

PRE-QUALIFICATION DOCUMENTS

Pre-Qualification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners through Framework Agreement(s)

Tender No. RHO NADRA/SGD/04/2026



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

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 Sargodha for performing all types of Repair & Maintenance (Routine/Schedule maintenance etc.) of Air Conditioners installed at DAUs/Office of NADRA Sargodha Region, in accordance with the provisions of the agreement.

Contents

Prequalification Notice.....	4
PART 1 – PREQUALIFICATION PROCES.....	6
Section – I: Instructions to Applicants (ITAs).....	7
A. General.....	7
B. Contents of the Prequalification Documents.....	10
C. Preparation of Applications.....	12
D. Submission of Applications.....	14
E. Procedures for Evaluation of Applications.....	15
F. Evaluation of Applications and Prequalification of Applicants.....	16
Section – II: Prequalification Data Sheet (PDS).....	22
A. General.....	22
B. Contents of the Prequalification Document.....	23
C. Preparation of Applications.....	23
D. Submission of Applications.....	24
E. Procedures for Evaluation of Applications.....	24
Section – IV: Application Forms.....	28
Application Submission Letter.....	29
Section – V: Eligible Countries.....	43
Section VII – Scope of Services / Terms of Reference (TORs).....	45

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 Air Conditioners 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 Air Conditioners for NADRA RHO Sargodha 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)

NATIONAL DATABASE & REGISTRATION AUTHORITY SARGODHA

Prequalification Notice

Invitation for Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners installed at DAUs/Offices of RHO Sargodha: -

1. The National Database & Registration Authority (NADRA), Sargodha intends the Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners installed at DAUs/Offices of RHO Sargodha for a period of One (01) year through closed framework agreement.
2. The objective of the intended Framework Agreement(s) or Call-off Contract(s) is the Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance for NADRA Air Conditioners 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).
3. Purpose of this Prequalification Notice is to provide very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings i.e. the Invitation to Financial Bids will be made to the Prequalified Applicant who have signed the agreement / contract with the National Database & Registration Authority (NADRA) for the period of one (01) year.
5. A formal agreement on stamp paper worth Rs.100/- shall be executed between the National Database & Registration Authority (NADRA) Sargodha and prequalified applicant prior to the start of the Repair & Maintenance Services.
6. Prequalification process is open for all national applicants subject to fulfilling the eligibility requirements mentioned in the respective section of prequalification documents. Interested applicants may obtain further information from the National Database & Registration Authority (NADRA) at the address mentioned below during office hours from 0930 to 1500 hrs. A complete set of prequalification documents 'in English' may be purchased by interested applicants on the submission of a written application to the address mentioned below and upon depositing of a nonrefundable fee of Rs.1000/- (Rupees One Thousand only) in National Database & Registration Authority (NADRA)'s Account No. "*RHQ NADRA Sargodha*". The documents will be provided directly to the potential applicants, and essential record shall be maintained by the National Database & Registration Authority (NADRA) for providing information regarding amendment(s), if any, in Prequalification Documents.

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

7. A complete set of prequalification documents can also be downloaded free of cost from PPRA website. Applications for Prequalification should be submitted in clearly marked on the envelopes as per following and delivered to the address 'mentioned below' or by Hand latest by 1100 hrs on 26th March 2026: "CONFIDENTIAL".
8. Prequalification of Supplier/Contractors for Repair & Maintenance of Air Conditioners "DO NOT OPEN BEFORE 1130 HRS ON 26th March 2026 at following address: -

Director (Admin)
NADRA Regional Head Office
6-Gulshan Avenue Link PAF Road, Sargodha
Ph: 051-2773752, Fax: 048-9230070

9. Late or incomplete Applications will be rejected.
10. The applicant(s) shall bear all the costs/expenses associated with the preparation and submission of the application and National Database & Registration Authority (NADRA) Sargodha shall not be responsible/liable for those costs/expenses.
11. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the package at the proper place and time.
12. It shall be the applicants' responsibility to determine the manner in which timely delivery of the application will be accomplished either in person, by messenger or by surface mail.

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.

A. General

1. Scope of Application

- 1.1. In connection with the “Invitation for Prequalification”, the National Database & Registration Authority (NADRA), Sargodha 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 Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance for NADRA Air Conditioners incidental thereto as specified in Section – VII (Scope of Services / Terms of Reference TORs).

2. Source of Funds

- 2.1. National Database & Registration Authority (NADRA) Budget head “Repair and Maintenance of Air Conditioners”.

