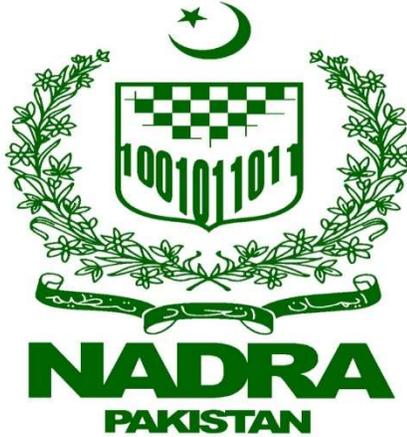


## PRE-QUALIFICATION DOCUMENTS

---

### Pre-Qualification of Supplier(s)/Contractor(s) for Repair & Maintenance of Generators through Close Framework Agreement

Tender No. NADRA/PRQ/2025/26-27/01



**National Database & Registration Authority  
Regional Head Office Multan**

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

## Contents

Prequalification Notice.....	6
PART 1 – PREQUALIFICATION PROCE.....	7
Section I - Instructions to Applicants .....	8
Section III - Qualification Criteria and Requirements .....	23
Section III - Qualification Criteria and Requirements.....	24
Section IV - Application Forms .....	27
Application Submission Letter.....	27
Application Submission Letter.....	28
Form ELI -1.1 .....	30
Applicant Information Form.....	30
Form FIN – 3.1 .....	32
Financial Situation and Performance .....	32
Form FIN - 3.2 .....	33
Average Annual Turnover (Annual Sales Value) .....	33
Form CON-3.1 .....	34
Form- EXP-1 .....	35
Form- PER 1.....	36
Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts .....	39
Section – V: Eligible Countries.....	42
Section VII – Scope of Services / Terms of Reference (TORs).....	44

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Brief of the Document**

**Particular Procurement Notice - Invitation for Prequalification**

It is the invitation for Prequalification of interested Supplier(s)/Contractor(s) willing to sign framework agreement with the NADRA RHO Multan for performing all types of Repair & Maintenance (Routine/Schedule maintenance etc.) of Generators installed at DAUs/Office of NADRA Multan Region, in accordance with the provisions of the agreement.

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**PART 1 – PREQUALIFICATION PROCESS**

**Section – I: Instructions to Applicants (ITAs)**

This Section contains detailed information for preparing and submitting the applications for Prequalification, in addition to information on opening and evaluation of the applications.

**Section – II: Prequalification Data Sheet (PDS)**

This Section contains provisions that supplement the ITAs (in Section – I) and are specific to respective prequalification proceedings.

**Section – III: Qualification and Evaluation Criteria**

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Applicants for performing the Repair & Maintenance of Generators in accordance with the requirements of the National Database & Registration Authority (NADRA), with an objective to prequalify the Supplier(s)/Contractor(s) for signing off the Framework Agreement(s) or Call-off Contract(s) as well as for Invitation of Bid(s) from the Pre-qualified Supplier(s)/Contractor(s).

**Section – IV: Application Forms**

This Section contains application submission form and other allied forms required to be submitted with the Application.

**Section – V: Eligible Countries**

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

**Section VI - Fraud and Corruption**

This Section provides the Applicants with the reference to the Public Procurement Rules 2004 in regard to Fraud and Corruption applicable to the Procurement process.

**PART 2: PREQUALIFICATION REQUIREMENTS**

**Section – VI: Schedule of Requirements**

This Section contains brief description about the requirements regarding the Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Generators for NADRA RHO Multan DAUs/Offices.

**Section – VII: Scope of Services / Terms of Reference (TORs)**

This Section includes a brief description about the Scope of Services / Terms of References (TORs)

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**NATIONAL DATABASE & REGISTRATION AUTHORITYMULTAN**

**Prequalification Notice**

1. The NADRA RHO Multan intends to engage Suppliers/Contractors for repair & maintenance of Generators. Sealed Applications / Documents are invited from well-established/ reputed and experienced Suppliers/Contractors registered with Sales Tax / Income Tax/PRA department for pre-qualification of firms for Repair & Maintenance of Generators.
2. Prequalification Documents, containing application and detailed terms & conditions can be obtained from NADRA RHO, 221/A, SRA Colony, Multan during working Hours (in working days only) from the date of publication to 20 Feb 2026 (before applications closing time) by submitting Demand Draft/Pay Order of Rs.1,000 (Non-Refundable) in the Name of **NSRC Disbursement Account RHO NADRA Multan** or can be downloaded free of cost from PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).
3. The applications, prepared in accordance with the instructions provided in the prequalification documents, must reached at 221/A, SRA Colony, NADRA RHO, Multan on or before 20 Feb 2026 at 1100 Hours. Proposals will be opened on the same day at 1130 Hours by concerned procurement board.
4. This advertisement is also available on PPRA Website at [www.ppra.org.pk](http://www.ppra.org.pk).

