

GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION

TENDER NOTICE

The Ministry of Climate Change, LG & RD Building, 4th Floor, Sector G-5/2, Islamabad, invites sealed technical bids from companies/firms that have established state-of-the-art workshops/offices in Islamabad/Rawalpindi, equipped with skilled manpower, for the purchase, repair, and maintenance services in the following sectors during the financial year 2026-27.

| | | |
|---|---|--------------------------------|
| Name of Procuring Agency | Ministry of Climate Change & Environmental Coordination, Government of Pakistan, Islamabad. | |
| Number of Tender(s) | One. | |
| Annual Repairs/Maintenance and Services | A-03919 | Service Rendered |
| | A-03990 | Light Refreshment |
| | A-13001 | Repair of Transport |
| | A-13201 | Repair Furniture/fixture |
| | A-13101 | Repair of Machinery/equipments |
| | A-13702 | Repair of Software |
| | A-03905 | Newspaper/Books |
| | A-13701 | Repair of Hardware |
| | A-13703 | Repair of I.T Equipments |
| | A-03970 | Others |
| Closing Time, Date & Place. | The tender must be uploaded online and can also be dropped in Tender Box within time, upto 11.30 hrs, <u>30-06-2026</u> Ministry of Climate Change & Environmental Coordination, 4 th Floor, Room. No. 423, LG&RD Complex Building, G/5/2, Islamabad. | |
| Opening of bids. | 12.30 hrs, <u>30-06-2026</u> , at 3 rd floor Committee Room of this Ministry | |

2. The bidding process shall be carried out through the PPRA, EPADS e-Pak Acquisition and Disposal System (e-PADS) (<https://eprocare.gov.pk>).

3. Bids/proposals shall be submitted electronically through EPADS. One hard copy shall also be provided to the undersigned on or before the bid closing date and time. Submissions through any other mode, including courier or email, shall not be considered.

4. Procurement shall be conducted in accordance with the PPRA Rules under the Single Stage Single Envelope Procedure, whereby bids shall be submitted in a single envelope containing both technical and financial proposals.

5. The electronic bids must be submitted through EPADS on or before 30th June, 2026, by 11:30 AM (closing time), and will be opened by the Purchase Committee through EPADS on the same day, i.e., 30th June, 2026, at 12:30 PM in the Committee Room, 3rd Floor. One hard copy, along with a non-refundable tender fee of PKR 3,000, shall also be submitted to the DDO, MOCC&EC on or before the bid closing date and time.

6. Ministry of Climate Change & Environmental Coordination has the right to accept or reject any or all bids prior to acceptance as per PPRA's Rules 2004.

(NAVEED AHMED ABBASI)
Section Officer (General)
Ministry of Climate Change
& Environmental Coordination
4th Floor, Room. No. 423,
LG&RD Complex Building, G/5/2, Islamabad
Ph. No. 9245805

TERMS AND CONDITIONS
FOR PRE-QUALIFICATION OF FIRMS

Firms should have their own state-of-the-art office/workshop in Islamabad/ Rawalpindi. Firms must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ALT) of FBR. The firm should have bank account and vender number assigned by AGPR. For prequalification, firms having experience, capability and resources may apply alongwith the following information and documents;-

- a) Name of the firm alongwith postal address, Phone & Fax numbers.
- b) Similar nature of works upto completed during last five years.
- c) Similar nature of works in hand alongwith names and addressed of clients.
- d) Pre-Qualified for similar nature of works with Govt., Semi Govt./Private Firm.
- e) List of Key personal & detail of Technical staff.
- f) Affidavit for nor blacklisted/involved in arbitration/litigation with any client during last 5 year,
- g) Proof of enlistment with other departments.

- v. Firms shall provide the proof of services being rendered to at-least five Ministries/Divisions along with certificate of satisfaction.
- v. The firms will be shortlisted as per PPRA Rules 2004.
- vi. Successful firms shall be responsible to provide its services for repair/maintenance after approval of their quotation.
- vii. Firms shall respond on receipt of work order on the same day.
- viii. Firms shall preferably make it possible to rectify the fault of certain mechanical problem at the spot otherwise at workshop at their own arrangement.
- ix. Firms shall be bound to replace the faulty parts with genuine spare parts having sufficient warranty period.
- x. Firms shall be bound to return the faulty parts to the Ministry.
- xi. In case of arising of same fault within the warranty period, the firm shall replace the faulty part without any charges.
- xii. Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- xiii. Only pre-qualified firms/companies/workshops will be eligible to do business with Ministry of Ministry of Climate Change during the financial year 2026-27.
- xiv. Interested firms may obtain the terms and conditions from the undersigned's office. MoCC&EC invites the submission of proposals/bidding documents online through the e-Pak Acquisition and Disposal System (EPADS) portal of PPRA in a single-stage, single-envelope procedure. Applications other than those submitted through EPADS will not be considered or entertained.
- xv. The electronic bids must be submitted by using EPADS on or before **30th June, 2026 till 11:30 AM.** (closing time). Electronic Bids will be opened by the Purchase Committee using EPADS on the same day i.e **30th June, 2026 at 12:30 PM.** at Committee Room, 3rd Floor.

