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# PRE-QUALIFICATION DOCUMENTS

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## Procurement of Janitorial Items Through Open Framework Agreement(s)

Prequalification Notice No. NADRA-HQ-PRQ-51/2026



**National Database & Registration Authority**

**NADRA HQ**



# Brief of the Document

## Procurement Notice - Invitation for Prequalification

It is the Invitation for Prequalification of interested applicants willing to sign framework agreement with the HQ NADRA for procurement of Janitorial Items in accordance with the provisions of the agreement.

### Prequalification Document (Procurement of Janitorial Items through Open Framework Agreements)

#### 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 ITA (in Section-I), and are specific to respective Prequalification Proceedings.

##### Section III - Qualification Criteria and Requirements

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Applicants for the supply of goods and related services in accordance with the requirements of the Procuring Agency, with an objective to prequalify them for signing the framework agreements for subsequent Call off Quotations.

##### 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 -- SUPPLY REQUIREMENTS**

### **Section VII – Schedule of Requirements**

This Section includes a brief description of the procurement of Janitorial Items required to be performed including provisional details of the Technical Specifications and Drawings (if applicable).



# Procurement Notice

## Invitation for Prequalification

### For Framework Agreement(s) of Procurement of Janitorial Items



1. The HQ NADRA has sufficient funds from its own resources toward the expenditure of the Janitorial Items and intends to apply part of the proceeds toward payments under the contract or contracts for Procurement of Janitorial Items through Open Framework Agreement.
2. The HQ NADRA intends to prequalify suppliers for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s), for subsequent Call-off Quotations, by the Procuring Agency.
3. The objective of the intended open framework agreement(s) is the on-demand supply of Janitorial Items (Estimated quantities to be procured are given in schedule of requirement) at Stores of NADRA at different Regional Head Offices through subsequent Call-off Contract(s) with successful bidders, and the purpose of this Prequalification Notice is to provide the 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 and it is expected that the Invitation to Bids will be made to the Prequalified Applicants in March/April 2026 (expectedly) and Open Framework Agreement(s) will be signed b/w the HQ NADRA and the successful bidder(s), as Framework Agreement Suppliers, in April/May 2025-26 for the period of three years starting from the date of agreement.
5. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the HQ NADRA at the address mentioned below during office hours.
6. 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 payment of a nonrefundable fee of Rs. 2,000/-. Payment of Prequalification document fee can be made through Bank Deposit Slip in Bank HBL Account Title: NADRA Headquarters. Account # 0004600051009601. The documents will be provided directly to the Potential Applicants, and essential record shall be maintained by the Procuring Agency for providing information regarding amendment(s), if any, in Prequalification Documents. The Prequalification Documents are also available on NADRA official website for the interested applicants which can be viewed and downloads from [tenders.nadra.gov.pk](https://tenders.nadra.gov.pk) without any cost.

Rupees 500/-additional (courier charges) to be deposited, by the out stationed bidders for the purpose to purchase complete set of Prequalification Documents. The complete set of Prequalification Documents will be send via Courier Services. Request for the same must reach at least 07 working days before closing date; else any delay liability cannot be claimed.

7. Applications to Prequalify for Janitorial Items should be submitted in sealed envelopes and delivered to the address mentioned below on or before **1100 Hours dated 9<sup>th</sup> April, 2026** and be clearly marked "**Application to Prequalify for Janitorial Items**". Applications/Proposals will be opened on the same day at **1130 Hours** by concerned Tender opening board. Late Applications will be rejected.
8. Prequalification Meeting to be held on **31<sup>st</sup> March, 2026** (11:00 AM) at NADRA HQ G-5/2 Islamabad.