Deputy Director (Admin)  
NADRA Regional Head Office  
221/A, SRA Colony, Multan  
Ph: 061-9220133, Fax: 061-9220111

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**PART 1 – PREQUALIFICATION PROCE**

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of NADRA  
Multan Region  
NADRA/PRQ/2025/26-27/01**

**Section I - Instructions to Applicants**

<b>A. General</b>	
<b>1. Scope of Application</b>	1.1 In connection with the “Invitation for Prequalification”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).
<b>2. Source of funds</b>	2.1 Source of funds is same as referred in Invitation for Prequalification.
<b>3. Fraud and Corruption</b>	<p>3.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.</p> <p>3.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.</p> <p>3.3 Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.</p> <p>3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.</p> <p>3.5 Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.</p>
<b>4. Eligible Applicants</b>	4.1 An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s)

	<p>awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified <b>in the PDS</b>, there is no limit on the number of members in a JV.</p>
	<p>4.2 An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.</p> <p>4.3 An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.</p>
	<p>4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:</p> <ul style="list-style-type: none"> <li>(a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or</li> <li>(b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.</li> </ul>
	<p>4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework</p>

	Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
	4.6 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.
<b>5. Eligibility (in terms of Nationality)</b>	5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.
<b>B. Contents of the Prequalification Documents</b>	
<b>6. Sections of Prequalification Documents</b>	6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.
	<p><b>PART 1 Prequalification Procedures</b></p> <ul style="list-style-type: none"> <li>• Section I - Instructions to Applicants (ITA)</li> <li>• Section II - Prequalification Data Sheet (PDS)</li> <li>• Section III - Qualification Criteria and Requirements</li> <li>• Section IV - Application Forms</li> <li>• Section V - Eligible Countries</li> <li>• Section VI - Fraud and Corruption</li> </ul> <p><b>PART 2 Supply Requirements</b></p> <ul style="list-style-type: none"> <li>• Section VII – Schedule of Requirements</li> </ul>
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the website link referred in the Invitation for Prequalification, the Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.
<b>7. Clarification of Prequalification Documents and Pre- Application Meeting</b>	7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated <b>in the PDS</b> . The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the Procuring Agency (or through its website link), including a description of the

	<p>inquiry but without identifying its source. If so indicated <b>in the PDS</b>, the Procuring Agency shall also promptly publish its response at the web page identified <b>in the PDS</b>. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.</p> <p>7.2 If indicated <b>in the PDS</b>, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned <b>in the PDS</b>. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.</p> <p>7.3 Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.</p>
<p><b>8. Amendment of Prequalification Documents</b></p>	<p>8.1 At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum.</p>
	<p>8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified <b>in the PDS</b>:</p> <p>Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.</p>
	<p>8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2:</p> <p>Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.</p>

<b>C. Preparation of Applications</b>	
<b>9. Cost of Applications</b>	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.
<b>10. Language of Application</b>	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified <b>in the PDS</b> . Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified <b>in the PDS</b> , in which case, for purposes of interpretation of the Application, the translation shall govern.
<b>11. Documents Comprising the Application</b>	11.1 The Application shall comprise the following: <ul style="list-style-type: none"> <li>(a) <b>Application Submission Letter</b>, in accordance with ITA 12.1;</li> <li>(b) <b>Eligibility</b>: Documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;</li> <li>(c) <b>Qualifications</b>: Documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and</li> <li>(d) any other document required as specified <b>in the PDS</b>.</li> </ul>
<b>12. Application Submission Letter</b>	12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
<b>13. Documents Establishing the Eligibility of the Applicant</b>	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).
<b>14. Documents Establishing the Qualifications of the Applicant</b>	<p>14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).</p> <p>14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:</p> <ul style="list-style-type: none"> <li>(a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).</li> <li>(b) value of single contract - Exchange rate prevailing on the date of the contract.</li> </ul> <p>14.3 Exchange rates shall be taken from the publicly available source identified <b>in the PDS</b>. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.</p>