**CRITERION FOR PRE-QUALIFICATION OF OFFICES/WORKSHOPS FOR REPAIR /
MAINTENANCE OF MACHINERY / EQUIPMENT, FURNITURE / FIXTURE, AND HARDWARE,
ITEMS**

The criteria for pre-qualification for repair / maintenance of Machinery /Equipment, Furniture Fixture, Services, Hardware and Vehicles etc. is as under:-

- i) The interested Offices/Workshops must have five (05) years experience in relevant field. The Firms shall provide list of Federal / Provincial Government Ministries / Divisions / Departments to whom, they have provided or providing services.
- ii) The Offices/Workshops must have their own complete setup i.e. spare parts availability and technical expertise in Islamabad / Rawalpindi having Telephone / Fax facilities etc.
- iii) The Offices/Workshops must be registered with Sales Tax and Income Tax Department (FBR). Valid documents must be attached. The firm should have bank account and vender number assigned by AGPR
- iv) The interested parties must have sound financial position; proof may be provided for last three (03) years in shape of income tax and company bank statement.
- v) Interested parties must attach non-black listing certificate on affidavit amounting to Rs.100/- with bidding documents, duly attested by notary public.
- vi) Member(s) of Tender / Purchase Committee may conduct the visit of all Offices/Workshops, before the pre-qualification process.

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- i) The Offices/Workshops 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.
- ii) While submitting rates the Offices/Workshops must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise.
- iii) Warranty period of each item replaced or repaired must clearly mention in quoted rates. If the same defect appeared again, the Pre-Qualified Vendor shall be responsible to replace free of cost.
- iv) If a bidder is unable to provide services and shall be backlisted for future business with Government Departments as per PPRA Rules 2004.
- v) The firms will be shortlisted as per PPRA Rules 2004.
- vi) Single stage-one envelope bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing of the bids.
- vii) Successful firms shall be responsible to provide its services for repair/maintenance after approval of their quotation.
- viii) Firms shall respond on receipt of work order on the same day and firms shall be bound to return the faulty parts to the Ministry.
- ix) In case of arising of same fault within the warranty period, the firm shall replace the faulty part without any charges.
- x) Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- xi) Sealed pre-qualification bids should reach Ministry of Climate Change & Environmental Coordination by hand (during office hours) or by courier at the address of Section Officer (General), Ministry of Climate Change, LG & RD Building, 4 Floor, Sector G-5-2, Islamabad within the stipulated time otherwise pre-qualifications bids will not be accepted.

I /we have gone through each and every clauses and agree upon the above mentioned Terms Conditions.

Signature (**Authorized Person/Proprietor**): _____

Name of Authorized Person: _____

Name/address of Firm: _____

Stamp of Firm: _____

CRITERION FOR PRE-QUALIFICATION OF WORKSHOPS FOR REPAIR/MAINTENANCE OF OFFICIAL VEHICLES.

The criteria for pre-qualification of workshops for repair/maintenance of official vehicles is as under:-

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|-------|---|
| i. | The interested workshops must have five (05) years' experience in relevant field. |
| ii. | The workshops must have their own complete setup i.e. garage, spare parts availability and technical experts at Islamabad/Rawalpindi. |
| iii. | The bidder must have facilities of Telephone / Fax etc. in Islamabad/Rawalpindi. |
| iv. | The Workshop must be registered with Sales Tax and Income Tax Department. Valid documents must be attached with the bidding documents. |
| v. | The interested parties must have sound financial position, proof must be attached in shape of tax return of last three (03) years. |
| vi. | Affidavit amounting to Rs.100/- regarding non-black listing must be attached with the bidding documents, duly attested by the notary public. |
| vii. | Members of Tender / Purchase Committee may conduct the visit of workshops, before the pre-qualification. |
| viii. | This shall be responsibility of the successful bidder to have secure parking of the official vehicles during repairs. If any damage occurred in that case, the bidder shall bear all expenditures. |
| ix. | The workshop on the panel shall be bound to carry out the requisite repairs & maintenance on top priority basis whenever vehicle is referred to them. |
| x. | While submitting rates the workshop must clearly mention GST and all other applicable Government Taxes included in the offered rates or otherwise. |
| xi. | The workshop shall be bound to return old spare parts in case of replacement with new once. |
| xii. | Warranty period of each item replaced or repaired must be clearly mentioned in quoted rates. If the same defect is crops up again, the workshop shall be responsible to replace it free of cost within three (03) days. |
| xiii. | If a bidder is unable to fix the vehicles, as detailed below, as per work order and firm would be backlisted for future business with Government Department. |

| | |
|--|---------|
| Local Assembled Vehicles (500 cc to 1800 cc) | 07 days |
|--|---------|

2. We have gone through each and every clauses of Terms & Conditions and agreed upon

Signature (Authorized Person/Proprietor) _____
Name of Authorized Person _____
Name/address of Firm _____

Stamp of Firm: _____