Government of Pakistan
Ministry of National Health Services Regulation & Coordination
Integrated Disease Surveillance and Response System
National Institute of Health (NIH)
*****

No. F.1-1/2025-IDSRS-NIH

Islamabad, the 15th December, 2025

To,

The Deputy Director-III
Public Procurement Regulatory Authority,
Federal Bank Cooperative Building,
G-5/2, Islamabad.

Subject: **PUBLICATION OF PRE-QUALIFICATION TENDER NOTICE FOR PROJECT TITLED "INTEGRATED DISEASE SURVEILLANCE AND RESPONSE SYSTEM"**

Dear Sir,

I am directed to forward herewith a Pre-Qualification Notice for purchase / petty purchase / repair / maintenance / arrangement of (seminar / conference / workshop / symposia), upgradation of laboratories including non-tender items up to Rs. 500,000/- in terms of Rule 42 of PPRA, 2004 amended from time to time during Financial Year 2025-26 (extendable), for its publication on the website of Public Procurement Regulatory Authority (PPRA).

2. It is, therefore requested that the enclosed Pre-Qualification Notice may be uploaded on PPRA website. The payment has already been made in advance vide Transaction No. **151653225219**, dated **15th December, 2025** (copy attached). Moreover, in case of any query, contact on the Tel No's given below or at **0332-0332089,** or email at **mharis.khan@nih.org.pk** please.

3. This issues with the approval of Project Director, IDSRS Project.

Encls: **Pre-Qualification Notice & Tender Document**

Yours faithfully

15/12/25

(Mr. Muhammad Haris Khan)
Procurement Manager, IDSRS

Syed Mohsin Hassan
Assistant Director (Web Design)
Tuesday, 16 December, 2025, 2:1:43 PM

Transaction Receipt

Raast Payment

Amount Transferred	**Rs.15,000.00**
From	RAJA WAQAR PKXXNBPAX...XXXXXX344
To	PUBLIC PROCUREM PKXXHABB...XXXXX701
Bank Name	HBL/Konnect
Purpose Of Payment	Transfer to Family & Friends
Transaction Date	15 Dec, 2025 04:53:24 PM
RRN	151653225219

NBP National Bank of Pakistan
نیشنل بینک آف پاکستان

For further assistance, please call NBP
Helpline 021-111-627-627

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Assistant Director (Web Design)
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Government of Pakistan
Ministry of National Health Services Regulation & Coordination
Integrated Disease Surveillance and Response System
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PRE-QUALIFICATION NOTICE

Integrated Disease Surveillance and Response System (IDSRS) Project, National Institute of Health (NIH), Ministry of National Health Services Regulation & Coordination, Islamabad intends to pre-qualify workshops/ firms/ vendors registered with Sales Tax/ Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own offices/ stock/ manpower/ workshop/ expertise in Islamabad/Rawalpindi for following procurements, works and services required during the Fiscal Year 2025-26 (extendable) under Rule-15 and Rule-16 (a) read-with Rule 42(a) & (b) of PPRA Rules, 2004 amended from time to time. Details are as under: -

Sr. #	Pre-Qualification Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Pre-Qualification of Workshops (Rawalpindi/ Islamabad) for Repair/ Maintenance work of Official vehicles of IDSRS Project, National Institute of Health, (including non-Tender items up-to Rs. 500,000/-) during financial year 2025-26.	Rs. 40,000/-
2.	Pre-Qualification of Firms/Vendors (Rawalpindi/ Islamabad) for the following: (a) Repair/ Maintenance of Plant and Machinery equipment's/ Lab equipment's/ IT equipment's/ Garden/ Office building/ Furniture & Fixture/ Computers and Hardware (including non-Tender items up-to Rs. 500,000/-) and as required by the Procuring Agency in terms of Rule 42 of PPRA, 2004 amended from time to time. (b) Petty Purchases & Purchases (including non-Tender items up-to Rs. 500,000/-) during financial year 2025-26.	Rs. 40,000/-
3.	Pre–Qualification of Firms/ Vendors for the arrangements of Conference/Seminars / Workshop / Symposia (anywhere in Pakistan) any other work related to supporting materials for arrangement of conferences and seminars (as required by Procuring Agency) in terms of Rule 42 of PPRA, 2004 amended from time to time.	Rs. 40,000/-

2. Pre-Qualification bids would be collected and opened as per the following schedule:

Date of collection of Bidding Documents (sealed tender bids)	Bidding documents shall be collected through e-Pak Acquisition & Disposal System (EPADS). All prospective bidders shall apply for pre-qualification 2025-26 through EPADS.
Date, Time & Place of Publicly opening of Bids.	**05-01-2026 at 12:30 P.M,** in National Institute of Health (NIH), Park Road, Chak Shahzad, Islamabad.