	<p>14.4 The documentary evidence of the Applicant’s qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency’s satisfaction:</p> <p>(a) that, if required <b>in the BDS</b>, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency’s Country;</p> <p>(b) that, if required <b>in the BDS</b>, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier’s maintenance, repair, and spare parts stocking obligations in respect of the Goods.</p>
<p><b>15. Signing of the Application and Number of Copies</b></p>	<p>15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it “ORIGINAL”. The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.</p> <p>15.2 The Applicant shall submit copies of the signed original Application, in the number specified <b>in the PDS</b>, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p> <p>15.3 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified <b>in the PDS</b>.</p>
<p><b>D. Submission of Applications</b></p>	

<b>16. Sealing and Identification of Applications</b>	<p>16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:</p> <ul style="list-style-type: none"><li>(a) bear the name and address of the Applicant;</li><li>(b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and</li><li>(c) bear the specific identification of this Prequalification process indicated <b>in the PDS</b> reference ITA 1.1.</li></ul> <p>16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified <b>in the PDS</b>.</p> <p>16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.</p>
---	--

<b>17. Deadline for Submission of Applications</b>	17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated <b>in the PDS</b> . When so specified <b>in the PDS</b> , Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified <b>in the PDS</b> .
	17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.  17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).
<b>18. Late Applications</b>	18.1 The Procuring Agency reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.
<b>19. Opening of Applications</b>	19.1 The Procuring Agency shall open all Applications at the date, time and place specified <b>in the PDS</b> . Late Applications shall be treated in accordance with ITA 18.1.  19.2 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified <b>in the PDS</b> .  19.3 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.
<b>E. Procedures for Evaluation of Applications</b>	
<b>20. Confidentiality</b>	20.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
	20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
<b>21. Clarification of Applications</b>	21.1 To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing.
	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for

	clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
<b>22. Responsive-ness of Applications</b>	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
<b>23. Margin of Preference</b>	23.1 Unless otherwise specified <b>in the PDS</b> , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
<b>24. Sub-contractors</b>	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.
<b>F. Evaluation of Applications and Prequalification of Applicants</b>	
<b>25. Evaluation of Applications</b>	25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
	25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
	25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III. 25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
<b>26. Procuring Agency's Right to Accept or Reject Applications</b>	26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.
<b>27. Prequalification of Applicants</b>	27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency. 27.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the

	<p>Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.</p> <p>27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.</p>
<b>28. Notification of Prequalification</b>	<p>28.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.</p> <p>28.2 The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.</p>
<b>29. Request for Bids</b>	<p>29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.</p>
<b>30. Changes in Qualifications of Applicants</b>	<p>30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:</p> <ul style="list-style-type: none"> <li>(a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;</li> <li>(b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or</li> <li>(c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.</li> </ul> <p>30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.</p>

<p><b>31. Constitution of Grievance Redressed</b></p>	<p>31.1 Procuring agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement</p> <p>31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.</p> <p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:</p> <p style="padding-left: 40px;">Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.</p> <p>31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressed of Grievance Regulations, 2021”.</p> <p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final</p>
---	---

<p><b>32. Mechanism of Blacklisting</b></p>	<p>32.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined under rule-2;</li> <li>ii. Fails to perform his contractual obligations; or</li> <li>iii. Fails to abide by bid securing declaration;.</li> </ul> <p>32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p> <p>32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p> <p>32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p> <p>32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p>
<p>19   Page</p>	

---

	<p>32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition</p> <p>32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> <p>32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>
--	--

<b>Section II - Prequalification Data Sheet (PDS)</b>	
<b>A. General</b>	
ITA 1.1	The identification number of the Invitation for Prequalification is: NADRA/PRQ/2025/26-27/01 The Procuring Agency is: NADRA RHO Multan The list of contracts is: Supply of <b>Repair &amp; Maintenance Services of Generators of Multan Region</b>
ITA 2.1	The name of the Procuring Agency is: NADRA RHO Multan The name of the Project or Procurement is:
ITA 4.2	Joint Venture for contract is <b>(Not Applicable)</b>
ITA 4.7	A list of debarred firms and individuals is available on the PPRA's website: <a href="http://www.ppra.org.pk">http://www.ppra.org.pk</a>
<b>B. Contents of the Prequalification Document</b>	
<b>ITA 7.1</b>	For clarification purposes, the Procuring Agency's address is: National Database & Registration Authority 221-A, Shah Ruken-E-Alam Colony Multan Telephone No. Electronic mail address: nadeem.rana_01@nadra.gov.pk
<b>ITA 7.1 &amp; 8.2</b>	Web page: [In case used, identify the widely used website or electronic portal of free access where Prequalification information is published] <b>(Not Applicable)</b>
<b>ITA 7.2</b>	Pre-Application Meeting will be held: <b>(NO)</b>
<b>C. Preparation of Applications</b>	
<b>ITA 10.1</b>	This Prequalification document has been issued in the <b>"English"</b>  [ <b>Note:</b> In case the language is English or Urdu, the original documentation shall be in English, which shall be retained on record; for all other purposes their translations in local language shall be used. In case of the dispute reference shall be made to the original documentation retained on record.