3. Fraud and Corruption

- 3.1. 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 National Database & Registration Authority (NADRA) Sargodha to inspect all accounts, records and other documents relating to any, Application / Bid submission, Prequalification process, Primary Procurement process, Framework.
- 3.2. Any communications between the applicant(s) and the National Database & Registration Authority (NADRA) 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.
- 3.3. National Database & Registration Authority (NADRA) will reject any application or bid or proposal if it is established that the Applicant or the Bidder or Proposer was engaged in corrupt and fraudulent practices in competing for the contract.
- 3.4. National Database & Registration Authority (NADRA) will also declare the applicant(s) / bidder(s)/ Proposer as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Applicants

- 4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Agreement (if signed between the National Database & Registration Authority (NADRA) and the entity), the execution of any Contract(s) awarded (to the entity) under the Agreement in accordance with the Contract conditions that apply. The Workshop(s) / Supplier(s) may authorize a representative who shall have the authority to conduct all business for and on behalf of the Workshop(s) / Supplier(s) during the Prequalification process, Bidding process (in the event the prequalified Workshop(s) / Supplier(s) submits a Bid) and during the period of agreement and contract execution (in the event the prequalified Workshop(s) / Supplier(s) is awarded the Contract).
- 4.2. An Applicant may apply for Prequalification as an individual entity. Bids submitted in violation of this provision will be rejected. 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 as an individual entity. If prequalified, only the prequalified applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.
- 4.3. 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 National Database & Registration Authority (NADRA) for execution of subsequent Agreement(s) or 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 National Database & Registration Authority (NADRA) (or a recipient of a part of the funds) who:
- (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Agreement or Contract and / or the Prequalification or Bid evaluation process of such Contract;
or
 - (b) would be involved in the implementation or supervision of such Agreement or Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Agreement and / or Contract.
- 4.4. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement(s) or Call-off Contract(s) 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.

- 4.5. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the National Database & Registration Authority (NADRA) Sargodha.

5. Eligibility (in terms of Nationality)

- 5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

- 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 ITA8.

PART 1 – PREQUALIFICATION PROCESS

- Section – I: Instructions to Applicants (ITAs)
- Section – II: Prequalification Data Sheet (PDS)
- Section – III: Qualification Criteria and Requirements
- Section – IV: Application Forms
- Section – V: Eligible Countries
- Section – VI: Fraud and Corruption

PART 2 – PREQUALIFICATION REQUIREMENTS

- Section VII – Schedule of Requirements
- Section VIII – Scope of Services / Terms of Reference (TORs)

- 6.2. Unless obtained directly from the National Database & Registration Authority (NADRA) Sargodha or downloaded directly from the website link referred in the Invitation for Prequalification, the National Database & Registration Authority (NADRA) accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the National Database & Registration Authority (NADRA) 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 the information or documentation as is required by the Prequalification Documents.

7. Clarification of Prequalification Documents and Pre-Application Meeting

- 7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the National Database & Registration Authority (NADRA) in writing at the National Database & Registration Authority (NADRA)'s address indicated in the PDS. The National Database & Registration Authority (NADRA) Sargodha will respond in writing to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for submission of the Applications. The National Database & Registration Authority (NADRA) shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the National Database & Registration Authority (NADRA) (or through its website link), including a description of the inquiry but without identifying its source. If so, indicated in the PDS, the National Database & Registration Authority (NADRA) shall also promptly publish its response at the web page identified in the PDS. Should the National Database & Registration Authority (NADRA) 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.
- 7.2. If indicated in the PDS, 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 in the PDS. 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.
- 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 National Database & Registration Authority (NADRA) 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.

8. Amendment of Prequalification Documents

- 8.1. At any time prior to the deadline for submission of Applications, the National Database & Registration Authority (NADRA) may amend the Prequalification Documents by issuing an Addendum.
- (a) 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 National Database & Registration Authority (NADRA). The National Database & Registration Authority (NADRA) shall promptly publish the Addendum at the National Database & Registration Authority (NADRA)'s website identified in the PDS. 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.
- 8.2. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the National Database & Registration Authority (NADRA) may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2. Provided that the National Database & Registration Authority (NADRA) shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

- 9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The National Database & Registration Authority (NADRA) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. Language of Application

- 10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the National Database & Registration Authority (NADRA), shall be written in the language specified in the PDS. 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 in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

- 11.1. The Application shall comprise of the following:
- (a) **Application Submission Letter**, in accordance with ITA 12.1;
- (b) **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance

with ITA 13.1;

- (c) **Qualifications:** documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
- (d) any other document required as specified in the PDS.

The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application

12. Application Submission Letter

- 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.

13. Documents Establishing the Eligibility of the Applicant

- 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).

14. Documents Establishing the Qualifications of the Applicant

- 14.1. To establish its qualifications to perform the contract(s) in accordance with Section – III (Qualification and Evaluation Criteria), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 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:
 - (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 amount for that year is to be converted).
 - (b) value of single contract - Exchange rate prevailing on the date of the contract.
- 14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the National Database & Registration Authority (NADRA).
- 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 National Database & Registration Authority (NADRA)'s satisfaction as per 4.2 of PDS.

15. Signing of the Application and Number of Copies

- 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.

- 15.2. The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 15.3. Applicants shall not have the option of submitting their Applications electronically.

D. Submission of Applications

16. Sealing and Identification of Applications

- 16.1. The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- (a) bear the name and address of the Applicant;
 - (b) be addressed to the National Database & Registration Authority (NADRA), in accordance with ITA 17.1; and
 - (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1.
- 16.2. Applicants shall not have the option of submitting their Applications electronically.
- 16.3. The National Database & Registration Authority (NADRA) will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

17. Deadline for Submission of Applications

- 17.1. Applicants may either submit their applications by mail, by courier or by hand. Applications shall be received by the National Database & Registration Authority (NADRA) at the address and no later than the deadline indicated in the PDS. Applicants shall not have the option of submitting their Applications electronically.
- 17.2. If required in accordance with the provisions of ITA 8.3, the National Database & Registration Authority (NADRA) will extend the deadline for the submission of Applications, in which case all rights and obligations of the National Database & Registration Authority (NADRA) 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).