3. The prequalification aims to establish a **Roster of firms** who may be engaged through call-off contracts for tasks assigned under the IDSRS Project. Only those firms who are pre-qualified through this process shall be eligible to participate in the secondary procurement process (mini-competition among pre-qualified vendors for each call-off) under PPRA rule 16-A, subject to satisfactory performance and availability of tasks.

4. Interested eligible bidders are requested to register themselves on the EPADS (https;//eprocure.gov.pk/) and submit their documents on EPADS. The interested eligible bidders may obtain a complete set of bidding documents containing list of items, specifications of required items and detailed terms & conditions from the websites of PPRA and EPADS. The same shall also be obtained from Manager Procurement, IDSRS on payment of **Rs. 1,000/-** on any working days within the office hours (before the submission date of bid) on submission of written application on company letter head, duly supported by a copy of NTN and GST certificates.

Integrated Disease Surveillance and Response System (IDSRS)
National Institute of Health, Islamabad

Digitally signed by Syed Mohsin Hassan
Assistant Director (Web Design)
Tuesday, 16 December, 2025, 2:11:43 PM

5. The fixed bid security/earnest money, earmarked above in the shape of Pay Order/Demand Draft in favor of **Finance Manager, IDSRS** along with bid documents should be uploaded through EPADS (scanned copy) original Pay Order/Demand Draft along with the original hard copy of the uploaded bid must be submitted physically on or before **11:00 A.M** by **05-01-2026 in Procurement Manager, IDSRS room, NIH, Islamabad.** Bids will be opened on the same date at **12:30 P.M in Procurement Manager, IDSRS room, NIH, Islamabad** in terms of Rule 28 of PPRA, 2004.

6. In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is constituted for subject procurement. Notification of the said GRC is provided on EPADS at www.eprocure.gov.pk.

7. This Pre-Qualification notice is also available on the websites of PPRA (www.ppra.gov.pk) and EPADS (www.eprocure.gov.pk). The procuring agency reserves rights to accept or reject any or all bids/proposals in accordance with rule-33 of PPRA-2004 amended from time to time.

(Muhammad Haris Khan)
Procurement Manager, IDSRS Project
Park Road, Chak Shahzad, Islamabad
Office Ph # (92-051)-9255237/0332-0332089

Syed Mohsin Hassan
Assistant Director (Web Design)
Tuesday, 16 December 2025, 2:1:43 PM

Integrated Disease Surveillance and Response System (IDSRS)
National Institute of Health, Islamabad

Syed Mohsin Hassan
Assistant Director (Web Design)
Tuesday, 16 December 2025, 2:1:43 PM

Expression of Interest (EOI)

REQUEST FOR EXPRESSION OF INTEREST

Pre-Qualification of Firms for Provision of Services to the Integrated Disease Surveillance and Response System (IDSRS)

Ref No: F.1-1/2025-IDSRS-NIH

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Assistant Director (Web Design)
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Under Rule 16(a) of the Public Procurement Rules, 2004 (Open Framework Agreement)

GOVERNMENT OF PAKISTAN

Integrated Disease Surveillance and Response System (IDSRS)

National Institute of Health (NIH)

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Tuesday, 16 December, 2025, 2:1:43 PM

15th December, 2025

National Institute of Health (NIH)
Park Road, Chak Shahzad, Islamabad
Office Ph # (92-051) 9255237

DISCLAIMER

1. The information contained in this Expression of Interest (EOI) document, or subsequently provided to bidders whether verbally or in written form by or on behalf of the Integrated Disease Surveillance and Response System (IDSRS) Project, National Institute of Health, shall be subject to the terms and conditions set out in this EOI document. Any further information provided to the bidders shall also be subject to such terms and conditions. The interpretation of all provisions, instructions, and contents of this EOI shall vest solely with the IDSRS Project, and the IDSRS Project interpretation shall be final and binding.

2. This Expression of Interest (EOI) document does not purport to contain all the information that prospective firms may require. The document may not be appropriate for all bidders, and it is not feasible for the Integrated Disease Surveillance and Response System (IDSRS) Project to consider the specific objectives, technical capacity, financial position, or particular needs of each entity that may use or rely upon this document. Bidders may possess different levels of familiarity or understanding of the assignment compared to others. Each bidder is therefore solely responsible for conducting its own investigations, due diligence, assessments, and analysis, and for verifying the accuracy, reliability, and completeness of the information contained in this EOI document. Bidders are strongly advised to seek independent professional, technical, and legal advice from appropriate sources. The IDSRS Project makes no representation, warranty, or undertaking whether express or implied and shall bear no liability under any applicable law, rule, or regulation regarding the accuracy, reliability, or completeness of any information contained in this EOI document or otherwise supplied to applicants.

3. Integrated Disease Surveillance and Response System (IDSRS) Project may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this EOI document or cancel the present invitation and call for fresh invitations. Such changes would be intimated to all bidders using this EOI Document.