<b>ITA 11.1 (d)</b>	<p><b><u>The Applicant shall submit with its Application, the following additional documents:</u></b></p> <ul style="list-style-type: none"> <li><b>i)</b> Undertaking that the Bidder is not declared debarred or blacklisted.</li> <li><b>ii)</b> Certificate of Registration from Income Tax Department.</li> <li><b>iii)</b> Certificate of Registration from PRA &amp; STRN Department.</li> <li><b>iv)</b> Evidence that the Bidder is on ATP (Active Tax Payer List) of FBR</li> <li><b>v)</b> Submission of the undertaking the Bidder/Firm/Contract has not been declared nonperformer in any contract awarded by Any Government Department or any Procuring Agency in last five years.</li> <li><b>vi)</b> Copy of last two years audited financial statements or Bank Certificate or Statement of last one &amp; half Year.</li> </ul>
<b>14.4 (a &amp;b)</b>	<b>(Not applicable)</b>
<b>ITA 15.2</b>	In addition to the original, the number of copies to be submitted with the Application is: <b>Original application only.</b>
<b>D. Submission of Applications</b>	
<b>ITA 17.1</b>	<p>The deadline for Application submission is: Date: 30.01.2026 Time: 1100 HRS Applicants shall have to submit their Applications by hand or through Courier.</p>
<b>ITA 18</b>	Application received after the time for submission of Applications will not be accepted
<b>ITA 19.1</b>	The applications, prepared in accordance with the instructions provided in the prequalification documents, must reached at 221/A, SRA Colony, NADRA RHO, Multan on or before 20 Feb 2026 at 1130 Hours. Proposals will be opened on the same day at 1200 Hours by concerned procurement board.
<b>ITA 19.2</b>	Applicants shall not have the option of submitting their Applications electronically.
<b>E. Procedures for Evaluation of Applications</b>	
<b>ITA 23.1</b>	A margin of domestic preference <i>shall not apply</i> .
<b>ITA 31.1</b>	If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing on E-PADS to be address by GRC

---

**Section III - Qualification Criteria and Requirements**

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective.

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Section III - Qualification Criteria and Requirements**

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	<b>Nationality</b>	Nationality in accordance with ITA 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
1.2	<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITA 4.4	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	<b>Eligibility</b>	Not having been declared ineligible as described in ITA 4.7 and 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	<b>State-owned enterprise of</b>	Meet conditions of ITA 4.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
<b>2. Historical Contract Non-Performance</b>							
2.1	<b>History of Non-Performing Contracts</b>	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Must meet requirements	Must meet requirement <sup>1</sup>	N/A	Form PER-1
2.2	<b>Pending Litigation</b>	Applicant’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form PER-1
<b>3. Financial Situation and Performance</b>							
3.1	<b>Financial Capabilities</b>	The audited balance sheets or other Financial statements acceptable to the Procuring	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 1

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		Agency, for the last [2] years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. <b>*In case of individuals Bank Statement as 01/07/2024 to 31/12/2025</b>					
3.2	<b>Average Annual Turnover</b>	Average annual turnover (Average Annual Sales Revenue) from supply of services of PKR for Generator Workers Services not less than Millions: <b>[01]</b> during the last two years. calculated as total certified payments received for contracts in progress and/or completed.	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 2
3.3	<b>Current Contractual Commitments</b>	The Applicant shall also demonstrate, to the satisfaction of the Procuring Agency, that it has adequate sources/ finance to meet the requirements of contracts currently in progress and for future contract commitments. (i) The bidder shall submit complete list of minimum 2x ongoing projects/contracts or POs of worth 0.5 million each.	Must meet requirement	Must meet requirement			Form CON -1
<b>4. Experienced</b>							
4.1	<b>General Experience</b>	Experience in supply of Goods/Services for at least the last Five (05) years. (will be determined from date of GST Registration date)	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP –1

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
4.2	<b>Specific Experience</b>	i) The bidder must have successfully completed at least Two (02) contracts or POs of worth 02 Million as requisitioned in the Bidding Document, during last three (03) years.	Must meet requirement	Must meet requirement	N/A	N/A	Documentary evidence to this effect must be provided with the Bid, which includes copy of contract/purchase order

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Section IV - Application Forms**

**Application Submission Letter**

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

This section contains Application Submission Form and other allied forms required to be submitted with the Application.