**NADRA HQ Procurement Department  
State Bank of Pakistan Building, Shahrah-e-Jamhuriat  
G-5/2, Islamabad**




# **PART 1 – Prequalification Process**




## 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 the provision of Janitorial Items 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 Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Applicants/Bidders/Suppliers/Contractors/ Service Providers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such 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 Supplier 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>



<p><b>4. Eligible Applicants</b></p>	<p>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.</p> <p>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) 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 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, it will not be permitted to bid for the same contract both as an individual entity and as a part of the joint venture or as a subcontractor. 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</p>
	<p>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 in accordance with the provisions of Public Procurement Rules, 2004 and any regulations in this regard shall be ineligible to be prequalified to bid or enter into any Framework 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 the electronic address specified in the PDS.</p>
	<p>4.6 Applicants that are state-owned enterprises or institutions in the Islamic Republic of Pakistan may be eligible to participate only if they can establish, that they:</p> <ul style="list-style-type: none"> <li>(a) are legally and financially autonomous;</li> <li>(b) operate under commercial law, and</li> <li>(c) are not under administrative control of the Procuring Agency.</li> </ul>
	<p>4.7 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.</p>
<p><b>5. Eligibility (in terms of Nationality)</b></p>	<p>5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.</p>

	<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 style="text-align: center;"><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 style="text-align: center;"><b>PART 2 Janitorial Items Requirements</b></p> <ul style="list-style-type: none"> <li>• Section VII – Schedule of Requirements for Janitorial Items</li> </ul>
	6.2 Unless obtained directly from the Procuring Agency, Proposal 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 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.




<p><b>7. Clarification of Prequalification Documents and Pre-Application Meeting</b></p>	<p>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 seven (07) 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, including a description of the 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-</p>
	<p>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 or Authority 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>
<p><b>C. Preparation of Applications</b></p>	
<p><b>9. Cost of Applications</b></p>	<p>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.</p>
<p><b>10. Language of Application</b></p>	<p>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.</p>



<p><b>11. Documents Comprising the Application</b></p>	<p>11.1 The Application shall comprise the following:</p> <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> <p>11.2 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</p>
<p><b>12. Application Submission Letter</b></p>	<p>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.</p>
<p><b>13. Documents Establishing the Eligibility of the Applicant</b></p>	<p>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).</p>
<p><b>14. Documents Establishing the Qualifications of the Applicant</b></p>	<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> </ul>
	<ul style="list-style-type: none"> <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><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 markit “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 themembers as evidenced by a power of attorney signed by their legallyauthorized 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 markthem “COPY”. In the event of any discrepancy between the originaland 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>	
<p><b>16. Sealing and Identification of Applications</b></p>	<p>16.1 The Applicant shall enclose the original and the copies (if required inthe PDS) 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 ITA17.1; and</li> <li>(c) bear the specific identification of this Prequalification processindicated <b>in the PDS</b> reference ITA 1.1.</li> </ul> <p><b>16.2</b> When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copiesin 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 16.1above.</p>
<p><b>17. Deadline for Submission of Applications</b></p>	<p>17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agencyat the address and no later than the deadline indicated <b>in the PDS</b>.</p>



	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.
<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, at its discretion, 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. Responsiveness 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, 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 provision of the Misc. Stationary Items, Toners/Drums & Janitorial Items



