: AC Service , Compressor replace, Indoor Unit mother board repair, Condenser Welding, Gas Refill, Capacitor, Pipe Kit replace, valve replacement 1/2, ¼. Fan repair, Sensor, Outdoor unit stand, Outdoor unit pipe, Moving Motor, Taping and insulation, Main Board repairing etc
3.	Repair/ maintenance of CCTV Cameras alongwith NVRs, Cables and its accessories	Hikvision Cameras, NVRs, Surveillance HDD, Network Switches, ODF, POE Network Switches, HDMI Cables, Pigtails, Box U2 etc.
4.	Repair/ maintenance of LED TVs	Brand: TV LEDs of Samsung, TCL, Orient, Haier, Sony, EcoStar, LG etc. Nature of Work: TV Stand, Back Light, Remote, Sound Card, Display Panel, Software Update, Wi-fi card, Power Supply, Mother Board etc.

Ser	Name of Tender	Nature of Work
5.	Repair/ maintenance of Communication items & Misc items	HF Sets, VHF Sets, Elec Wires, Telephone Cables, Telephone Set Panasonic KX-TS880MX, Surge Protection Device (Schneider), Earth Breakers, Circuit Breakers, Inverters, Professional Conference Systems
6.	Repair/ maintenance of Solar System	Solar Panels, Circuit Breakers, DC Cables, SPD, FET, AC/DC Inverters etc
7.	Repair/ maintenance of Generators	Brand: Siemens, Perkins, AKSA, Orient, Europower etc. Nature of Work: Oil Filter, Fuel Filter, Air Filters, Piston & Ring Set, Valve Inlet Exhaust Set, Cylinder Liner Set, Cam Bush Set, Main & Big end Bearing Set, Complete Kit, Injectors / Fuel Injection Pump Phasing and Calibration, Machining Work, Minor Assemblies etc
8.	Repair/ maintenance of Siemens Exchange Hipath 3800 and Panasonic Exchange	Telephone Exchange with Op Console CLI enabled extension repair.
9.	Repair/ maintenance of Transformers	Transformer Terminal High Voltage Link & Connector, Transformer Terminal Kit, ATS Panels etc
10.	Repair/ maintenance of Photostate Machines	Brand: Photostate Machine Toshiba, Gestetner, Panasonic, Konica Minolta, Nature of Work: Toner, Drum, Cleaning Blade, Recovery Blade, Heat Roller, Scraper, Exit Shutter, Inner Frame, Charging Assembly, Pressure Roller, Toner Recovery Strip, DV Tank Recovery, DV Tank Bush, Developer etc
11.	Repair/ maintenance of Comlab Jammer	VHF Antenna and Adaptor etc
12.	Repair/ maintenance of Misc Machinery items	Narco Scanners, Dry & Wet Batteries 100AHC to 200AHC, Lithium Batteries 51 Volt 100Amp to 200Amp, Sine Wave Stabilizer 1000 Watt to 5000 Watt, Road Blocker, Copper Bus Bar, Inverters 1KVA to 5KVA etc

Headquarters Anti Narcotics Force
Rawalpindi

TERMS AND CONDITIONS FOR THE PRE-QUALIFICATIONS

FOR REPAIR/ MAINTENANCE OF MISCELLANEOUS ITEMS FOR FINANCIAL YEAR 2026/2027

1. The firm be registered with income tax and sales tax department (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
2. The firm should have proper Firm/ setup at Rawalpindi / Islamabad.
3. The firm must be manned with experienced mechanics, technicians and workers with at least one relatively higher qualified and experienced person preferably heading the team of mechanics / technicians at the firm.
4. The firm must be equipped with the modern gadgetry system and equipment for maintenance, repairs (minor & major), servicing of all models and make.
5. The firm must have provision of preventive/ routine maintenance including all preventive checks.
6. The firm must have readily available spares to be made available on request whenever necessary.
7. A certificate shall be given by the bidder that he will be responsible for the free replacement of store/Items/Spare parts if the same are found to be substandard.
8. All parts should be brand new and in original manufacturers packing.
9. A certificate should be given by the bidders that the spare parts / stores shall be genuine, brand new and in the original packing of the manufactures.
10. Each prequalified Firm performance in terms of quality, delivery, after sales, service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.
11. Firm(s) who will qualify the pre qualification stage and our terms and conditions, will be bound to respond/ execute the work within an hour of verbal/ telephonic call followed by written work order.
12. Firm(s) **will sign an agreement** with Headquarters Anti Narcotics Force to follow all terms and conditions and execute the quality work as per requirement.
13. The envelopes shall also bear the word "CONFIDENTIAL" and following identifications pre-qualification of repair/ maintenance and its provision of spare parts for FY 2026/2027.
14. If the envelope(s) is not marked, as instructed above, Headquarters Anti Narcotics Force, Rawalpindi will assume no responsibility for the misplacement or premature opening of the documents.
15. The proposal / application shall be submitted in sealed envelope marked as under:-