**Application Submission Letter**

**Date of this Application submission:** \_\_\_\_\_

[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.: NADRA/PRQ/2025/26-27/01**

**Title of Prequalification: Pre-Qualification of Companies / Contractor(s) for Provision of Repair & Maintenance Services of Generators through Framework Agreements**

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

**To: Deputy Director (Admin)**  
National Database & Registration Authority  
221-A, Shah Ruken-E-Alam Colony  
Multan

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We meet the eligibility requirements as stated ITA 4.1; we have not been suspended by the National Database & Registration Authority (NADRA) based on execution of a Bid/Proposal Securing Declaration.;
- (d) **State-owned enterprise or institution:** [select the appropriate option]
  - We are not a state-owned enterprise or institution
  - or
  - We are a state-owned enterprise or institution but meet the requirements.
- (e) **Application Securing Declaration (Affidavit):**

We have neither been blacklisted / suspended nor declared ineligible by Government / Semi Government / Autonomous / Private Organization / Department in Pakistan due to poor services or offence related to fraud, under- invoicing, tax evasion, concealment, money laundering or never been involved in litigation in accordance with ITA 11.1 (d);
- (f) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only those applicants who have been pre-qualified shall be entitled to participate further in the procurement proceedings.
- (g) **Conformity:** We offer to provide the required services / goods in conformity with the

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

bidding document and in accordance with the Schedules specified in the Schedule of Requirements for Provision of Repair & Maintenance Services of Generators at NADRA DAUs/Offices.

**(h) Performance Guarantee:**

If our application is accepted, we commit to deposit a Performance Guarantee in accordance with the bidding document;

**(i) One Application per Applicant:**

We are not submitting any other application (s) as an individual Applicant, and we are not participating in any other application(s) as a Joint Venture member or as a subcontractor.

**(j) Binding Contract:**

We understand that this Application, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

**(k) True and Correct:** All information, statements and description contained in the Application in all respect true, correct and complete to the best of our knowledge and belief.

**Signed:** \_\_\_\_\_

[insert signature(s) of an authorized representative(s) of the Applicant]

**Name:** \_\_\_\_\_

[insert full name of person signing the Application]

**In the capacity of:** \_\_\_\_\_

[insert capacity of person signing the Application]

**Duly authorized to sign the Application for and on behalf of:**

[insert full name of the Applicant or the name of the Authorized person]

Address: \_\_\_\_\_

[insert street number/town or city/country address]

**Dated:** \_\_\_\_\_

[insert date the document is signed i.e. day number] day of [insert month], [insert Year]

[For an authorized representative to sign on behalf of the Companies / Contractor(s), the Authority Letter shall be required]

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Form ELI -1.1  
Applicant Information Form**

**Date of this Application submission:** \_\_\_\_\_

[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.:** NADRA/PRQ/2025/26-27/01

**Title of Prequalification:** Pre-Qualification of Companies / Contractor(s) for Provision of  
Repair & Maintenance Services of Generators through Framework  
Agreements

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

Applicant's (Person) name along with nationality: \_\_\_\_\_

[insert full name]

Companies /Contractor(s) Name: \_\_\_\_\_

[indicate the full name of Companies/Contractors]

Applicant's actual or intended country of registration: \_\_\_\_\_

[indicate country of Constitution]

Applicant's actual or intended year of incorporation: \_\_\_\_\_

[indicate year of Constitution]

Applicant's legal address [in country of registration]: \_\_\_\_\_

[insert street/ number/ town or city/country]

Applicant's authorized representative information:

Name: \_\_\_\_\_

[insert full name]

Address: \_\_\_\_\_

[insert street/ number/ town or city/ country]

Telephone/Fax numbers: \_\_\_\_\_

[insert telephone/fax numbers, including country and city codes]

E-mail address: \_\_\_\_\_

[indicate e-mail address]

Website address: \_\_\_\_\_

[indicate website of the Companies/Contractors]

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs  
of NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

31

**Form ELI-1.1 (continued)**

**Applicant Information Form**

**Date of this Application submission:** \_\_\_\_\_

[insert date (as day, month, and year) of Application submission]

**Request for Prequalification No.:** NADRA/PRQ/2025/26-27/01

**Title of Prequalification:** **Pre-Qualification of Companies / Contractor(s) for Provision of Repair & Maintenance Services of Generators through Framework Agreements**

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Title of Business Company/Contractor's Full Name):  
\_\_\_\_\_