4. Integrated Disease Surveillance and Response System (IDSRS) Project reserves the right to reject all Expression of Interests (EOI) submitted in response to this EOI Invitation prior to the acceptance of an EOI according Public Procurement Rules (PPRA-2004). Integrated Disease Surveillance and Response System (IDSRS) Project also reserves the right to hold or withdraw from or cancel the process at any stage up to the final pre-qualification / shortlisting.

5. Integrated Disease Surveillance and Response System (IDSRS) Project will have no liability in case of non-receipt of any correspondence from them to the bidders due to the postal delays.

6. Mere submission of EOI document does not guarantee that the bidders will be selected for the project.

Syed Mohsin Hassan
Assistant Director (Web Design)
Tuesday, 16 December, 2025, 21:43 PM

Integrated Disease Surveillance and Response System (IDSRS)
National Institute of Health, Islamabad

Government of Pakistan
Ministry of National Health Services Regulation & Coordination
Integrated Disease Surveillance and Response System
National Institute of Health (NIH)
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PRE-QUALIFICATION / BIDDING DOCUMENTS

Sr. #	Pre-Qualification Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Pre-Qualification of Workshops (Rawalpindi/ Islamabad) for Repair/ Maintenance work of Official vehicles of IDSRS Project, National Institute of Health, (including non-Tender items up-to Rs. 500,000/-) during financial year 2025-26.	Rs. 40,000/-
2.	Pre-Qualification of Firms/Vendors (Rawalpindi/ Islamabad) for the following: (a) Repair/ Maintenance of Plant and Machinery equipment's/ Lab equipment's/ IT equipment's/ Garden/ Office building/ Furniture & Fixture/ Computers and Hardware (including non-Tender items up-to Rs. 500,000/-) and as required by the Procuring Agency in terms of Rule 42 of PPRA, 2004 amended from time to time. (a) Petty Purchases & Purchases (including non-Tender items up-to Rs. 500,000/-) during financial year 2025-26.	Rs. 40,000/-
3.	Pre–Qualification of Firms/ Vendors for the arrangements of Conference/Seminars / Workshop / Symposia (anywhere in Pakistan) any other work related to supporting materials for arrangement of conferences and seminars (as required by Procuring Agency) in terms of Rule 42 of PPRA, 2004 amended from time to time.	Rs. 40,000/-

Bid No: .....

Name of Firm/Vendor: .....

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Assistant Director (Web Design)
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Integrated Disease Surveillance and Response System (IDSRS)
National Institute of Health, Islamabad

PRE-QUALIFICATION NOTICE

Integrated Disease Surveillance and Response System (IDSRS) Project, National Institute of Health (NIH), Ministry of National Health Services Regulation & Coordination, Islamabad intends to pre-qualify workshops/ firms/ vendors registered with Sales Tax/ Income Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own offices/ stock/ manpower/ workshop/ expertise in Islamabad/Rawalpindi for following procurements, works and services required during the Fiscal Year 2025-26 (extendable) under Rule-15 and Rule-16 (a) read-with Rule 42(a) & (b) of PPRA Rules, 2004 amended from time to time. Details are as under: -

Sr. #	Pre-Qualification Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Pre-Qualification of Workshops (Rawalpindi/ Islamabad) for Repair/ Maintenance work of Official vehicles of IDSRS Project. National Institute of Health, (including non-Tender items up-to Rs. 500,000/-) during financial year 2025-26.	Rs. 40,000/-
2.	Pre-Qualification of Firms/Vendors (Rawalpindi/ Islamabad) for the following: (a) Repair/ Maintenance of Plant and Machinery equipment's/ Lab equipment's/ IT equipment's/ Garden/ Office building/ Furniture & Fixture/ Computers and Hardware (including non-Tender items up-to Rs. 500,000/-) and as required by the Procuring Agency in terms of Rule 42 of PPRA, 2004 amended from time to time. (b) Petty Purchases & Purchases (including non-Tender items up-to Rs. 500,000/-) during financial year 2025-26.	Rs. 40,000/-
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2. Pre-Qualification bids would be collected and opened as per the following schedule:

Date of collection of Bidding Documents (sealed tender bids)	Bidding documents shall be collected through e-Pak Acquisition & Disposal System (EPADS). All prospective bidders shall apply for pre-qualification 2025-26 through EPADS.
Date, Time & Place of Publicly opening of Bids.	**05-01-2026 at 12:30 P.M,** in National Institute of Health (NIH), Park Road, Chak Shahzad, Islamabad.

3. The prequalification aims to establish a **Roster of firms** who may be engaged through call-off contracts for tasks assigned under the IDSRS Project. Only those firms who are pre-qualified through this process shall be eligible to participate in the secondary procurement process (mini-competition among pre-qualified vendors for each call-off) under PPRA rule 16-A, subject to satisfactory performance and availability of tasks.

