



F.No.10(3)/2023-GA

Government of Pakistan

National Heritage & Culture Division

4th floor, Kohsar Block, Pak Secretariat,

PRE-QUALIFICATION NOTICE

National Heritage & Culture Division intends to invite sealed proposals for pre-qualification valid registered, reputable, active tax payers and well-experienced firms for the following works: -

- i. Repair/Maintenance of all type of Machinery & Equipment's.
 - ii. Repair/Maintenance of all type of Hardware & IT Equipment's.
 - iii. Repair/Maintenance of Furniture & Fixture.
 - iv. Repair/Maintenance of all type of official vehicles.
 - v. Other misc. works required for NH&C Division.
2. The pre-qualification documents with Terms and Conditions may be obtained Free of Cost from the office of the undersigned during office hours or can be downloaded from website of the Division (<https://heritage.pakistan.gov.pk>)
3. A single package containing pre-qualification documents / proposals, duly completed signed, stamp, sealed and in complete conformity with Pre-Qualification documents should be sent to National Heritage & Culture Division, 4th floor, Kohsar Block, Pak Secretariat, Islamabad, by **2nd January, 2024** which will be opened on the same day at 11:30A.M. as per PPRA Rules.
4. Income/Sales Tax Registration Certificate and other documents as mentioned in pre-Qualification Document must accompany the proposals.
5. National Heritage & Culture Division reserve the right to reject any or all proposals at any time prior to acceptance of the proposals under PPRA Rules.

(Sher Alam Khan)
Section Officer (General)
Ph No.051-9222764

GOVERNMENT OF PAKISTAN
National Heritage & Culture Division

4th floor, Kohsar Block, Islamabad.

TERMS & CONDITION OF PRE-QUALIFICATION OF FIRMS/VENDORS

National Heritage & Culture Division intends to invite sealed proposals for pre-qualification valid registered, reputable, active tax payers and well-experienced firms for the following works: -

- i. Repair/Maintenance of all type of Machinery & Equipment's.
 - ii. Repair/Maintenance of all type of Hardware & IT Equipment's.
 - iii. Repair/Maintenance of Furniture & Fixture.
 - iv. Repair/Maintenance of all type of official vehicles.
 - v. Other misc. works required for NH&C Division.
1. A single package containing pre-qualification documents / proposals, duly completed signed, stamp, sealed and in complete conformity with Pre-Qualification documents should be sent to National Heritage & Culture Division, 4th floor, Kohsar Block, Pak Secretariat, Islamabad, by **2nd January, 2024** which will be opened on the same day at 11:30A.M. as per PPRA Rules.
 2. Pre-qualification bid should accompany a pay order/bank draft/CDR as earnest money amounting to **Rs.50,000/-** against this pre-qualification, in favour of DDO, NH&C Division, Islamabad.
 3. The validity of Pre-qualified selected firms/ Pre-qualification of Firms with NH&C Division, Islamabad will be upto **30th June, 2024.**
 4. The earnest money of unsuccessful bidders will be released/refunded after completion of tender process. Earnest money will be converted into security deposit for successful bidders and will remain in possession of this office till completion of the period of tender. Bids without call deposit will be treated as invalid/canceled forthright.
 5. Legal status of the firms with their registered address and contact numbers along with proof of existence shall be provided.
 6. Complete profile of the firm must be enclosed.
 7. Proof of registration with Income Tax and sales tax department be attached.
 8. Firms having at least three years' experience in the relevant field will be preferred.
 9. Certificate on Judicial paper to the effect that firm is not involved in litigation with any government department / private organization nor blacklisted must be attached.
 10. Tender committee may conduct physical visit of all offices before finalization of the pre-qualification.
 11. The payment will be made through AGPR as per Government procedure.
 12. The firm / vendor on the panel of NHC Division will be bound to carry out the requisite work on priority basis.
 13. Response time will be observed for attending repair / maintenance issue, but it will not be more than 48 hours. However, in case of repairs the same will be carried out within the given time otherwise the agreement of the supplier will be canceled and the firm will be blacklisted.

14. The firm will be bound to return old parts in case of replacement with new warranty period of each items replaced or repaired should be clearly mentioned in quoted rates. If the same defect arises again the firm / vendor will be responsible to replace / repair it free of cost.
15. NH&C Division reserves the right to accept or reject any proposal without assigning any reason under fulfillment of PPRA Rules.
16. **Fill the enclosed Proforma in all respect with sign and stamp.**

s/d
(Sher Alam Khan)
Section Officer (General)
PH NO.051-9222764

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Government of Pakistan
National Heritage & Culture Division
Islamabad

SECTION 1: FIRMS / COMPANY DETAILS AND GENERAL INFORMATION

01	Name of Firm	
02	Complete Office Address	
03	P.O. Box and Mailing Address	
04	Telephone Number	
05	Fax Number	
06	E-Mail Address	
07	Contact Person Name with Designation	
08	Nature of Business	
09	Year of Established	
10	Current Tax Authorities registration Information	

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SECTION 2: CURRENT CONTRACT COMMITMENTS / CONTRACTS IN PROGRESS

01	Name of Contract (s)	
02	Purchaser contact information (Insert Address, Telephone, Fax, E-mail	
03	Value of Outstanding Contracts (current Rs. Equivalent)	
04	Start Date	
05	Estimate Delivery Date	

SECTION 3: COMPLETED CONTRACTS

01	Name of Contract (s)	
02	Purchaser contact information (insert address, telephone, fax, Email address)	
03	Value of Outstanding Contracts (current Rs. Equivalent)	
04	Work / Services Provided	
05	Start Date	
06	Completion Date	