18. Late Applications

- 18.1. The National Database & Registration Authority (NADRA) will not accept any application which will be received after the time for submission of the Applications.
- 18.2. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the package at the

proper place and time.

- 18.3. It shall be the applicants' responsibility to determine the manner in which timely delivery of the application will be accomplished either in person, by messenger or by surface mail.

19. Opening of Applications

- 19.1. The National Database & Registration Authority (NADRA) shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1.
- 19.2. Applicants shall not have the option of submitting their Applications electronically.
- 19.3. The National Database & Registration Authority (NADRA) shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.

E. Procedures for Evaluation of Applications

20. Confidentiality

- 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 National Database & Registration Authority (NADRA) on any matter related to the Prequalification process may do so only in writing.

21. Clarification of Applications

- 21.1. To assist in the evaluation of Applications, the National Database & Registration Authority (NADRA) may ask an Applicant for a clarification(s) and / or documentary evidence(s) of its application, to be submitted within a stated reasonable period of time. Any request for clarification(s) and / or documentary evidence(s) from the National Database & Registration Authority (NADRA) and all clarifications from the Applicant shall be in writing.
- 21.2. If an Applicant does not provide clarification(s) and / or documentary evidence(s) requested by the date and time set in the National Database & Registration Authority (NADRA)'s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

22. Responsiveness of Applications

- 22.1. The National Database & Registration Authority (NADRA) 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.

23. Margin of Preference

- 23.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

24. Sub-contractors

- 24.1. Subcontractors' qualification and experience shall not be considered for the 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.

F. Evaluation of Applications and Prequalification of Applicants

25. Evaluation of Applications

- 25.1. The National Database & Registration Authority (NADRA) shall use the factors, methods, criteria, and requirements defined in Section – III (Qualification and Evaluation Criteria), to evaluate the qualifications of the Applicants, and no other method, criteria, or requirements shall be used. The National Database & Registration Authority (NADRA) 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 provision of the R&M 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 National Database & Registration Authority (NADRA) 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 and Evaluation Criteria 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.

26. Procuring Agency's Right to Accept or Reject Applications

- 26.1. The National Database & Registration Authority (NADRA) reserves the right to accept or reject any or all the Application(s), or to annul the Prequalification process at any time, without thereby incurring any liability to the Applicant(s).

27. Prequalification of Applicants

- 27.1. All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the National Database & Registration Authority (NADRA).
- 27.2. No applicant shall be allowed to alter or modify its application / bid after the application(s) / bid(s) have been opened. However, the National Database & Registration Authority (NADRA) may seek and accept clarifications to the applicant that do not change the substance of the application.
- 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.

28. Notification of Prequalification

- 28.1. The National Database & Registration Authority (NADRA) shall notify all Applicants 'in writing' of the names of those Applicants who have been prequalified. In addition, those Applicants who have been disqualified will be informed separately.
- 28.2. The National Database & Registration Authority (NADRA) shall communicate to those applicants who have not been pre-qualified the reasons for not pre-qualifying them.

29. Performance Guarantee

- 29.1. Pre-qualified Supplier(s)/Contractor(s) shall have to furnish the performance guarantee from a scheduled Bank or Pay Order amounting to Rs. 100,000/- (One Hundred Thousand only) drawn in favor of NSRC Disbursement Account RHO NADRA Sargodha at the time of signing of Contract.
- 29.2. Any Performance Guarantee submitted shall be enforceable in Pakistan.
- 29.3. The proceeds of the performance guarantee shall be payable to National Database & Registration Authority (NADRA) as a compensation for any loss resulting from the

prequalified Supplier(s)/Contractor(s) failure to complete its obligations under the Contract. In such case, the prequalified Supplier(s)/Contractor(s) shall be blacklisted in National Database & Registration Authority (NADRA) and it shall not be considered eligible for future dealings with National Database & Registration Authority (NADRA) whatsoever; for which no appeal shall be entertained.

- 29.4. The Performance Bank Guarantee will be released by the National Database & Registration Authority (NADRA) to the prequalified Supplier(s)/Contractor(s) after the successful completion of the contract period.

30. Agreement

- 30.1. The prequalified Supplier(s)/Contractor(s) will be bound to sign an agreement with the National Database & Registration Authority (NADRA) for provision of Repair & Maintenance Services of Air Conditioners of NADRA DAUs/Offices for scheduled & as and when required basis, on stamp paper worth Rs.100/- (Rupees one hundred only) within the fifteen days from the date of issuance of the Letter of intent on standard terms and conditions.
- 30.2. If the services of prequalified Supplier(s)/Contractor(s) are not up to the satisfaction of National Database & Registration Authority (NADRA), the authority (NADRA) reserves the right to cancel the agreement / contract, forfeit the 100% performance guarantee amount provided by the prequalified Supplier(s)/Contractor(s)

31. Request for Bids

- 31.1. After the notification of the results of the Prequalification, the National Database & Registration Authority (NADRA) shall invite the Bids through primary procurement process from all the prequalified Supplier(s)/Contractor(s) to conclude a close frame work agreement with most advantageous bidder (s) for scheduled & as and when required.