4. Interested eligible bidders are requested to register themselves on the EPADS (https;//eprocure.gov.pk/) and submit their documents on EPADS. The interested eligible bidders may obtain a complete set of bidding documents containing list of items, specifications of required items and detailed terms & conditions from the websites of PPRA and EPADS. The same shall also be obtained from Manager Procurement, IDSRS on payment of **Rs. 1,000/-** on any working days within the office hours (before the submission date of bid) on submission of written application on company letter head, duly supported by a copy of NTN and GST certificates.

Integrated Disease Surveillance and Response System (IDSRS)
National Institute of Health, Islamabad

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Assistant Director (Web Design)
Tuesday, 16 December 2025, 2:1:43 PM

5. The fixed bid security/earnest money, earmarked above in the shape of Pay Order/Demand Draft in favor of **Finance Manager, IDSRS** along with bid documents should be uploaded through EPADS (scanned copy) original Pay Order/Demand Draft along with the original hard copy of the uploaded bid must be submitted physically on or before **11:00 A.M** by **05-01-2026 in Procurement Manager, IDSRS room, NIH, Islamabad.** Bids will be opened on the same date at **12:30 P.M in Procurement Manager, IDSRS room, NIH, Islamabad** in terms of Rule 28 of PPRA, 2004.

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Integrated Disease Surveillance and Response System (IDSRS)
National Institute of Health, Islamabad

PRE-QUALIFICATION OF WORKSHOPS (RAWALPINDI/ ISLAMABAD) FOR REPAIR/ MAINTENANCE WORK OF OFFICIAL VEHICLES OF IDSRS PROJECT, NATIONAL INSTITUTE OF HEALTH, (INCLUDING NON-TENDER ITEMS UP-TO RS. 500,000/-) DURING FINANCIAL YEAR 2025-26 (EXTENDABLE).

Terms & Conditions

No. F.1-1/2025-IDSRS-NIH, Integrated Disease Surveillance and Response System, National Institute of Health (NIH), Islamabad intends to pre-qualify For carrying out repair & maintenance work in authorized vehicles of this office, bids through EPADS are invited from workshops registered with Income and Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR (copies of valid documents may be attached), having their own complete setup i.e., garage, spare parts availability and technical experts in Islamabad / Rawalpindi.

1. The Pre-qualification process shall be carried out through EPADS.
2. Interested eligible bidders must be registered on the EPADS (http://eprocure.gov.pk/) and submit their documents on EPADS.
3. Proof of Registration with FBR, NTN, SRTN must be attached along-with proof of ATL.
4. Bid Security amounting to **Rs. 40,000/-** in the shape of Pay order/Demand Draft/Call Deposit in favor of **Finance Manager, (IDSRS Project)**, must be uploaded (Scanned) in EPADS and submitted in hard copy otherwise proposal will be rejected straightaway.
5. The interested bidders shall submit the application for Pre – Qualification as per **(Annexure – A).** The bidder shall submit Pre – Qualification application along with all Annexures attached herewith.
6. The interested bidder shall submit an undertaking that he will not involve himself of his / her firm into any corrupt and fraudulent practice during the pre – qualification procurement and award of work/contract as per **(Annexure – B).**
7. Non – Blacklisting and Insolvency declaration / undertaking / on affidavit as per **(Annexure – C)** must be attached with Pre – Qualification / Bidding documents.
8. The workshops must have at least two (02) year of work experience, established through valid document.
9. The Pre – Qualified Bidder / Workshops shall be bound to carry out the requisite work on immediate basis, when vehicle is referred to it even at the odd hours.
10. The workshop providing service shall be bound to return old spare parts in case of replacement with new one. Warranty period of each item replaced or repaired should be clearly

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mentioned in quoted rates. If the same defect is arisen again the workshop will be responsible to replace it free of cost.

11. The Bid / Application / Request for pre – qualification shall remain valid for the period of ninety (days) from the date of submission. The IDSRS Project Office shall complete the evaluation and communicate within this period.

12. The prequalification or enlistment of Bidders does not constitute or create a retainership.

13. Bid Security of qualified firms only will be returned on successful completion of the Financial Year. However, in case of extension, the bidder is required to re-submit the bid security with extended expiry date of Pay order/Demand Draft/Call Deposit in favor of **Finance Manager, (IDSRS Project)** for the next Fiscal Year.

14. All / any payment(s) will be made through cross cheque, after due deductions.

Criteria for Pre-Qualification:

1. The Bidder shall submit Pre – qualification Application **(Annexure-A)** along with all Annexures attached herewith, as per **(Annexure-D).**

2. Purchase / Pre-qualification Committee may conduct physical visit of all workshops before pre-qualification and verify key information like space availability, machinery installed in workshop, tool and plants available, technical workforce on ground physically.

3. Secure parking for the official vehicles must be available. The workshop will be responsible for any loss / damages caused to any Public Property / vehicle.

4. The bidder should provide proof of registration of Business with relevant Government Department.

5. Bidders must have a minimum two (02) years of relevant working experience from the date of registration with relevant authorities.

