

PRE-QUALIFICATION DOCUMENTS

Pre-qualification for Procurement of Vehicles Tyres through Open Framework Agreements

Pre-qualification Notice No. NADRA-RHO-KP-PRQ/01-2026

Issue Date 29 Jul, 2026



National Database & Registration Authority

Regional Head Office, Peshawar

Brief of the Document

Procurement Notice -

NADRA Regional Head Office (RHO) Peshawar intends to further pre-qualify firms/companies to existing Framework Agreement and invites applications/ proposals for Pre-qualification from well reputed firms/ vendors based in Peshawar and registered with Income Tax and Sales Tax Departments for Procurement of vehicles tyres with fitting; wheel balancing and alignment through Open Framework Agreement for up to 3x years in accordance with the provisions of the Framework Agreement.

Pre-qualification Document

(Further Pre-qualification of Bidders for Procurement of Vehicles Tyres through Open Framework Agreements)

PART 1 – Pre-qualification PROCESS

Section I - Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the Applications for Pre-qualification, in addition to information on opening and evaluation of the Applications.

Section I contains provisions that are to be used by the Procuring Agencies without modification.

Section II - Pre-qualification Data Sheet (PDS)

This Section contains provisions that supplement the ITA (in Section-I), and are specific to respective Pre-qualification 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 pre-qualify them for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s), in case of open Framework Agreement(s) for the purpose of awarding Call off Contracts.

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.

PART 2 -- SUPPLY REQUIREMENTS**Section VII – Schedule of Requirements**

This Section includes a brief description of the Goods and Related services including provisional estimate of the required volume and/or quantity, Technical Specifications and Drawings (if applicable), and Delivery and Completion Schedules.

Procurement Notice

Further Pre-qualification of Bidders for Procurement of Vehicles Tyres through Open Framework Agreements

For NADRA RHO Peshawar & Regional Head Offices

1. The NADRA RHO Peshawar has sufficient funds toward the expenditure of Procurement of Vehicles Tyres and intends to apply part of the proceeds toward payments under the contract or contracts for Procurement of Vehicles Tyres through Open Framework Agreement.
2. The NADRA RHO Peshawar intends to pre-qualify further suppliers to add to existing pre-qualified suppliers for Invitation to Bid(s) and sign the framework agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended Open Framework Agreement(s) is the on-demand supply of Tyres (Estimated quantities to be procured are given in schedule of requirement) for NADRA Regional Head Office Peshawar through subsequent Call-off Contract(s) with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants in Aug 2026 (expectedly) and Open Framework Agreement(s) will be signed b/w the Procuring Agency and the successful bidder(s) as Framework Agreement Suppliers in Sep/Oct 2026 (expectedly) for the period ending on 30th June 2028.
5. Pre-qualification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the NADRA RHO Peshawar at the address mentioned below during office hours.
6. A complete set of Pre-qualification Documents in English may be downloaded from EPADS website at <https://www.eprocure.gov.pk>.

7. Applications for Pre-qualification should be submitted via EPADS. Applications/Proposals will be opened on the same day at 1130 Hours by concerned procurement board.

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NADRA Regional Head Office
Plot # 05, Sector B-1, Phase V, Hayatabad, Peshawar
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PART 1 – Pre-qualification

Section I - Instructions to Applicants

A. General	
1. Scope of Application	1.1 In connection with the “Invitation for Pre-qualification”, the Procuring Agency, as defined in Section II (Pre-qualification Data Sheet abbreviated as PDS), issues this set of Pre-qualification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).
2. Source of Funds	2.1 Source of funds is same as referred in Invitation for Pre-qualification.
3. Fraud and Corruption	3.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts. 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. 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. 3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract. 3.5 Procuring Agency will also declare the Applicant 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, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. 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. 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 Pre-qualification process, Bidding process (in the event the pre-qualified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.
	4.2 An Applicant may apply for Pre-qualification both individually, and as part of a joint venture, or participate as a subcontractor. If pre-qualified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected. 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 Pre-qualification either individually, as joint venture or as a subcontractor among them for the same contract. However, if pre-qualified only one pre-qualified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.

	4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who: (a) are directly or indirectly involved in the preparation of the Pre-qualification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Pre-qualification or Bid evaluation process of such Contract; or (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.
	4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be pre-qualified 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 PPRA's website.
	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: (a) are legally and financially autonomous; (b) operate under commercial law, and (c) are not under administrative control of the Procuring Agency.
	4.7 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.
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 Pre-qualification Documents	
6. Sections of Pre-qualification Documents	6.1 This set of Pre-qualification 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. PART 1 Pre-qualification Procedures • Section I - Instructions to Applicants (ITA) • Section II - Pre-qualification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries • Section VI - Fraud and Corruption PART 2 Supply Requirements • Section VII – Schedule of Requirements
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the website link referred in the Invitation for Pre-qualification, the Procuring Agency accepts no responsibility for the completeness of the Pre-qualification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Pre-qualification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Pre-qualification Documents and to furnish with its Application all information or documentation as is required by the Pre-qualification Documents.
7. Clarification of Pre-qualification Documents and Pre-Application Meeting	7.1 An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the PDS. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Pre-qualification Documents directly from the Procuring