2. Date of Establishment of Business: \_\_\_\_\_

3. NTN Number: \_\_\_\_\_

4. Sales Tax Registration Number (STRN): \_\_\_\_\_

5. Whether the Name of Company/Contractor is available in the Active Tax Payer (ATP) List? Yes OR No

6. Contact person name (**Multan**): \_\_\_\_\_

7. Contact person designation (**Multan**): \_\_\_\_\_

8. Companies/Contractor Address in **Multan**:

Shop #: \_\_\_\_\_

Floor: Area / Plaza: \_\_\_\_\_

Sector: P.O. Box and Mailing Address (**Multan**): \_\_\_\_\_

Telephone Number Landline (**Multan**): \_\_\_\_\_

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs  
of NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Form FIN – 3.1  
Financial Situation and Performance**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

**Date of this Application submission:** \_\_\_\_\_  
[insert date (as day, month, and year) of Application  
submission]

**Request for Prequalification No.:** NADRA/PRQ/2025/26-27/01

**Title of Prequalification:** Pre-Qualification of Companies / Contractor(s) for Provision of  
Repair & Maintenance Services of Generators through  
Framework Agreements

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

**1. Financial data**

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR-equivalent)		
	Year 1	Year 2	Year 3
Information from Income Statement			
Total Revenue (TR)			
Profits Before Taxes (PBT)			
Profits After Taxes (PAT)			
Information from Bank Statement (If no Financial Statement)			
Total Credit (of last one year statement)			
Closing Balance			

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs  
of NADRA Multan Region  
NADRA/PRQ/2025/26-27/01  
Form FIN - 3.2  
Average Annual Turnover (Annual Sales Value)**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

**Date of this Application submission:** \_\_\_\_\_

[insert date (as day, month, and year) of Application

submission]

**Request for Prequalification No.:** NADRA/PRQ/2025/26-27/01

**Title of Prequalification:** Pre-Qualification of Companies / Contractor(s) for Provision of Repair & Maintenance Services of Generators through Framework Agreements

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

<b>Annual turnover data</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate* (If applicable)</b>	<b>PKR equivalent</b>
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover	

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs  
of NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Form CON-3.1**

Current Contract Commitments / Contracts in Progress

Applicant's Name: *[insert full name]*

**Date of this Application submission:** \_\_\_\_\_

*[insert date (as day, month, and year) of Application submission]*

**Request for Prequalification No.:** NADRA/PRQ/2025/26-27/01

**Title of Prequalification:** **Pre-Qualification of Companies / Contractor(s) for Provision of Repair & Maintenance Services of Generators through Framework Agreements**

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

Name of Contract(s)	Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	monthly invoices over the last six months (PKR/mon.)

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs  
of NADRA Multan Region  
NADRA/PRQ/2025/26-27/01  
Form- EXP-1**

Applicant's Name: *[insert full name]*

**Date of this Application submission:** \_\_\_\_\_

*[insert date (as day, month, and year) of Application submission]*

**Request for Prequalification No.:** NADRA/PRQ/2025/26-27/01

**Title of Prequalification:** Pre-Qualification of Companies / Contractor(s) for Provision of  
Repair & Maintenance Services of Generators through  
Framework Agreements

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

44. Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Services Supplied	Country of Destination

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs  
of NADRA Multan Region  
NADRA/PRQ/2025/26-27/01  
Form- PER 1**

**Historical Contract Non-Performance, and Pending Litigation and Litigation History**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

**Date of this Application submission:** \_\_\_\_\_

*[insert date (as day, month, and year) of Application submission]*

**Request for Prequalification No.: NADRA/PRQ/2025/26-27/01**

**Title of Prequalification: Pre-Qualification of Companies / Contractor(s) for Provision of  
Repair & Maintenance Services of Generators through  
Framework Agreements**

**Page No.:** Page \_\_\_\_\_ of \_\_\_\_\_ pages

<b>1. Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements</b>			
<input type="checkbox"/> Contract non-performance did not occur since 1st January 2022 specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1st January 2022 specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
<b>Year</b>	<b>Non- performed portion of contract</b>	<b>Contract Identification</b>	<b>Total Contract Amount (current value, currency, exchange rate and PKR equivalent)</b>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
<b>2. Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements</b>			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below			
<b>Year of dispute</b>	<b>Amount in dispute (currency)</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), PKR Equivalent (exchange rate)</b>

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs  
of NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
<p align="center"><b>3. No consistent history of court/arbitral award decisions</b></p>			
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i>  Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Integrity Pact Form**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE  
SUPPLIERS OF GOODS/SERVICES, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00  
MILLION OR MORE**

Contract Number: \_\_\_\_\_ Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_ Dated: \_\_\_\_\_

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

\_\_\_\_\_  
[Buyer]

\_\_\_\_\_  
[Seller/Supplier]

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Form- UBOI**

[On letter head paper of the applicant, including full details of postal address, telephone no., fax no., email, website etc.]

**Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts**

- 1. Name:**
- 2. Father's Name/Spouse's Name:**
- 3. CNIC/NICOP/Passport No:**
- 4. Nationality:**
- 5. Residential Address:**
- 6. Email Address:**
- 7. Date on which shareholding, control or interest acquired in the business:**
- 8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entries or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:**

1	2	3	4	5	6	7	8	9	10
Name	Legal Form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/Partnership Firm/Trust/Any other Individual, body corporate to be specified)	Date of Incorporation/Registration	Name of Registering Authority	Business Address	Country	Email Address	Percentage of shareholding control or interest of BO in the legal person or legal arrangement	Percentage of shareholding control or interest of the legal person or legal arrangement in the company	Identification of natural person who ultimately owns or control the legal person or arrangement

- 9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as se (opposite respective names):**

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

1	2	3	4	5	6	7	8
Name & Surname (in block letters)	CNIC No. (In case of foreigner Passport No.)	Father's / Husband's name in full	Current Nationality	Any other National (ies)	Occupation	Residential address in full or the registered / Principal office address for a subscriber other than natural person	Number of shares taken by cash subscriber (in figures & words)
			Total number of shares taken (in figures & words)				

**10. Any other information incidental to or relevant to Beneficial owner(s):**

Signature

(Authorized representative(s) of the Applicant)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Duly authorized to sign the Application for and on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**List of Documents to be part of Prequalification Application**

List of Documents (To be attached with proper tagging)	Tag/Page Number
<b>Eligibility Documents</b>	
1. All pages of Prequalification documents duly signed/stamped by applicant.	F-A
2. Proof of company/firm's registration in Pakistan with SECP or relevant professional/regulatory authority.	F-B
3. Undertaking (on Stamp Paper) that the Applicant is not blacklisted or debarred by any government, regulatory or other body.	F-C
4. Certification of Registration for NTN and STN/PRA	F-D
5. Print of Active Taxpayers Compliance Level from FBR/PRA Websites	F-E
6. Provision of beneficial ownership information of the company (Applicant) as per prescribed Performa in accordance with provisions of Forms-42, 43 and 44 of the Securities & Exchange Commission of Pakistan. Format attached as Form-UBOI in Section-IV.	F-F
<b>7. Qualification Documents</b>	
8. All the Forms (completely filled and duly signed/stamped) of Section IV of Part-1 (Application Forms) of Prequalification Documents.	
9. Copies of Copies of related Contracts/WOs/POs (with Public or Private Organizations).	
10. AUDITED STATEMENTS OF ACCOUNTS for the PAST Two (02) YEARS duly supported by audited statements or Bank Statement of last one and Half year (in case of Bank Statement, reason to be justified)	

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Section – V: Eligible Countries**

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

In reference to ITA 5.1, for the information of the Applicants, at the present time, Supplier(s)/Contractor(s) from the following countries are excluded from this Prequalification process:

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

- ✓ Armenia
- ✓ Israel
- ✓ India
- ✓ Taiwan

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**Section VI - Fraud and Corruption**

NADRA will protect the personal and confidential information of the Applicant, in this regard:

1. If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained and such situation will be dealt as per PPRA instructions as per Rule-19.
2. NADRA RHO Multan reserve the right to initiate proceedings for blacklisting as per Rule-19 of PPRA, if a firm/supplier consistently fail to provide satisfactory performance or is found to be indulging in corrupt or fraudulent practices or any other violation as per PPRA Rule-19.
3. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in any public procurement or disposal proceedings for the period of not more than ten years, if corrupt and fraudulent practice as defined in PPRA rules is established against the bidder or the bidders in pursuance of blacklisting proceedings.
4. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than three years, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise.
5. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than six months, if the bidder fails to abide with a bid securing declaration, if taken in any of framework agreement(s), however without being indulged in any corrupt and fraudulent practice.

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**PART 2 - Scope of Works**

**Section VII – Scope of Services / Terms of Reference (TORs)**

The prequalified applicant shall provide services of Repair & Maintenance of **Generators** at NADRA Offices/Mobile Vans in all districts under NADRA Multan Region.