6. Bidder must provide details/list of clients (Entities/Companies/Departments) for which they have provided relevant services and goods; documentary evidence shall be required in this regard.

7. Bidder must provide last two financial year bank account statements indicating annual financial turnover of more than **PKR Rs 3,000,000/-** (Pak Rupees Three Million Only).

General Stipulations:

1. An authorized representative of the Bidder(s) on duly notarized authority letter should initial on all pages of the Prequalification, failure to which leads to disqualification of firm.

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Assistant Director (Web Design)
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2. The Bidders shall bear all costs associated with the preparation and submission of their respective Proposals and IDSRS Project Office shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

3. The bids received in the stipulated time and date will be opened by the pre-qualification committee on the same day in the presence of bidders of their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria as well as on the basis of prequalification notice. The result of the bid evaluation, in the form of a report will be announced within ten days. In case of any complaint of bidder, Grievances Redressal Committee of this Department will address grievances.

4. Pre-Qualified Bidders shall quote the lump sum rates/amounts in financial proposal/Quotations (as required by the Procuring Agency), which shall be inclusive of all service charges, applicable taxes, levies, duties and fees as prevailing laws.

5. The Pre-Qualified Bidders shall pay all such taxes, duties, fees and other impositions levied under the applicable laws and payments made by the Department shall be subject to such deductions and withholdings as are required by prevailing laws which shall be to the account of the service provider.

6. In case of submission of any false information / documents and any deficiency found in deliverables, the Earnest Money will be forfeited and the workshop would also be disqualified and process of blacklisting shall be initiated for future bidding.

7. The result of the bid evaluation, in the form of a report will be announced within ten days. In case of any complaint of bidder, Redressal Committee of this Department will address grievances.

8. The bids received in the stipulated time and date will be opened by the pre-qualification committee on the same day in the presence of the bidders of their authorized representatives, who choose to be present on the occasion.

9. Bids will be evaluated on aforementioned prescribed criteria as well as the pre-qualification notice.

10. Further information in this regard, if any, can be sought during office hours on Phone No. **(92-051) 9255237 / 0332-0332089** or email at **mharis.khan@nih.org.pk**.

11. The bidders are required to number, sign and stamp each of the Pre-Qualification bid prior to submission on EPADS.

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Assistant Director (Web Design)
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Integrated Disease Surveillance and Response System (IDSRS)
National Institute of Health, Islamabad.

PRE-QUALIFICATION OF FIRMS/VENDORS (RAWALPINDI/ ISLAMABAD)

a. **REPAIR/ MAINTENANCE OF PLANT AND MACHINERY EQUIPMENT'S/ LAB EQUIPMENT'S/ IT EQUIPMENT'S/ GARDEN/ OFFICE BUILDING/ FURNITURE & FIXTURE/ COMPUTERS AND HARDWARE (INCLUDING NON-TENDER ITEMS UP-TO RS. 500,000/-) AND AS REQUIRED BY THE PROCURING AGENCY IN TERMS OF RULE 42 OF PPRA, 2004 AMENDED FROM TIME TO TIME (EXTENDABLE).**
b. **PETTY PURCHASES & PURCHASES (INCLUDING NON-TENDER ITEMS UP-TO RS. 500,000/-) DURING FINANCIAL YEAR 2025-26 (EXTENDABLE).**

Terms & Conditions

No. F.1-1/2025-IDSRS-NIH, Integrated Disease Surveillance and Response System, National Institute of Health (NIH), Islamabad intends to pre-qualify vendors / firms for the purchase / repair / maintenance including all non-tender items up-to Rs. 500,000/- for the IDSRS Project Office during the Fiscal Year 2025-26 (extendable) on as and when required basis in terms of rule 42 of PPRA, 2004 amended from time to time. Bids through EPADS are invited from vendors / firms / Bidders located have complete set-up in Islamabad / Rawalpindi and are registered with Income Tax Departments and are on Active Taxpayer List (ATL) of FBR which fulfill the following terms and conditions:

1. The Pre-qualification process shall be carried out through EPADS.
2. Interested eligible bidders must be registered on the EPADS (http://eprocure.gov.pk/) and submit their documents on EPADS.
3. Proof of Registration with FBR, NTN, SRTN must be attached along-with proof of ATL.
4. Bid Security amounting to **Rs. 40,000/-** in the shape of Pay order/Demand Draft/Call Deposit in favor of **Finance Manager, (IDSRS Project)**, must be uploaded (Scanned) in EPADS and submitted in hard copy otherwise proposal will be rejected straightaway
5. The interested bidders shall submit the Application for Pre-Qualification as per **(Annexure-A).** The bidder shall submit Pre-Qualification Application along with all Annexures attached herewith.
6. The interested bidder shall submit an undertaking that he/she will not involve himself of his/her firm into any corrupt and fraudulent practice during the pre-qualification procurement and award of work/contract as per **(Annexure-B)**.
7. Non-Blacklisting and Insolvency declaration / undertaking / on affidavit as per **(Annexure-C)** must be attached with Pre-Qualification / Bidding documents.
8. The vendor must have at least Three (03) year of experience, established through valid document.