32. Mode of Payment

- 32.1. Payments will be made by the National Database & Registration Authority (NADRA) through cross cheque against the received invoice from the successful bidders at the earliest after the receipt of the Invoice at National Database & Registration Authority (NADRA). No security deposit or advance payment will be made.

33. Changes in Qualifications of Applicants

- 33.1 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:

(a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified

- joint venture, any of its members;
- (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
- (c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.
- 30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

34. Grievance Redressal Committee

- 34.1. National Database & Registration Authority (NADRA) shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons 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 on the nature of the procurement.
- 34.2. If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to:

Title/position: President Grievance Redressal Committee

Procuring Agency: NADRA RHO Sargodha

Address: NADRA HQs, SBP Building, Shahra-e-Jamhoriyat, G-5/2, Islamabad.

Fax number: 051-92245668

In summary, at this stage, a Prequalification related Complaint may challenge any of the following:

the terms of the Prequalification Documents; and the Procuring Agency’s decision not to prequalify an Applicant.

- 34.3. 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.
- 34.4. Any Bidder feeling aggrieved by any act of the National Database & Registration Authority (NADRA) after the submission of its bid may lodge a written complaint concerning his grievances not later than five days from the announcement of result of Prequalification.
- 34.5. 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, 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.
- 34.6. The GRC shall investigate and decide upon the complaint within ten days of its receipt.

35. Mechanism of Blacklisting

- 35.1. The National Database & Registration Authority (NADRA) shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, applicant, bidder, or contractor who either:
- I. Involved in corrupt and fraudulent practices as defined under rule-2 (f) of Public Procurement Rules.
 - II. Fails to perform his contractual obligations; or
 - III. Fails to abide by bid securing declaration;
- 35.2. The show cause notice shall contain:
- (a) precise allegation against the applicant, bidder or contractor;
 - (b) the maximum period for which the National Database & Registration Authority (NADRA) proposes to debar the applicant, bidder or contractor from participating in any public procurement of the National Database & Registration Authority (NADRA); and
 - (c) the statement, if needed, about the intention of the National Database & Registration Authority (NADRA) to make a request to the Authority for debarring the applicant, bidder or contractor from participating in public procurements of all the procuring agencies.
- 35.3. The National Database & Registration Authority (NADRA) shall give minimum of seven days to the applicant, bidder, or contractor for submission of written reply of the show cause notice.
- 35.4. In case, the bidder or contractor fails to submit written reply within the requisite time, the National Database & Registration Authority (NADRA) may issue notice for personal hearing to the bidder or contractor/authorize representative of the bidder or contractor and the National Database & Registration Authority (NADRA) shall decide the matter on the basis of available record and personal hearing, if availed.
- 35.5. In case the bidder or contractor submits written reply of the show cause notice, the National Database & Registration Authority (NADRA) may decide to file the matter or direct issuance of a notice to the applicant, bidder, or contractor for personal hearing.
- 35.6. The National Database & Registration Authority (NADRA) shall give minimum of seven days to the applicant, bidder, or contractor for appearance before the specified officer of the National Database & Registration Authority (NADRA) for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the applicant, bidder, or contractor, if availed.
- 35.7. The National Database & Registration Authority (NADRA) 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.

- 35.8. The National Database & Registration Authority (NADRA) shall communicate to the applicant, 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.
- 35.9. Such blacklisting or barring action shall be communicated by the National Database & Registration Authority (NADRA) to the Authority and respective applicant(s), bidder(s) 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 National Database & Registration Authority (NADRA).
- 35.10. 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.
- 35.11. 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 National Database & Registration Authority (NADRA). 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.
- 35.12. 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.

36. Arbitration

- 36.1. After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled by arbitration.
- 36.2. In case of any dispute, the matter will be referred to the Director General, (NADRA) where decision will be binding on both parties.

Section – II: Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITA (in Section-I) and are specific to respective Prequalification Proceedings.

A. General

ITA 1.1

The identification number of the Invitation for Prequalification is: **RHO NADRA/SGD/04/2026**

The Procuring Agency is:

Director (Admin)

NADRA RHO, 6-Gulshan Avenue Link PAF

Road, Sargodha

Ph: 051-2773752, Fax: 048-9230070

ITA 2.1

The name of the Procuring Agency is:

National Database & Registration Authority (NADRA), Regional Head Office, Sargodha.

The name of the Project or Procurement is:

Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance work of Air conditioners for NADRA RHO Sargodha DAUs/Offices.

ITA 4.2

Maximum number of members in the JV shall be: “**Not applicable.**”

ITA 4.5

A list of debarred firms and individuals is available on the PPRA’s website:

<http://www.ppra.org.pk>

B. Contents of the Prequalification Document

ITA 7.1

For clarification purposes, the Procuring Agency’s address is:

Title/ position: Director (Admin)

Procuring Agency: National Database & Registration Authority (NADRA)

Address: NADRA RHO, 6-Gulshan Avenue Link PAF Road,
Sargodha.

City: Sargodha

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

Country: Pakistan
Telephone: 051-2773752, Fax: 048-9230070

ITA 7.1 & 8.2

NADRA Web page: www.nadra.gov.pk

Authority Web Page: www.ppra.org.pk

ITA 7.2

Pre-Application Meeting will be held: **No**

C. Preparation of Applications

ITA 10.1:

This Prequalification document has been issued in the “**English**” language.