Details are as under: -

S#	Type of ACs	Qty	Location/District of RHO Multan Region
1	3 KVA Honda Invertor	10	Multan, Muzaffargarh, Sahiwal, DG. Khan, Taunsa, Bahawalpur, Bahawalnagar, Rahim Yar Khan, Tonda , Kot Addu, Sadiqabad, Layyah, Vehari, Khanewal, Rajanpur, Lodhran, Pakpattan & MRVs working in these districts.
2	5 KVA Energy Plus MD 9000	10	
3	5 KVA Firman FPG 8000E2	35	
4	5 KVA Honda	03	
5	5 KVA JASCO J6500S	08	
6	5 KVA Yamaha EF7200E	20	
7	10 KVA AKSA APD12A	20	
8	10 KVA Lister Petter	09	
9	10.5 KVA Perkins	13	
10	10.9 KVA Lister Pitter	01	
11	20 KVA Milat MPG-20	15	
12	20 KVA Perkins	01	
13	20 KVA YDO490D	09	
13	25 KVA Milat MPG-25	09	
14	25 KVA Perkin	01	
15	45 KVA SDMO (John Deer)	01	
16	50 KVA Millat	01	
17	60 KVA Perkins	01	
18	130 KVA SDMO (John Deer)	01	
19	200 KVA Baudouin France 6M16G220/5	01	
Total		169	

Note:-

- The Type/Model/quantity of Generators may increase or decrease.
- Close Frame work will be concluded with more than one most evaluated bidders on the basis on Most advantageous bidders with respect to cost, work reliability,

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

near to approach etc.

- Authorized dealers can participate only for that type of Generators category for which they have authorized dealership.

**Service-Related Tasks**

**Diesel Generators**

Sr. #	Description of Service
1	Engine Oil Change
2	Engine Filter Change
3	Radiator Cleaning
4	Battery Terminal and Voltage Checks
5	Fan Belt Check
6	Oil Leakage check
7	Nut Bolts/Clamps tightness check
8	Electrical wiring and sensor Check
9	Engine speed/RMP check
10	Running hours Check
11	Auto/Manual mode Check

**Petrol Generator**

Sr.#	Description of Service
1	Fuel Carbonator Cleaning
2	Lube Oil change
3	Air Filter Cleaning
4	Spark Plug Cleaning/ Replacement
5	Starting kick Check
6	Ignition on/off switch check
7	Generator Multi meter check
8	Nut/Bolts Tightness check
9	Socket/Power Plug Check
10	Diesel Genset Loading/Unloading Charges
11	Per Kilometer rate

**Repair & Maintenance Services related Spares/Parts etc.**

Sr.	Description of Service /Item	UOM	Remarks/TORs
1	Radiator	Nos	
2	Belt	Nos	
3	Water Circulation Pump	Nos	
4	Complete Joint Kit	Nos	
5	Head Assembly 3 Cylinder	Nos	
6	Valve inlet/outlet	Nos	
7	Piston	Nos	
8	Rings	Nos	
9	Sleeves	Nos	
10	Begun Bearing	Nos	
11	Connecting Rod	Nos.	
12	Crank Shaft	Nos.	
13	Cam Gear	Nos	

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

14	Main Seal	Nos		
15	Main Block	Nos		
16	Fuel Gauge	Nos		
17	Nut/Bolts	Nos		
18	Radiator Pipes	Nos		
19	Thermostat	Nos		
20	Fuel Pump	Nos		
21	Fuel Nozzle	Nos		
22	Oil Pump	Nos		
23	Pipes Metal	Nos		
24	Pipes Rubber	Nos		
25	Alternator Stamford	Nos		
26	AVR Stamford	Nos		
27	Control module	Nos		
28	Relay	Nos		
29	Static Battery Charger	Nos		
30	Control Wire	Nos		
31	On/Off switch	Nos		
32	CT/Different Ratio	Nos		
33	Water Temperature sensor	Nos		
34	Oil Pressure Guage Digital	Nos		
35	Oil Pressure Switch	Nos		
36	Alternator Belt Driven	Nos		
37	Self-Starting motor	Nos		
38	Fuel Solenoid switch	Nos		
39	Alternator Diode	Nos		
40	Shaft Bearings	Nos		
41	Magnetic Starter	Nos		
42	Timer	Nos		
43	Voltage protection Device	Nos		
44	Change Over	Nos		

**Pre-Qualification of Contractors for Repair & Maintenance of Generators for DAUs of  
NADRA Multan Region  
NADRA/PRQ/2025/26-27/01**

**2. Duration and Type of Agreements**

Detailed scope of works, Contract Duration and Type of Works for Framework Agreement will be shared with the prequalified firms in bidding documents by the NADRA RHO Multan.