Syed Mohsin Hassan
Assistant Director (Web Design)
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9. The Pre-Qualified Bidder / vendor shall be bound to carry out the requisite work / provide the services / supply the good on immediate basis, as and when work order is issued to the pre-qualified bidders, even in the odd hours.

10. The firm / vendor / bidder providing service shall be bound to return old parts in case of replacement with new one. Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates. If the same defect is arisen again the bidder will be responsible to replace it free of cost or remove the defect immediately to the satisfaction of the procuring agency.

11. The Bid / Application / Request for pre-qualification shall remain valid for the period of ninety (days) from the date of submission. IDSRS Project Office shall complete the evaluation and communicate within this period.

12. The prequalification or enlistment of Bidders does not constitute or create a retainership.

13. Bid Security of qualified firms only will be returned on successful completion of the Financial Year. However, in case of extension, the bid security will be retained for the next Fiscal Year.

14. All / any payment(s) will be made through cross cheque, after due deductions.

Criteria for Pre-Qualification:

1. The Bidder shall submit Pre-Qualification Application **(Annexure-A)** along with all Annexures attached herewith, as per **(Annexure-D).**

2. Purchase / Pre-qualification Committee may conduct physical visit of all vendor's offices / workshops before pre-qualification and verify key information like capacity to perform the required job, space availability, machinery installed in workshop, tool and plants available, technical workforce on ground physically.

3. The vendor will be responsible for any loss/damages caused to Public Property / items.

4. The bidder should provide proof of registration of Business with relevant Government Department.

5. Bidders must have a minimum three (03) years of relevant working experience from the date of registration with relevant authorities.

6. Bidder must provide details list of clients (Entities/Companies/Departments) for which they have provided relevant services and goods; documentary evidence shall be required in this regard.

7. Bidder must provide last two financial year bank account statements indicating annual financial turnover of more than PKRs 2,000,000/- (Pak Rupees Two Million Only).

Syed Mohsin Hassan
Assistant Director (Web Design)
Tuesday, 16 December, 2025, 2:11:13 PM
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General Stipulations:

1. An authorized representative of the Bidder(s) on duly notarized authority letter should initial on all pages of the Pre-qualification, failure to which leads to disqualification of firm.

2. The Bidders shall bear all costs associated with the preparation and submission of their respective Proposals and IDSRS Project Office shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

3. The bids received in the stipulated time and date will be opened by the pre-qualification committee on the same day in the presence of bidders of their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria as well as on the basis of prequalification notice. The result of the bid evaluation, in the form of a report will be announced within ten days. In case of any complaint of bidder, Grievances Redressal Committee of this Department will address grievances.

4. Pre-Qualified Bidders shall quote the lump sum rate / amount in financial proposal/Quotations, which shall be inclusive of all service charges, applicable taxes, levies, duties and fees as prevailing laws.

5. The Pre-Qualified Bidders shall pay all such taxes, duties, fees and other impositions levied under the applicable laws and payments made by the Department shall be subject to such deductions and withholdings as are required by prevailing laws which shall be to the account of the service provider.

6. In case of submission of any false information / documents and any deficiency found in deliverables, the Earnest Money will be forfeited and the vendor / workshop would also be disqualified and process of blacklisting shall be initiated for future bidding.

7. The result of the bid evaluation, in the form of a report will be announced within ten days. In case of any complaint of bidder, Redressal Committee of this Department will address grievances.

8. The bids received in the stipulated time and date will be opened by the pre-qualification committee on the same day in the presence of the bidders of their authorized representatives, who choose to be present on the occasion.

9. Bids will be evaluated on aforementioned prescribed criteria as well as the pre-qualification notice.

10. Further information in this regard, if any, can be sought during office hours on Phone No. **(92-051) 9255237 / 0332-0332089** or email at **mharis.khan@nih.org.pk**.

11. The bidders are required to number, sign and stamp each of the Pre-Qualification bid prior to submission on EPADS.

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PRE–QUALIFICATION OF FIRMS/VENDORS FOR THE ARRANGEMENTS OF CONFERENCE/SEMINARS / WORKSHOP / SYMPOSIA (ANYWHERE IN PAKISTAN) ANY OTHER WORK RELATED TO SUPPORTING MATERIALS FOR ARRANGEMENT OF CONFERENCES AND SEMINARS (AS REQUIRED BY PROCURING AGENCY) IN TERMS OF RULE 42 OF PPRA, 2004 AMENDED FROM TIME TO TIME, DURING FY 2025-26 (EXTENDABLE)

Terms & Conditions

No. F.1-1/2025-IDSRS-NIH, Integrated Disease Surveillance and Response System, National Institute of Health (NIH), Islamabad intends to pre-qualify bidders for arrangement Conference / Seminars / Workshops / Symposia **(anywhere in Pakistan)** and work related with supported materials (as required by procuring agency) for conferences and seminars on as and when required basis during the Fiscal Year 2025-26 (extendable). Bids through EPADS are invited from registered with Income Tax, Sales Tax Departments and are on Active Taxpayer List (ATL) of FBR having their own complete setup i.e., facilities available on ground, capacity to perform the assigned job and technical expertise in the relevant field.