ITA 11.1 (d)

The following Affidavit on Non-judicial stamp paper of Rs. 100/- shall be submitted by the Applicant with this Application stating that:

1. The applicant / bidder has never been blacklisted by any Government / Semi Government / Autonomous / Private Organization / Department due to poor services.
2. The applicant / bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
3. The applicant / bidder has never been involved in litigation with any Government / Semi Government / Autonomous / Private Organization / Department.
4. The National Database & Registration Authority (NADRA) reserves the right to reject the application / bid of the applicant / bidder ‘without assigning any reason’ if the applicant / bidder shall be found or purported to be engaged in the aforementioned offenses.

ITA 14.2

The source for determining exchange rates is www.nbp.com.pk/RateSheet/index.aspx

ITA 15.2

In addition to the original, the number of copies to be submitted with the Application is:

Original application only.

D. Submission of Applications

ITA 17.1

The deadline for Application submission is **1100 Hrs on 26th March 2026**

For Application submission purposes only, the Procuring Agency's address is:

Title/ position: Director (Admin)
Procuring Agency: National Database & Registration Authority (NADRA)
NADRA RHO, 6-Gulshan Avenue Link PAF Road, Sargodha.
Telephone: Ph: 051-2773752, Fax: 048-9230070

ITA 18.1

The Procuring Agency reserves the right to accept or reject late Applications

ITA 19.1

The opening of the Applications shall be at 1130 hrs on same day at conference hall, NADRA RHO, 6-Gulshan Avenue Link PAF Road, Sargodha.

ITA 19.2

Applicants shall not have the option of submitting their Applications electronically.

E. Procedures for Evaluation of Applications

ITA 23.1

A margin of domestic preference shall not apply.

ITA 34.1

If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is by email), to:

Title/ position: Assistant Director (Procurement)
Procuring Agency: National Database & Registration Authority
Address: NADRA RHO, 6-Gulshan Avenue Link PAF Road, Sargodha.
City: Sargodha
Country: Pakistan
Telephone: 051-2773752, Fax: 048-9230070
Electronic mail address: muhammad.saqib_02@nadra.gov.pk

Section – III: Qualification and Evaluation Criteria

This Section prescribes the methodology, qualification criteria to be used to determine the capacity and capability of the Applicants for Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance work of Air Conditioners for NADRA in accordance with the requirements of the National Database & Registration Authority (NADRA), with an objective to prequalify them for Invitation to Bid(s) and sign the framework agreement(s) with the selected applicant(s), for the purpose of awarding Call off Contracts.

Eligibility and Qualification Criteria			Documentation on	
Sr. #	Subject	Requirement	Single Entity	Submission Requirements
1. Eligibility				
1.1	Nationality	Nationality in accordance with ITA 5.1	Must meet requirement	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.4	Must meet requirement	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.5 and 5.1	Must meet requirement	Application Submission Letter
1.4	State-owned enterprise of	Meet conditions of ITA 4.1	Must meet requirement	Forms ELI – 1.1 with attachments
2. Historical Contract Non-Performance				
2.1	History of Non-Performing Contracts	Not debarred due to any non-performance of contract or deviation from Bid Securing Declaration in accordance with provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Form PER-1
2.2	Suspension Based on Execution of Bid/ Proposal Securing Declaration by the Procuring Agency	Not under suspension based on execution of a Bid/Proposal Securing Declaration pursuant to ITA 4.5.	Must meet requirement	Application Submission Letter

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

2.3	Pending Litigation	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 prior to opening of applications.	Must meet requirement	Form PER-1
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant since 1st January 2020	Must meet requirement	
3. General/Specific Experience & Financial Performance				

TO BE FILLED BY THE BIDDER (Please tick the appropriate) Total Marks = 50			
3.1	EXPERIENCE /NUMBER OF YEARS - IN GENERAL	Marks 10 Nos	
	>=10 Years	10	Attach documents as proof (Proof of registration/incorporation FBR/GST/PRA etc.)
	>=5 Years & < 10 Years	08	
	> 2 Years & < 5 Years	06	
	1 Years to 2 Years	04	
	Less than 1 Years	02	
3.2	EXPERIENCE /NUMBER OF YEARS - RELATED	Marks 10 Nos	
	>=10 Years	10	Attach documents as proof (Date of Work Orders or Contracts)
	>=5 Years & < 10 Years	08	
	> 2Years & < 5 Years	06	
	1 Years to 2 Years	04	
	Less than 1 Years	02	
3.3	NUMBER OF PROJECTS/SUPPLIES – RELATED WOs/POs/Contracts	Marks 10 Nos	
	POs/WOs/Contracts >= 15	10	Attach documents as proof (copies of POs/WOs. No WO/PO
	POs/WOs/Contracts >= 10 & < 15	08	
	POs/WOs/Contracts >= 06 & < 10	06	
	POs/WOs/Contracts >= 03 & < 06	04	
	POs/WOs/Contracts < 03	02	
3.4	PERSONNEL/STAFF	Marks 10 Nos	
	Staff >= 25	10	Attach details of HR including team with name,
	Staff >= 16 & < 25	08	

