

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 proposals through EPADS for pre-qualification from valid registered, reputable, active tax payers and well-experienced firms for the following works: -

- i. Repair/Maintenance of all type of Machinery & Equipment's etc.
 - ii. Repair/Maintenance of all type of Hardware & IT Equipment's etc.
 - iii. Repair/Maintenance of Furniture & Fixture etc.
 - iv. Repair/Maintenance of all type of official vehicles etc.
1. Interested parties/firms having valid and active NTN, GST and Vendor number may apply only through EPADS latest by **7th August ,2025 till 11:00AM** which will be opened on same day at 12:00PM. Pre-qualification documents /proposals submitted other than **EPADS**, shall not be accepted.
 2. Successful parties/firms will be required to submit earnest money of amounting to **Rs.50,000/-** for each category from **Sr.I to Sr.IV** which will be returned after 30th June, 2026. The validity of Pre-qualified selected firm will be upto **30th June, 2026**.
 3. Legal status of the firms with their registered address and contact numbers along with proof of existence (location, manpower etc.) shall be provided.
 4. Complete profile of the firm must be enclosed.
 5. Proof of registration with Income tax and sale tax department may be attached. Firm/company must be available on active Tax payer list of FBR.
 6. Firm having at least 05 years of experience in relevant field can only apply.
 7. 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.
 8. Tender Committee may conduct physical visit of all successful firms/parties before finalization of the Pre-qualification.
 9. The payment will be made through AGPR as per Government procedure. Firm/company must be registered with AGPR and provided Vendor number shall be active and valid.
 10. The firm/vendor on the panel of NH&C Division will be bound to carry out the requisite work on priority basis within 01 week.
 11. 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.
 12. 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.
 13. NH&C Division reserves the right to accept or reject any proposal without assigning any reason under fulfillment of PPRA Rules.
 14. In case of submission of any false information/documents and any deficiency found in services, the Earnest Money will be forfeited and the firm/company would also be disqualified/blacklisted.
 15. **Fill the enclosed proforma in all respect with sign and stamp and upload scanned copy on EPADS.**

I/We have read and agree with the above mentioned terms and conditions.

Name of firm/workshop/company/owner. _____

Signature and stamp of the firm/workshop/company: _____

Date: _____