1. The Pre-qualification process shall be carried out through EPADS.
2. Interested eligible bidders must be registered on the EPADS (http://eprocure.gov.pk/) and submit their documents on EPADS.
3. Proof of Registration with FBR, NTN, SRTN must be attached along-with proof of ATL.
4. Bid Security amounting to **Rs. 40,000/-** in the shape of Pay order/Demand Draft/Call Deposit in favor of **Finance Manager, (IDSRS Project)**, must be uploaded (Scanned) in EPADS and submitted in hard copy otherwise proposal will be rejected straightaway.
5. The interested bidders shall submit the application for Pre -- Qualification as per **(Annexure – A).** The bidder shall submit Pre – Qualification application along with all Annexures attached herewith.
6. The interested bidder shall submit an undertaking that he will not involve himself of his / her firm into any corrupt and fraudulent practice during the pre – qualification procurement and award of work/contract as per **(Annexure – B).**
7. Non – Blacklisting and Insolvency declaration / undertaking / on affidavit as per **(Annexure – C)** must be attached with Pre – Qualification / Bidding documents.
8. The firm / vendor must have at least Two (02) year of work experience, established through valid document.
9. The Pre – Qualified Bidder / vendor shall be bound to carry out the desired / assigned work on immediate basis, when the job is referred to it even at the odd hours.

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10. The vendor / bidder providing the service shall be bound to perform the assigned job as assigned by the Procuring agency. If any deficiency is arisen while performing the assigned job, the bidder will be responsible to provide the said items / services at immediate basis, subject to the satisfaction of the procuring agency.

11. The Bid / Application / Request for pre – qualification shall remain valid for the period of ninety (days) from the date of submission. The IDSRS Project Office shall complete the evaluation and communicate within this period.

12. The prequalification or enlistment of Bidders does not constitute or create a retainership.

13. Bid Security of qualified firms only will be returned on successful completion of the Financial Year. However, in case of extension, bid security will be retained for the next Fiscal Year.

14. All / any payment(s) will be made through cross cheque, after due deductions.

Criteria for Pre-Qualification:

1. The Bidder shall submit Pre – qualification Application **(Annexure-A)** along with all Annexures attached herewith, as per **(Annexure-D).**

2. Purchase / Pre-qualification Committee may conduct physical visit of all the vendors before pre-qualification and verify key information like facilities available on ground, capacity to perform the assigned job and technical expertise in the relevant field on ground physically.

3. The vendor will be responsible for any deficiency of items / services while performing the assigned job by the Procuring Agency.

4. The bidder should provide proof of registration of Business with relevant Government Department.

5. Minimum of 02 years of experience in organizing national-level conferences, seminars, or capacity-building events (preferably for government, UN, or international development agencies).

6. Documented evidence of at least 5 successfully completed similar assignments in the last two years, including

   a. Health-related events
   b. Technical workshops
   c. National consultations or policy dialogues

7. The firm must demonstrate its ability to provide end-to-end event management, including but not limited to (Venue Management, Audio-Visual Equipment, Hospitality & Coordination etc.)

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8. Bidder must provide details / list of clients (Entities/Companies/Departments) for which they have provided relevant services and goods; documentary evidence shall be required in this regard.

9. Bidder must provide last two financial year bank account statements indicating annual financial turnover of more than **PKRs 10,000,000/- (Pak Rupees Ten Million Only).**

General Stipulations:

1. An authorized representative of the Bidder(s) on duly notarized authority letter should initial on all pages of the Prequalification, failure to which leads to disqualification of firm.

2. The Bidders shall bear all costs associated with the preparation and submission of their respective Proposals and IDSRS Project Office shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

3. The bids received in the stipulated time and date will be opened by the pre-qualification committee on the same day in the presence of bidders of their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria as well as on the basis of prequalification notice.

4. The result of the bid evaluation, in the form of a report will be announced within ten days. In case of any complaint of bidder, Grievances Redressal Committee of this Department will address grievances.

5. Pre-Qualified Bidders shall quote the lump sum rates / amounts in financial proposal/Quotations (as required by the Procuring Agency), which shall be inclusive of all service charges, applicable taxes, levies, duties and fees as prevailing laws.

6. The Pre-Qualified Bidders shall pay all such taxes, duties, fees and other impositions levied under the applicable laws and payments made by the Department shall be subject to such deductions and withholdings as are required by prevailing laws which shall be to the account of the service provider.