	<p>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.</p> <p>25.4 Only the qualifications of the Applicant shall be considered. The</p>
	<p>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.</p>
<p><b>26. Procuring Agency's Right to Accept or Reject Applications</b></p>	<p>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.</p>
<p><b>27. Prequalification of Applicants</b></p>	<p>27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.</p> <p>27.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified non-material 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>
<p><b>28. Notification of Prequalification</b></p>	<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>	29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency shall invite the Bids from all the Applicants that have been prequalified or conditionally prequalified.
<b>30. Changes in Qualification 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. Prequalification Related Complaints</b></p>	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaints. The GRC shall not have any of the members of Prequalification Evolution Committee. The committee must have one subject specialist depending the nature of the procurement in addition to one person with legal background.</p> <p>31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Prequalification documents found contrary to provision of Rule 32, and the same shall be addressed by the GRC well before the Bid submission deadline.</p> <p>31.3 Any Applicant feeling aggrieved by any act of the procuring agency after the submission of his Application may lodge a written complaint concerning his grievances not later than five days after the announcement of the result of Prequalification.</p> <p>31.4 The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.5 The address of the Grievance Redressal Committee for making a Prequalification related Complaint are as specified in the PDS.</p>
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<b>Section II - Prequalification Data Sheet (PDS)</b>	
<b>A. General</b>	
<b>ITA 1.1</b>	The identification number of the Invitation for Prequalification is: NADRA-HQ-PRQ-51/2026 The Procuring Agency is: <b>NADRA HQ Islamabad</b> The list of contracts is: <b>Open Framework Agreement for Procurement of Janitorial Items</b>
<b>ITA 2.1</b>	The name of the Procuring Agency is: Headquarter National Database and Registration Authority (NADRA) The name of the Project or Procurement is: <b>For Procurement of Janitorial Items through Open Framework Agreement(s)</b>
<b>ITA 4.2</b>	Maximum number of members in the JV shall be: <b>“not allowed”</b>
<b>ITA 4.7</b>	A list of debarred firms and individuals is available on the PPRAs 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>	<b>For clarification purposes</b> , the Procuring Agency’s address is: NADRA HQ Procurement Department State Bank of Pakistan Building, Shahrah-e-Jamhuriat G-5/2, Islamabad
<b>ITA 7.1 &amp; 8.2</b>	NADRA Web page: <a href="http://www.nadra.gov.pk">www.nadra.gov.pk</a> Authority Web Page: <a href="http://www.ppra.org.pk">www.ppra.org.pk</a>
<b>ITA 7.2</b>	Pre-Application Meeting will be held on <b>31<sup>st</sup> March, 2026</b> (11:00 AM) at NADRA HQ G-5/2 Islamabad.
<b>C. Preparation of Applications</b>	



<b>ITA 10.1</b>	This Prequalification document has been issued in the <b>“English”</b>
<b>ITA 11.1 (d)</b>	The Applicant shall submit with its Application, the following additional documents: <b>N/A</b>
<b>ITA 14.2</b>	The source for determining exchange rates is: <b>N/A</b>
<b>ITA 15.2</b>	In addition to the original, the number of copies to be submitted with the Application is: <b>None</b>

### **D. Submission of Applications**

<b>ITA 17.1</b>	<p><b>The deadline for Application submission is:</b></p> <p>Date: <b>09<sup>th</sup> April, 2026</b></p> <p>Time: <b>11:00 Hours</b></p> <p>For <b>Application submission purposes only</b>, the Procuring Agency’s address is:</p> <p style="padding-left: 40px;">NADRA HQ Procurement Department State Bank of Pakistan Building, Shahrah-e-Jamhuriat G-5/2, Islamabad</p> <p>Applicants <b>“shall not”</b> have the option of submitting their Applications electronically.</p>
<b>ITA 18.1</b>	The Procuring Agency reserves the right to accept or reject late Applications.
<b>ITA 19.1</b>	<p>The opening of the Applications shall be at:</p> <p>Date: <b>09<sup>th</sup> April, 2026</b></p> <p>Time: <b>1130 Hours</b></p> <p>Address: NADRA HQ Procurement Department State Bank of Pakistan Building, Shahrah-e-Jamhuriat G-5/2, Islamabad</p>

### **E. Procedures for Evaluation of Applications**



**ITA 31.1**

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 either by email or fax), to:

**For the attention:** Mr. Raza Ul Islam,

**Email:** [muhammad.raza@nadra.gov.pk](mailto:muhammad.raza@nadra.gov.pk)

**Title/position:** President Grievance Redressal Committee

**Procuring Agency:** NADRA HQ

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

**Cell:** 0321-5168719

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

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



# 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.

## Contents

1. Eligibility.....	22
2. Historical Contract Non-Performance .....	22
3. General/Specific Experience & Financial Performance .....	23



