



PRE-QUALIFICATION NOTICE
THROUGH EPADS
AS PER RULE 16A (FRAMEWORK AGREEMENTS)
MINISTRY OF HUMAN RIGHTS

For Pre-Qualification of Vendors/ Firms for repair/ maintenance work of Ministry of Human Rights (Main Secretariat) and its allied Organizations, during the financial year 2024-25 through EPADS (e-Pakistan Acquisition & Disposal System) as per Rule 16A (Framework Agreements): -

- i. Repair/ maintenance of furniture & fixture.
- ii. Repair/ maintenance of official vehicles & Motorcycles.
- iii. Repair/ maintenance of all types of computers, laptops, printers, scanners etc.
- iv. Repair/ maintenance of photocopiers, fax, air conditioners, electric geysers etc.
- v. Non-consultancy Services for event management (Conference & Seminars).

9TH FLOOR, NEW PAK SECRETARIAT (KOHSAR BLOCK). SECTOR F-5 ISLAMABAD.

**GOVERNMENT OF PAKISTAN
MINISTRY OF HUMAN RIGHTS

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TERMS AND CONITIONS

1. The proposals shall be prepared in accordance with the instructions in the prequalification documents and must be submitted through EPADS within **15 days from date of its appearance in press before 02:00 pm**. Further, any proposals not submitted through EPADS shall stand rejected as per PPRA's **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA's website (www.ppra.org.pk/doc/epronotif.pdf).
2. The prequalified firms/ vendors shall be bound to provide services to Ministry of Human Rights and its allied Organizations, during Financial Year 2024-25.
3. The intending firms/ vendors must have General Sales Tax Registration and National Tax Number.
4. Firms/ Vendors should have their own complete set up in Islamabad/ Rawalpindi for repair/ maintenance of all or any specific field out of above mentioned Five fields.
5. The Firm/ Vendor shall be bound to install genuine parts of each item of the specific works. In case, the spare parts replaced are found sub-standard or second hand, the Firm/ Vendor shall be struck off from the panel of Ministry of Human Rights and will be processed for blacklisting.
6. The Firm/ Vendor on the panel shall be bound to carry out the requisite work on immediate basis and even on weekends for timely delivery.
7. 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 raised again during warranty period, the vendor shall be responsible to replace it free of cost.
8. The qualified firm/ vendor shall be responsible for transportation of the item, must take the item for repair at its own, if the repair is required at the workshop and shall return it to this Ministry at its own risk and cost.
9. The intending firms/ vendors will have to provide a list of its clientage.
10. The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.
11. For Event Management, the qualified firm/ vendor shall be responsible for managing the whole event in all aspects across the board (printing publication, refreshment, sound systems, media, transportation, decoration and any activity related to conference seminars etc.).
12. The said advertisement is available on Ministry's website (www.mohr.gov.pk) and PPRA's Website www.ppra.org.pk .

**(Mushtaq Khan)
Section Officer (Gen)
051-9202890**

TECHNICAL PROPOSAL EVALUATION CRITERIA:

S. No.	Description/ Detail Required
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 Registration No. (attach copy of GST Registration)
7.	Bank Account No. & Address:
8.	Vendor number of AGPR:
9.	Bank Statement: - (for one year)
10.	Experience in the relevant field: (in years)
11.	List of at least three clients from Ministries/Departments along with work orders: (attach list)

Note:- It is pertinent to mention here that ‘**Frame Work Agreements**’ are not being conducted through EPADS as yet, hence after pre-qualification the tender document shall be published through EPADS to the Pre- Qualified bidders and the Frame Work Agreement shall be made manually and the same shall be uploaded at EPADS as soon as the Frame Work Agreements are operationalized through EPADS.