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

	Staff \geq 08 & $<$ 16	06	designation and qualification.
	Staff \geq 04 & $<$ 08	04	
	Staff $<$ 04	02	
3.5	COMPANY FINANCIAL STATUS	Marks 10 Nos	
	Worth \geq 15 Million	10	Attach Bank statement of last one year or last three years Audited Financial Statements. (Total credit amount of Bank Statement or Total Profit/Loss for Financial Statement will be considered)
	Worth \geq 10 M & $<$ 15 M	08	
	Worth \geq 06 M & $<$ 10 M	06	
	Worth \geq 03 M & $<$ 06 M	04	
	Worth $<$ 03 Million	02	
Note:			
<ul style="list-style-type: none"> • Post Qualification pass marks are minimum 30 (thirty). Bidder scoring less than 30 marks overall and less than 4 marks in any criteria will not be included in Financial Evaluation Process. • Please attach relevant document to support the option you have selected in technical evaluation. In case of no supporting document, score of the concerned field will be considered as Zero. 			

4. Specific Experience Requirements

4.1 The Specific Experience Requirements are as follows:

4.2 Documentary evidence

The following documents are required to be included with the Application: Documentary evidence of the Applicant's qualifications to perform the Contract for acceptance of the application that, in the case of an Applicant is offering for Prequalification of Supplier/Contractor for Repair & Maintenance of Air Conditioners for NADRA DAUs/Offices:

- (a) having complete company profile including Name, Address, Telephone, mobile No, complete contact details of the contact person, details of branch offices (if any).
- (b) is a holder of valid NTN Registration certificate;
- (c) is a holder of valid Sales Tax Registration number (STRN)/PRA certificate;
- (d) is a holder of certificate / documentary evidence showing that the Supplier/Contractor Name is showing in the Active Taxpayer (ATP) list;
- (e) have established Workshop(s)/Supplier(s) setup at Sargodha or other divisions/district of Sargodha Region will be preferred;
- (f) Stamp paper (signed and stamped by the Supplier/Contractor and duly notarized by the Oath Commission) of Rs.100/- shall submit by the applicant with application stating that the applicant / bidder has never been blacklisted by any Government /Semi Government / Autonomous / Private Organization / Department due to poor services or any other reason.

Section – IV: Application Forms

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.: RHO NADRA/SGD/04/2026

Title of Prequalification: Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners

Page No.: Page _____ of _____ pages

To: **Director (Admin)**

National Database & Registration Authority
221-A, 6-Gulshan Avenue Link PAF Road,
Sargodha

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 /

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

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 bidding document and in accordance with the Schedules specified in the Schedule of Requirements for Repair & Maintenance of Air Conditioners of 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]

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

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 Workshop(s) / Supplier(s), the Authority Letter shall be required]

Form ELI – 1.1

Applicant Information Form

Date of this Application submission: _____

Request for Prequalification No.: **RHO NADRA/SGD/04/2026**

Title of Prequalification: Prequalification of Supplier(s)/Contractor(s) for Repair &
Maintenance of Air Conditioners

Page No.: Page _____ of _____ pages

Applicant's (Person) name along with nationality:

[insert full name]

Supplier(s)/Contractor(s) Name: _____

[indicate the full name of Workshop(s) /Supplier(s)]

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 Workshop(s) / Supplier(s)]

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

Attached are copies of original documents of:

1. Complete company profile including Name, Registered Office, Address, Telephone, Fax and e-mail address, complete contact details of the contact person, details of branch offices and staff details (branch-wise)
2. NTN Registration Certificate
3. Sales Tax Registration (GST) Certificate
4. Certificate / documentary evidence showing that the Supplier/Contractor's Name is showing in the Active Taxpayer (ATP) list
5. Documentary evidence regarding date of Establishment of business (GST / PRA/SECP / any Govt. Body etc.
6. Audited Report from the Chartered Accountant firm or Financial Statements for last two years or Bank Statements or bank statement of last one year.
7. List of at least two (02) Clients in the Supplier/Contractor's credit along-with their letter of intent award/Work Orders/ agreement or performance certificate from these clients for verification. The clients include National, Multi-National Companies, Government Departments, Autonomous Bodies, Financial Institutions/Banks.
8. Authority Letter for the appointment of an authorized representative as per the given format.
9. Affidavit on Non-judicial stamp paper (Signed and Stamped by the Supplier/Contractor and duly notarized by the Oath Commissioner) having worth Rs.100/- stating that:
 - a. The applicant / bidder has never been blacklisted by any Government/ Semi Government/ Autonomous/ Private Organization/ Department due to poor services.
 - b. The applicant/ bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
 - c. The applicant/ bidder has never been involved in litigation with any Government/ Semi Government/ Autonomous/ Private Organization/ Department.
 - d. The National Database & Registration Authority (NADRA) reserves the right to reject the application/ bid of the applicant/ bidder 'without assigning any reason' if the applicant/ bidder shall be found or purported to be engaged in the aforementioned offenses.