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	N/A	N/A	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	N/A	N/A	N/A	Application Submission Letter
1.3	<b>Eligibility</b>	Not having been declared ineligible as described in ITA 4.5 and 5.1	Must meet requirement	N/A	N/A	N/A	Application Submission Letter
1.4	<b>State-owned enterprise</b>	Meet conditions of ITA 4.6	Must meet requirement	N/A	N/A	N/A	Forms ELI – 1.1 with attachments
1.5	<b>Delivery at 11 x locations</b>	Vendor shall confirm that item will be dispatched to All regional head offices (Lahore, Sargodha, Multan, Karachi, Peshawar, Quetta, Islamabad, AJK, GB, Gawadar and Sukkur)	Must meet requirement	N/A	N/A	N/A	Must attach confirmation on Rs.20 Affidavit
<b>2. Historical Contract Non-Performance</b>							
2.1	<b>History of Non-Performing Contracts</b>	Non-performance of a contract <sup>1</sup> did not occur as a result of Contractor's defaults since 1 <sup>st</sup> January 2020.	Must meet requirement	N/A	N/A	N/A	Form PER-1
2.2	<b>Suspension Based on Execution of Bid/ Proposal Securing Declaration by the Procuring Agency</b>	Not under suspension based on execution of a Bid/Proposal Securing Declaration pursuant to ITA 4.5.	Must meet requirement	N/A	N/A	N/A	Application Submission Letter
2.3	<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	N/A	N/A	Form PER-1



<sup>1</sup> Non performance, as decided by the Procuring Agency, shall include all contracts where (a) non performance was not challenged by the Supplier, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the Supplier. Non performance shall not include contracts where Procuring Agency’s decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

<sup>2</sup> This requirement also applies to contracts executed by the Applicant as JV member.



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	
2.4	<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Applicant since 1 <sup>st</sup> January 2020 <sup>3</sup>	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form PER-1
<b>3. General/Specific Experience &amp; Financial Performance</b>							
<b>TO BE FILLED BY THE BIDDER (Please tick the appropriate)</b>							<b>Total Marks=50</b>
3.1	<b>EXPERIENCE /NUMBER OF YEARS - IN GENERAL</b>			<b>Marks 10 Nos</b>			
	≥10 Years			10	<b>Attach documents as proof</b> (Proof of registration/incorporation etc.)		
	≥5 Years & < 10 Years			08			
	> 2 Years & < 5 Years			06			
3.2	<b>EXPERIENCE /NUMBER OF YEARS - RELATED</b>			<b>Marks 10 Nos</b>			
	≥10 Years			10	<b>Attach documents as proof</b> (Date of Work Orders or Contracts)		
	≥5 Years & < 10 Years			08			
	> 2Years & < 5 Years			06			

<sup>3</sup> The Applicant shall provide accurate information on the Application Submission Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of court/arbitral awards against the Applicant or any member of a joint venture may result in disqualifying the Applicant.



3.3	<b>NUMBER OF PROJECTS/SUPPLIES – RELATED WOs/POs/Contracts</b>	<b>Marks 10 Nos</b>	
	POs/WOs/Contracts $\geq 15$	10	<b>Attach documents as proof</b> (copies of POs/WOs. No WO/PO worth below Rupees one hundred thousand will be considered)
	POs/WOs/Contracts $\geq 10$ & $< 15$	08	
	POs/WOs/Contracts $\geq 06$ & $< 10$	06	
3.4	<b>COMPANY FINANCIAL STATUS</b>	<b>Marks 20 Nos</b>	
	Worth $\geq 20$ Million	20	<b>Attach Bank statement of last one year.</b> <b>Form FIN – 3.1</b>
	Worth $\geq 15$ M & $< 20$ M	15	
	Worth $\geq 10$ M & $< 15$ M	10	
<b>Note:</b>			
<p>a) Post Qualification pass marks are minimum 28 (Twenty-Eight). Bidder scoring less minimum marks in any criteria will not be included in Financial Evaluation Process.</p> <p>b) 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.</p>			



# Section IV - Application Forms

## Table of Forms

Application Submission Letter.....	26
Applicant Information Form.....	28
Financial Situation and Performance .....	30
Historical Contract Non-Performance, and Pending Litigation and Litigation History .....	33