Joint Director (IT)
Headquarters Anti Narcotics Force

16. All bidders participating in the tender should be registered with FBR and must be included in active tax payer list maintained by FBR. ***Payment shall be made through AGPR cheque after receipt of your bill within appropriate time after completion of necessary official procedures.***
17. All currency in the proposal shall be quoted ***in Pakistan Rupees (PKR)*** inclusive of all applicable taxes.
18. The bidder is hereby informed that the Government shall deduct taxes at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any vendor who signs a contract with the Government.
19. Bidder should clearly indicate the duration of delivery of equipment/ completion of work after the award of contract.
20. Proposals shall be delivered by hand or courier so as to reach the address given below before closing date and time. PROPOSAL RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.
21. The successful bidder will have to provide the items as and when required, failing which, order will be cancelled.
22. HQ Anti Narcotics Force, Rawalpindi reserves the right to reject all bids or proposal at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the ground for its rejection of all bids or proposals, but is not required to justify those grounds.
23. Technical bid should contain the technical expertise held with the firm, their past experience and any projects related to the tender under taken.
24. The proposals, prepared in accordance with the instructions in the pre-qualification documents, must reach by **1100 hrs** on or before **23 July 2026 (Thursday)**. **Applications received after 1100 hrs on 23 July 2026 will not be accepted.** Proposals will be opened in presence of representative of the firm on **23 July 2026 at 1100 hrs**.
25. The proposals should not have any over-writing or cutting. The application(s) with any of the aforementioned defects may not be considered.

Authorized Signature / Stamp

Dated: _____

Headquarters Anti Narcotics Force
Rawalpindi

3. PREQUALIFICATION PERFORMA

Name of the Vendors/ Firm	
Address	
(Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attached documentary evidence)	
Income Tax No. (attached documentary evidence)	
Banker's Name & Contact Details	
Whether the Pay Order as Security Deposit Amounting to Rs. _____ payable at Headquarters Anti Narcotics Force Rawalpindi is attached if required.	Yes___ No___ If yes please give No, & Date_____
Annual turn over supported by income tax return (For the Year 2025-26)	
Assignments in Hand	
Clientage	
Attach as separate Annexure (if necessary)	

Headquarters Anti Narcotics Force
Rawalpindi

FOR REPAIR/ MAINTENANCE OF MISCELLANEOUS EQUIPMENTS AND ITS SPARE PARTS

Managerial Capability (a) Technical: Number of Staff (b) Non-Technical: Number of Staff Type of: Spare Parts : (Genuine or Local) etc Dealership Certificate (Copy of certificate of authorization from manufacturer, if any) Affidavit (that the firm has no been blacklisted by private, Government or Semi Government Organization(s))	
---	--

The information given above is true to the best of my knowledge; I undertake to inform Headquarters Anti Narcotics Force Rawalpindi of any changes that may take place later in the status of workshop, business, agency or the management etc.

The terms and conditions attached have also been read and certificate signed.

Authorized Signature: _____

Name: _____

Designation: _____

Date: _____

Headquarters Anti Narcotics Force
Rawalpindi

4. Other information (must be filled)

**DETAIL REGARDING NATURE AND TYPE OF SERVICES / WORKS BEING CARRIED OUT BY THE
VENDOR/ FIRM**

Ser	Nature & Type of Services/Work	Remarks (if any)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		