Form ELI -1.1 (continued)

Applicant Information Form

Date of this Application submission: _____

Request for Prequalification No.: **RHO NADRA/SGD/04/2026**

Title of Prequalification: Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners

Page No.: Page _____ of _____ pages

1. Title of Business (Workshop(s) / Supplier(s) Full Name):
2. Date of Establishment of Business: _
3. NTN Number:
4. Sales Tax Registration Number (STRN):
5. Whether the Name of Supplier/Contractor is available in the Active Tax Payer (ATP) List?
Yes OR No
6. Contact person name (**Sargodha**):
7. Contact person designation (**Sargodha**):
8. Supplier/Contractor Address in **Sargodha**: Shop #:
9. Floor: _____ Area / Plaza:
10. Sector: _____ P.O. Box and Mailing Address (**Sargodha**):
11. Telephone Number Landline (**Sargodha**):

Form FIN – 3.1
Financial Situation and Performance

[The following table shall be filled in for the Applicant]

Date of this Application submission: _____

Request for Prequalification No.: **RHO NADRA/SGD/04/2026**

Title of Prequalification: Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners

Page No.: _____ Page _____ of _____ pages

1. Financial data

Type of Financial information in (PKR)	Historic information for previous 3 Years (Amount in currency, PKR)				
	Year 1	Year 2	Year 3		
					-
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PBT)					
Information from Bank Statement (If no Financial Statement)					
Total Credit (of last one year statement)					
Closing Balance					

Signature & Stamp

(Authorized representative of the Applicant)

Form FIN – 3.1 (continued)

10. Financial documents

The Applicant shall provide copies of Audited Report or Bank financial statements for last t (03) years pursuant Section III (Qualification and Evaluation Criteria), Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company, group member or Joint Ventures [JV] etc.).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.
- (e) Attached are copies of Audited Statements for the last three (03) years or Bank statement for last 1 year and credit amount must be above 03 million.

Signature & Stamp

(Authorized representative of the Applicant)

Form CON – 3.1

Current Contract Commitments / Contracts in Progress

[The following table shall be filled in by the Applicant]

Date of this Application submission: _____

Request for Prequalification No.: **RHO NADRA/SGD/04/2026**

Title of Prequalification: Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners

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.)

Signature & Stamp

(Authorized representative of the Applicant)

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

Form EXP – 1

Details of All Contracts

[The following table shall be filled in by the Applicant]

Date of this Application submission: _____

Request for Prequalification No.: **RHO NADRA/SGD/04/2026**

Title of Prequalification: Prequalification of Supplier(s)/Contractor(s) for Repair &
Maintenance of Air Conditioners

Page No.: Page _____ of _____ pages

44. Contracts during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Remarks

Signature & Stamp
(Authorized representative of the Applicant)

Form PER – 1

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

[The following table shall be filled in by the Applicant]

Date of this Application submission: _____

Request for Prequalification No.: **RHO NADRA/SGD/04/2026**

Title of Prequalification: Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners

Page No.: Page _____ of _____ pages

1. Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1st January 2020 specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1st January 2020 specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (PKR)
	[insert amount and percentage]	Contract Name & No: Name of Procuring Agency: Reason(s) for nonperformance:	
Date of this Application submission: _____ Request for Prequalification No.: RHO NADRA/SGD/04/2026			

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

Title of Prequalification:	Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners
Page No.:	Page _____ of _____ pages

2. Pending Litigation, in accordance with Section III

- No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3
- Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.

Year of dispute	Amount in dispute (PKR)	Contract Identification	Total Contract Amount (PKR)
		Contract Name & No: Name of Procuring Agency: Matter in dispute: Party who initiated the dispute: Status of dispute:	

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

Date of this Application submission: _____			
Request for Prequalification No.: RHO NADRA/SGD/04/2026			
Title of Prequalification:		Prequalification of Supplier(s)/Contractor(s) for Repair & Maintenance of Air Conditioners	
Page No.:		Page _____ of _____ pages	
3. No consistent history of court/arbitral award decisions			
<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 (PKR)
		Contract Name & No: Name of Procuring Agency: Matter in dispute: Party who initiated the dispute: Court/ arbitral award decision:	

List of Documents to be part of Prequalification Application

List of Documents (To be attached with proper tagging)	Tag/Page Number
Eligibility Documents	
1. All pages of Prequalification documents duly signed/stamped by applicant.	
2. Proof of company/firm's registration in Pakistan with SECP or relevant professional/regulatory authority/FBR/PRA etc.	
3. Undertaking (on Stamp Paper) that the Applicant is not blacklisted or debarred by any government, regulatory or other body.	
4. Certification of Registration for NTN and STN/PRA	
5. Print of Active Taxpayers Compliance Level from FBR/PRA Websites	
Qualification Documents	
6. All the Forms (completely filled and duly signed/stamped) of Section IV of Part-1 (Application Forms) of Prequalification Documents.	
7. Details of HR with their qualification, designation and CNIC Numbers.	
8. Copies of Copies of related Contracts/WOs/POs (with Public or Private Organizations).	
9. AUDITED STATEMENTS OF ACCOUNTS for the LAST THREE (3) YEARS duly supported by audited statements or Bank Statement of last one year (in case of Bank Statement, reason to be justified)	

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>

Section VI - Fraud and Corruption

1. All Applicants are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Admin/Procurement Department/any other office of NADRA or to the end user etc. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against qualification/bills/acceptance certificates etc., immediately inform Admin Department of NADRA RHO Sargodha on the following e-mails: muhammad.saqib_02@nadra.gov.pk
NADRA will protect the personal and confidential information of the Applicant, in this regard:
2. 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.
3. NADRA RHO Sargodha 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.
4. 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.
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 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.
6. 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.