## Application Submission Letter

Date: \_\_\_\_\_

Prequalification Notice No: NADRA-HQ-PRQ-51/2026

Prequalification of Janitorial Items

To: NADRA HQ Islamabad

We, the undersigned, apply to be prequalified for the referenced prequalification 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 (and our subcontractors, if any) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.5;
- (d) **State-owned enterprise or institution:** (Tick appropriate)
- We are not a state-owned enterprise or institution*
  - We are a state-owned enterprise or institution but meet the requirements of ITA 4.6*
- (e) **Commissions, gratuities, fees:** We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the Prequalification process, the corresponding Bidding process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name foreach occurrence]</i>	<i>[insert street/ number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount currency, value, exchange rate]</i>
_____	_____	_____	_____
_____	_____	_____	_____

*[If no payments are made or promised, tick the following statement:]*

- No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application.*



- (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 suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (g) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signature

(Authorized representative(s) of the Applicant)

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

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

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

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

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

*[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]*





## Form ELI -1.1 (continued)

Date: \_\_\_\_\_

Prequalification Notice No: NADRA-HQ-PRQ-51/2026

Page 02 pages 02

1. Applicant's name			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web Site:			
8. Contact Name:			
9. Contact Title:			
10. Type of Business:			
11. If Other, specify:			
12. Nature of Business:			
13. Year Established:			
14. Dates, Numbers, and Expiration Dates of Current Licenses and Permits <b>[If Applicable]</b> :			
15. Current registration with relevant authorities information <b>[If Applicable]</b> :			
16. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin <b>[If Applicable]</b> :			
Date of last inspection:			
17. Quality Assurance Certification <b>[If Applicable]</b> (Please include a copy of your latest certificate with the PQ Application):			
18. Are technical documents available in English? Yes No			

Signature & Stamp (Authorized representative(s) of the Applicant)



## Form FIN – 3.1 Financial Situation and Performance

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

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Joint Venture Member Name, if any: \_\_\_\_\_

Prequalification Notice No: NADRA-HQ-PRQ-51/2026

(Prequalification of Janitorial Items)

Page 01 of 02 pages

### 1. Financial data

Type of Financial information in (PKR)	Historic information for previous 3 (three) years (Amount in PKR equivalent)				
	Year 1	Year 2	Year 3		
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PAT)					
<b>Information from Bank Statement (If no Financial Statement)</b>					
Total Credit (of last one year statement)					
Closing Balance					



Signature & Stamp

(Authorized representative(s) of the Applicant)

## Form FIN – 3.1 (continued)

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Joint Venture Member Name, if any: \_\_\_\_\_

Page 02 of 02 pages

### 3. Financial documents

The Applicant shall provide copies of Bank Statement of last 1-year pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.4. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - (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.
- Attached are copies of Bank Statement of last 1 year required above; and complying with the requirements.

### Signature & Stamp

(Authorized representative(s) of the Applicant)

\_\_\_\_\_





## 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, if Joint Venture]*

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Joint Venture Member Name, if any: \_\_\_\_\_


Page 01 of 03 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 <b>1<sup>st</sup> January 2020</b> specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since <b>1<sup>st</sup> January 2020</b> specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (PKR)
	<i>[insert amount and percentage]</i>	Contract Name & No:  Name of Procuring Agency:  Reason(s) for nonperformance:	

Applicant's Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Joint Venture Member Name, if any: \_\_\_\_\_  
 Prequalification Notice No: NADRA-HQ-PRQ-51/2026  
 (Prequalification of Janitorial Items)  
 Page 02 of 03 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:	

Applicant's Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Joint Venture Member Name, if any: \_\_\_\_\_  
 Prequalification Notice No: NADRA-HQ-PRQ-51/2026  
 (Prequalification of Janitorial Items)  
 Page 03 of 03 pages

**3. No consistent history of court/arbitral award decisions**

No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.  
 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 NetWorth	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:	




Signature & Stamp  
 (Authorized representative(s) of the Applicant)

## 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/Associati on 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 shareholdin g control or interest of BO in the legal person or legal arrangemen t	Percentage of shareholdin g control or interest of the legal person or legal arrangemen t in the company	Identificatio n of natural person who ultimately owns or control the legal person or arrangemen t
									

**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):**

1	2	3	4	5	6	7	8
Name & Surname (in block letters)	CNIC No. (In case of foreigner PassportNo.)	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: \_\_\_\_\_



