

**FILE No. 2-2/2025-GS**  
**GOVERNMENT OF PAKISTAN**  
**SECRETARIAT TRAINING INSTITUTE**  
**(ESTABLISHMENT DIVISION)**

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**PRE-QUALIFICATION NOTICE NO-02/2025-26.**

The STI intends to pre-qualify workshop/firm registered with Sales Tax / Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own offices / Stock / manpower / expertise in Rawalpindi / Islamabad and have 5 years of experience for following procurements, works and services required during the Financial Year 2025-26 and 2026-27 (two financial years) under Rule-15(2)(b) & 16 A (1) read with Rule 42(a) & (b) of PPRA Rules, 2004 amended from time to time. Details are as under: -

<b>Title</b>	<b>S. NO.</b>	<b>Description</b>	<b>Estimated Budget Rs.</b>
<b>Repair/ Maintenance</b>	i	Pre-qualification of workshop/firm for repair/maintenance ( <b>Transport</b> ) of official vehicle e-g: 01 No. Toyota GLI, 01 No. Toyota Hiace, 01 No. Suzuki Bolan 02 No. Motorecycle Yamaha 100CC	<b>2,000,000</b>
	ii	Pre-qualification of workshop/firm for repair / maintenance of ( <b>Machinery &amp; Equipment's</b> ) e-g Photocopier Machine (Sindoh 601-602, Xerox 5955I, Air Conditioners, DC Invertor Water Dispenser, all kinds of fans Heaters Water Motors, Pump, Bush Cutter, Lawn Mover, 30 KVA Generator, Tube well & different Gym exercise machines, water geyser repair and leakage, repair of aluminum/ wooden doors and windows & wooden almirahs, book cases etc.	<b>2,500,000</b>
	iii	Pre-qualification of workshop/firm for repair / maintenance of ( <b>Furniture &amp; Fixtures</b> ) & day to day repair / maintenance operations of buildings.	<b>2,500,000</b>
	iv	Pre-qualification of workshop/firm for repair / maintenance ( <b>Hardware</b> ) of Computer, Laptop Printers, LED,s Fax Machine, Scanner, LAN & LAN Devices including Wifi (wireless) network, devices and LED TV.	<b>2,500,000</b>
	v	Pre-qualification of workshop/firm for repair / maintenance ( <b>Software</b> ) of Computer, Laptop Printers, LED,s Fax Machine, Scanner, LAN & LAN Devices including Wifi (wireless) network & devices.	<b>1,500,000</b>
	vi	Pre-qualification of workshop/firm for repair / maintenance ( <b>IT-Equipment</b> ) e.g. LED's Multimedia, CCTV Cameras, UPS, Sound System, Bio-Matric Machine and DSLR camera.	<b>1,500,000</b>
	vii	Pre-qualification of workshop/firm for repair / maintenance of <b>Solarization of Public Sector Building</b> (circuits, solar panels, installation, wires & cables and circuit breakers etc.)	<b>1,200,000</b>
<b>Total</b>			<b>13,700,000</b>

2. Pre-qualification bids would be collected and opened as per following schedule:-
  - (i) Interested and eligible bidders can download bidding documents containing terms & condition from [www.sti.gov.pk](http://www.sti.gov.pk). Bidding document to be submitted through EPADS and hard copy of bidding documents must be reached at Secretariat Training Institute, Plot No. 7, Sector H-9, Islamabad on or before closing date i.e. 19-09-2025 at 10:30 AM.
  - (ii) Pre-qualification bids will be opened on above mentioned date at 11:00 A.M under supervision of the chairman procurement committee i.e. Deputy Director (F&A) and member of procurement committee in the presence of firm's representatives.
3. Pre-qualification bids containing detailed terms and conditions are also available on official website of Establishment Division [www.establishment.gov.pk](http://www.establishment.gov.pk) and Public Procurement Regulatory Authority (PPRA) [www.ppra.org.pk](http://www.ppra.org.pk).
4. Single stage one envelope procedure as contained in Rule 36 (a) of PPRA Rules-2004 shall apply.
5. The Procurement Committee may reject all bids or proposal at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules 2004.

  
**(HUSSAIN AHMED)**  
Deputy Director (F&A)  
Plot No.7, Sector H-9,

**GOVERNMENT OF PAKISTAN  
SECRETARIAT TRAINING INSTITUTE  
(ESTABLISHMENT DIVISION)**

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**Subject:-PRE-QUALIFICATION OF WORKSHOP/FIRM FOR REPAIR/ MAINTENANCE OF TRANSPORT, MACHINERY AND EQUIPMENT, FURNITURE / FIXTURE, HARDWARE, SOFTWARE, SOLARIZATION AND IT EQUIPMENT FOR TWO FINANCIAL YEARS 2025-26 AND 2026-27.**

The criteria for pre-qualification of workshop/firm for repair / maintenance of transport, machinery & equipment, furniture / fixture, day to day repair / maintenance operations of buildings, hardware/software, solarization (circuits, solar panels, installation, wires & cables and circuit breakers etc.) and IT equipment items is as under:-

- i The interested workshop/firm must provide proof of five (05) years' experience in relevant field in the shape of work orders as well as must attach performance certificates from 5 different Government organizations etc. proving satisfactory performance in the past etc.
- ii The workshop/firm must be registered with Sales Tax and Income Tax Department (FBR). Valid documents must be attached.
- iii 3 years bank Account maintenance certificate duly verified by Bank must be attached. Only bank statement will not be accepted.
- iv Interested parties must attach non-black listing certificate on a fresh affidavit amounting to Rs.100/- with bidding documents, duly attested by notary public.
- v Bid security amounting to 5% of the amount in favour of DDO, STI, Secretariat Training Institute, Islamabad must be attached with bid in shape of pay order or Bank draft.

**SECRETARIAT TRAINING INSTITUTE  
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**TERMS & CONDITIONS**

- i) Satisfactory performance certificate from five different organizations proving performance and presence of the workshop/firm for last five year and have not defected their office/workshop for the same period.
  - ii) The workshop/firm on the panel shall be bound to carry out the requisite work on immediate basis when repairs are referred to them even at odd hours/ public Holidays while ensuring quality and timely service in a transparent manner as and when required in accordance with all applicable laws, rules and regulations.
  - iii) While submitting rates the workshop/firm must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
  - iv) The workshop/firm shall be bound to return old spare parts in case of replacement with new once.
  - v) Warranty period of each item replaced or repaired must be clearly mentioned in quoted rates besides ensuring its quality and durability. If the same defect appeared again during the warranty period, the workshop/firm (s) shall be responsible to replace free of cost.
  - vi) In case of refusal to undertake the work, the bid security of the item shall be forfeited and agreement cancelled.
  - vii) 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.
  - viii) 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.
  - ix) The pre-qualification of firm agreement will be made through open framework for two years under PPRA Rules 16A.
2. I / we have gone through each and every clauses and agree upon the above mentioned Terms & Conditions.

Signature( <b>Authorized/Person/Proprietor</b> )	
Name of Authorized Person:	
Name/address of Firm:	
Stamp of Firm:	