PART 2 - Scope of Works

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

The prequalified applicant shall provide services of Repair & Maintenance of Air Conditioners at NADRA Offices/Mobile Vans in all districts under NADRA Sargodha Region.

Details are as under: -

S#	Type of ACs	Qty	Location/District of RHO Sargodha Region
1	1 Ton, Split (Simple)	4	Sargodha, Faisalabad, Khushab, Chiniot, Bhakkar, Mainwali, Jhang, T.T Singh, Hafizbad including Mobile Registration Vans
2	1 Ton, Split (Inverter)	12	
3	1.5 Ton, Split (Simple)	22	
4	1.5 Ton, Split (Inverter)	239	
5	2 Ton, Split (Inverter)	28	
6	2 Ton, Cabinet (Inverotr)	220	
6	2 Ton, Cabinet (Simple)	30	
Total		555	

Note:-

- The Type/Model/Quantity of Air Conditioners 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, near to approach etc.

Installation Services & Related Parts/Accessories

Sr.	Description of Service /Item	UOM	Remarks/TORs
1	Installation of new Split/Cabinet ACs 1.0, 1.5, 2.0	Job	<p>Installation Work mean complete in all respect, however cost of extra copper pipe/control wire, drain pipe and ducting will be paid as per rate offered in financial bid of respective items. Measurements will be on the basis of QC report. No charges/cost will be paid for anything else.</p> <p>Transportation of new AC's indoor & outdoor unit with kit, if any, will be responsibility of NADRA.</p> <p>Copper pipe & control wire measurement will be considered as one item from indoor to outdoor unit. Connection from indoor unit to Socket/DB will be responsibility of NADRA.</p>
2	Dismantling & Re-Installation of Split/Cabinet ACs 1.0, 1.5, 2.0	Job	
3	Copper Pipe & Control Wire for Split/Cabinet ACs 1.0, 1.5, 2.0	Ft	
4	Drain pipe Split/Cabinet ACs 1.0, 1.5, 2.0	Ft	
5	Ducting 40x40/60/60 Split/Cabinet ACs 1.0, 1.5, 2.0	Ft	
6	Outdoor Iron Bracket/Frame(Angle Set) Split ACs 1.0, 1.5, 2.0	Nos.	
7	Any other related service/ parts	Nos.	

Repair & Maintenance Services and related Spares/Parts etc.

Sr.	Description/specification of Service /Item	UOM	Remarks/TORs
1	General Service Split/Cabinet ACs 1.0, 1.5, 2.0, 6.6 Tons	Job	<p>General Service mean complete service in all respect, however any spare/item required for minor repair will be provided by OIC of the office through local market. No separate charges/cost will be paid for it.</p> <p>Gas Charging will be done if required with the approval of OIC of the office. Company Technician will perform this activity in the presence of OIC or his representative and will show required quantity of Gas through gage/meter to OIC/representative for confirmation in QC report.</p> <p>Cost of all spares/parts include installation/fixation as well at site. No separate services/visit charges will be paid.</p> <p>In case of installation of new compressor, its brand's equivalency must be get approved from NADRA.</p>
2	Gas Charging R.22, R410-A, R-32	KG	
3	New Compressor Split/Cabinet ACs 1.0, 1.5, 2.0, 4.0 Tons	Nos	
4	Capacitor 35UF/40UF, 50UF/60UF Fuji/Kat Cool or Equivalent.	Nos	
5	Provision and fixation of Outdoor Sensor	Nos.	
6	Provision and fixation of Heat Sensor	Nos.	
7	Provision and fixation of Cool Temperature Sensor	Nos.	
8	Provision and fixation of Bloor Motor	Nos.	
9	Provision and fixation of Moving Motor	Nos.	
10	Provision and fixation of Air Filter	Nos.	
11	Provision and fixation of Fan	Nos.	
12	Provision and fixation of Indoor Blade	Nos	
13	Provision and fixation of Outdoor Blade	Nos	
14	Provision and fixation of Evaporator	Nos	
15	Provision and fixation of Outdoor Condenser	Nos	
16	Provision and fixation of Outdoor valve	Nos	

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

17	Provision and fixation of Section discharge valve	Nos	
18	Provision of Remote	Nos	
19	Provision and fixation of Outer Fan motor	Nos	
20	Provision and fixation of Circuit board (Indoor, Outdoor)	Nos	
21	Provision and fixation of Indoor mounting plate	Nos	
22	Provision and fixation of Insulation foam	Nos	
23	Provision and fixation of Insulation tape	Nos	
24	Provision and fixation of Rolling Tape	Nos	
25	Provision and fixation of Flare Nut & Union (Size ¼, 3/8, ½, 5/8, 3/4, 7/8)	Nos	
26.	Blower (New) 1,1.5,2 Ton	Nos	
7	Any other related service/ parts	Nos	

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 Sargodha.

Pre-Qualification of Supplier/Contractors for Repair & Maintenance of Air Conditioners for NADRA
RHO Sargodha Region

For PPRA Use Only

This Payment slip is for Tender (RHO NADRA/SGD/04/2026)