## 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.	
2. Proof of company/firm's/ Individual registration in Pakistan with relevant professional/regulatory authority.	
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	
6. Non/Bad performance during last 3x years by firm will be disqualified	
<b>Qualification Documents</b>	
7. All the Forms (completely filled and duly signed/stamped) of Section IV of Part-1 (Application Forms) of Prequalification Documents.	
8. Copies of related Contracts/WOs/POs (with Public or Private Organizations).	
9. Bank Statement of last one year	



Signature & Stamp

(Authorized representative(s) of the Applicant)

## Section V - Eligible Countries

### Eligibility for the Procurement of Janitorial Items

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:

1. India
2. Israel

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/Companies/Representatives 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 **Procurement Department of NADRA HQ Islamabad** on the following e-mails. NADRA will protect the personal and confidential information of the Applicant, in this regard:

adnan.akram@nadra.gov.pk

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. HQ NADRA 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.

Signature & Stamp

(Authorized representative(s) of the Applicant)



# **PART 2 – Scope of Works**

## **1.1 BACKGROUND**

NADRA HQ Islamabad maintaining its regional head offices all over Pakistan at different 11 big cities. These regional head offices are currently managing hundreds of different operational and project offices in their respective jurisdictions. These offices are providing registration and other related facilities to the general public.

## **1.2 AREA OF SUPPLIES**

The contractors/companies will be prequalified for the provision of Janitorial Items at HQ Islamabad for different NADRA Regional Head offices all over Pakistan. The area for supplies of stationery items includes Islamabad, Peshawar, Lahore, Sargodha, Multan, Quetta, Sukkur, AJK, Gawadar, GB & Karachi.

After conclusion of the prequalification process, Technical Proposals will be called from the Prequalified Suppliers/Companies by HQ NADRA for Open Framework Agreement.



## Section VII - Schedule of Requirements

(For Janitorial Items)

### SCOPE OF SUPPLIES

Following table elaborate the scope of required supplies to achieve the objectives of the Open Framework Agreement(s) through this Prequalification. The provision of required Janitorial items shall be as per agreed terms, however this initial detail of supplies is provisional and other supplies may be added or deleted in call of financial/ Request for quotation:

#### Schedule of Requirement

PURE BREEZE ITEMS					Quarter Demand	Yearly Demand	3 Year Demand
Sr.no	Description	Brands	SIZE	Remakrs			
1	AIR FRESHENER	FRESCO OR EQUIVALENT	300 ml		5,000	20,000	60,000
2	ROOMI AIR FRESHENER (BAR)	FRESH TOUCH OR EQUIVALENT	50 GM		4,200	16,800	50,400
3	AUTO AIR FRESHENER MACHINE	FRESCO OR EQUIVALENT	As per Sample		60	240	720
4	AIR FRESHENER REFILL	FRESCO OR EQUIVALENT	300 ml		1,000	4,000	12,000
BATTERY CELLS							
1	BATTERY CELL LARGE	POWER PLUS	D SIZE		200	800	2,400
2	BATTERY CELL SMALL FOR Wall clocks, KEY BOARDS	POWER PLUS	AA As per Sample		25,600	102,400	307,200
3	BATTERY CELL SMALL FOR REMOTE	POWER PLUS	AAA As per Sample		12,800	51,200	153,600
BROOMS							
1	BROOM NARIAL As per Sample		As per Sample		2,800	11,200	33,600
2	PHOOL JAHROO		As per Sample		2,800	11,200	33,600
POLISHES							
1	CAR POLISH	7 CF / KIWI OR EQUIVALNT	200gm	Based on No. Of Cars	850	3,400	10,200