7. In case of submission of any false information / documents and any deficiency found in deliverables, the Earnest Money will be forfeited and the vendor / firm would also be disqualified and process of blacklisting shall be initiated for future bidding.

8. The result of the bid evaluation, in the form of a report will be announced within ten days. In case of any complaint of bidder, Redressal Committee of this Department will address grievances.

9. The bids received in the stipulated time and date will be opened by the pre-qualification committee on the same day in the presence of the bidders of their authorized representatives, who choose to be present on the occasion.

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10. Bids will be evaluated on aforementioned prescribed criteria as well as the pre-qualification notice.

11. Further information in this regard, if any, can be sought during office hours on Phone No. **(92-051) 9255237 / 0332-0332089** or email at **mharis.khan@nih.org.pk**.

12. The bidders are required to number, sign and stamp each of the Pre-Qualification bid prior to submission on EPADS.

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Annexure-A

[Application on Letterhead of the Bidder, including full postal address, telephone no, fax no and email address]

Date: ……..

The Chairman of Procurement Committee,
Integrated Disease Surveillance and Response System,
National Institute of Health (NIH),
Park Road, Chak Shahzad,
Islamabad

Dear Sir/Madam

1. I/we, the undersigned, being duly authorized to represent and act on behalf of ……

(herein after "the Bidder") have reviewed and fully understood all the prequalification information provided by the IDSRS Project Office, the undersigned hereby apply to be prequalified as a Bidder under this Pre-Qualification Documents No. F.1-1/2025-IDSRS-NIH

2. IDSRS Project Office and its authorized representatives are hereby authorized to conduct any inquires or investigations to verify the statement, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects.

3. This application for Pre-Qualification will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify the statements and information provided in this application, or with regard to the resources, experience, and competence of the Bidder.

4. IDSRS Project Office and its authorized representatives may contact the following persons for further information, including General and Managerial Inquiries, Personnel Inquiries, Technical Inquiries, Financial Inquiries, if and when needed.

Sr. No.	Name	Designation	Contact Details

5. This application is made with the full understanding that bids by prequalified Bidders will be subject to verification of all information submitted for prequalification at the time of Bidding;

6. I/We confirm that in the event that I/we bid, that bid as well as any resulting contract will be signed, so as to legally bind me/us jointly and severally.

7. The undersigned declared that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

For and on behalf of

Signature: _____

Name: _____

Designation: _____

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Annexure-B

Declaration of Bidder Regarding Corrupt or Fraudulent Practices (on Legal Stamp Paper)

The purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:

i. defines, for the purposes of this provision, the terms set forth below as follows:
"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official of the supplier or contractor in the procurement process or in the contract execution to the detriment of a procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

ii. "Collusive practice" includes an arrangement between two or more parties designed to achieve an improper purpose, including the influence improperly the actions of another party;

iii. "Coercive practice" includes impairing or harming, or threatening to impair or harm, directly or indirectly, any party or property of the party to influence improperly the actions of a party;

iv. "Obstructive practice" includes deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede IDSRS Project Office investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or IDSRS Project Office has a right to immediately reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in afore stated practices. A panel of Entities will be selected after an open and transparent bidding process in accordance with Public Procurement Regulatory Authority Rules – 2004.

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

Name of Bidder: _____

Name of Owner: _____

Signature: _____

Date: _____

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Annexure-C

Blacklisting / Insolvency Undertaking

I ---------- S/D/O ---------- CNIC ----------

Resident of ----------
working with
---------- as ---------- and being an authorized representative and authority to sign off this undertaking do hereby solemnly affirm and declare that we have participated in the bidding for provision of procurement of ---------- having bidding # ----------
---

We further declare that the Bidder/Firm namely ---------- has never blacklisted from Government/Semi Government organizations.

Further declare that the Bidder has never been declared insolvent any time in the past. Furthermore, the contents if above-mentioned undertaking is true and correct to the best of our knowledge and belied and nothing has been concealed there from.

Deponent _____

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Annexure-D

Document to be attached with Application for Pre-Qualification

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms/Bidders	Yes / No
1.	Registered on EPADS	
2.	Earnest money	
3.	Company Registration Certificate, NTN No., GST No with copy of certificate & Copy of Active Taxpayer Status	
4.	IBAN Bank Account No., Branch code and Address	
5.	Stamp paper/declaration about Non-black listing	
6.	Signature, Numbers and Stamp on Tender Documents	
7.	Proof of financial soundness/copy of bank statement for the last two years.	
8.	Address of firm along with Landline Telephone/Fax Numbers and contact details /WhatsApp	
9.	List of at least 5 clients along with relevant work /supply order in last two years.	
10.	Any-other document as required in the tender document	

Name of bidder/Firm

Signature _____

Date: _____

Seal: _____

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