2	DASH BOARD POLISH	7 CF / KIWI OR EQUIVALENT	450ml	Based on No. Of Cars	1,700	6,800	20,400
3	CAR PROTECTANT	SON OF GUN OR EQUIVALENT	295 ml	Based on No. Of Cars	2,400	9,600	28,800
4	AIR FRAGRANCE FOR CAR	SAMEILI OR EQUIVALENT	220G (7.76 OZ)	Based on No. Of Cars	2,400	9,600	28,800
<b>DUSTERS</b>							
1	DUSTER CLOTH FALANEN	N/A	As per Sample		12,000	48,000	144,000
2	DUSTER CLOTH COTTON WHITE	N/A	As per Sample		12,000	48,000	144,000
3	DUSTER WHITE BOARD	N/A	As per Sample		100	400	1,200
4	DUSTER MICROFIBER	N/A	As per Sample		100	400	1,200
5	DRY MOB	N/A	As per Sample		2,000	8,000	24,000
6	POUCHARA WITH STEEL HANDLE	N/A	As per Sample		2,000	8,000	24,000
<b>SPRAYS</b>							
1	INSECT KILLER	MORTIEN/BLACK COBRA	300 ml		3,600	14,400	43,200
<b>TOILETRIES ITEMS</b>							
1	SOAP	LUX /Palmolive	100gm		9,600	38,400	115,200
2	Soap Liquid	OASIS	500ML		4,500	18,000	54,000
3	PUMP COMMODE	N/A	As per Sample		1,500	6,000	18,000
4	BRUSH COMMODE As per Sample	N/A	As per Sample		1,500	6,000	18,000
5	HAND BRUSH	N/A	As per Sample		1,500	6,000	18,000
6	TOILET CLEANER	HARPIC OR EQUIVALENT	500ML		4,500	18,000	54,000
7	DRAIN OPENER	SWEEP LIQUID OR EQUIVALENT	500ML		4,500	18,000	54,000
8	PHENYL	FINIS/ZIK or Equivalent	2.75 Litre		9,000	36,000	108,000
9	ACID	TIGER			100	400	1,200
<b>KITCHEN/BATHROOM CLEANER ITEMS</b>							
1	DISH WASH POWDER	Vim/MAX Or Equivalent	450GM		4,500	18,000	54,000
2	DISH WASH LIQUID	Vim/MAX Or Equivalent	450ml		5,000	20,000	60,000
3	DISH WASH SCRUB	Scotch Bright Or Equivalent	Pack		4,500	18,000	54,000
4	DISH WASH LONG BAR	Vim/MAX Or Equivalent	Pack		50	200	600
5	DISH WASH STEEL WOOL	Vim/MAX Or Equivalent	Pack		50	200	600



6	GLASS CLEANER	GLINT PLUS or Equivalent	500 ml	1,500	6,000	18,000
7	WASHING POWDER	SURF EXCEL OR EQUIVALENT	500 GM	3,000	12,000	36,000
8	WASHING POWDER	BRITE OR EQUIVALENT	1000 GM	200	800	2,400
9	BLEACH	ROBIN		50	200	600
TISSUES						
1	TISSUE PAPER BOX	ROSE PETAL Or Equivalent	200 SHEET	12,000	48,000	144,000
2	TISSUE PAPER BOX	LUXURY (BLACK) Or Equivalent	200 SHEET	100	400	1,200
3	KITCHEN ROLL	MAXOB Or Equivalent		180	720	2,160
4	TOILET ROLL	MAXOB Or Equivalent		12,000	48,000	144,000
5	PARTY PACK (WHITE)	ROSE PETAL Or Equivalent		20	80	240
Assorted Items						
1	EXTENSION WIRE BOARD	N/A	4 ports with USB	250	1,000	3,000
2	PC CLEANER	POWER PLUS OR EQUIVALENT	250ml	2,000	8,000	24,000
3	SHOPPING BAG	N/A	LARGE As per Sample	4,000	16,000	48,000
4	TRASH BAG	N/A	24 X 36	100	400	1,200
5	TOWEL WHITE	N/A	As per Sample	1,600	6,400	19,200
6	TOWEL WHITE (LUXURY)	Chen One Or Equivalent	As per Sample	10	40	120
7	DUST BIN	N/A	AS PER SAMPLE	500	2,000	6,000
8	BUCKET PLASTIC As per Sample	N/A	As per Sample	500	2,000	6,000
9	WIPER	N/A	As per Sample	1,600	6,400	19,200



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## 1. 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 HQ