	Agency (or through its website link), including a description of
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	the inquiry but without identifying its source. If so, indicated in the PDS, the Procuring Agency shall also promptly publish its response at the web page identified in the PDS. Should the Procuring Agency deem it necessary to amend the Pre-qualification 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 Pre-qualification 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 Pre-qualification Documents. Any modification to the Pre-qualification 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.
8.Amendment of Pre-qualification Documents	8.1 At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Pre-qualification Documents by issuing an Addendum.
	8.2 Any Addendum issued shall be part of the Pre-qualification Document and shall be communicated in writing to all Applicants who have obtained the Pre-qualification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page 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.

	8.3 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: 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.
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 Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.
10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, 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 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.
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	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and

Qualifications of	Requirements), the Applicant shall provide the information
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the Applicant	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 amounts 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 Procuring Agency. 14.4 The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction: (a) that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country; (b) that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.
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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. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories. 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 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 in the PDS.
D. Submission of Applications	
16. Sealing and Identification of Applications	16.1 The Applicant shall enclose the original and the copies (if required) of the Application in a sealed envelope that shall: (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this Pre-qualification process indicated in the PDS reference ITA 1.1. 16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified in the PDS. 16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
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 Procuring Agency at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application

	submission procedures specified in the PDS .
	17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. 17.3 The deadline will be extended in the same manner as that of original Invitation for Pre-qualification (or the advertisement).
18. Late Applications	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.
19. Opening of Applications	19.1 The Procuring Agency 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 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified in the PDS. 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.
E. Procedures for Evaluation of Applications	
20. Confidentiality	20.1 Information relating to the Applications, their evaluation and results of the Pre-qualification shall not be disclosed to Applicants or any other persons not officially concerned with the Pre-qualification process until the notification of Pre-qualification 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 Pre-qualification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Pre-qualification process may do so only in writing.

21. Clarification of Applications	21.1 To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing.
	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
22. Responsiveness of Applications	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Pre-qualification 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 Pre-qualification.
24. Sub-contractors	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.
F. Evaluation of Applications and Pre-qualification of Applicants	
25. Evaluation of Applications	25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
	25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

	25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of
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	contracts in which they are interested. The Procuring Agency shall pre-qualify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III. 25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
26. Procuring Agency's Right to Accept or Reject Applications	26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Pre-qualification process at any time, without thereby incurring any liability to the Applicants.
27. Prequalification of Applicants	27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be pre-qualified by the Procuring Agency. 27.2 An Applicant may be "conditionally pre-qualified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency. 27.3 Applicants that are conditionally pre-qualified 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 Pre-qualification	28.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been pre-qualified or conditionally pre-qualified. In addition, those Applicants who have been disqualified will be informed separately. 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.
29. Request for Bids	29.1 Promptly after the notification of the results of the Pre-qualification, the Procuring Agency will invite the Bids from all the Applicants that have been pre-qualified.

30. Changes in Qualifications of Applicants	30.1 Any change in the structure or formation of an Applicant after being pre-qualified 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 pre-qualified 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”.
31. Constitution of Grievance Redressal	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 complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement. 31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Pre-qualification 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. 31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report. 31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. 31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:

	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. 31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt. 31.7. Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”. 31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal. 31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time. 31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal. 31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.
32. Mechanism of Blacklisting	32.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined under rule-2; ii. Fails to perform his contractual obligations; or iii. Fails to abide by bid securing declaration; 32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the id securing declaration;

	32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies. 32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice 32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed. 32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing. 32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed 32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.. 32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty
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	days, prefer a representation against the order before the Authority. 32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency. 32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition 32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit. 32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.
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Section II - Pre-qualification Data Sheet (PDS)	
A. General	
ITA 1.1	The identification number of the Invitation for Pre-qualification is: NADRA-RHO-KP-PRQ/01-2026 The Procuring Agency is: National Database and Registration Authority (NADRA) Regional Head Office (RHO) Peshawar The list of contracts is: Open Framework Agreement for Procurement of Vehicles Tyres
ITA 2.1	The name of the Procuring Agency is: National Database and Registration Authority (NADRA) Regional Head Office (RHO) Peshawar The name of the Project or Procurement is: Procurement of Vehicles Tyres through Open Framework Agreement(s)
ITA 4.2	Maximum number of members in the JV shall be: “not allowed”
ITA 4.7	A list of debarred firms and individuals is available on the PPRA’s website: http://www.ppra.org.pk
B. Contents of the Pre-qualification Document	
ITA 7.1	For clarification purposes, the Procuring Agency’s address is: Deputy Director (Admin), NADRA Regional Head Office, Plot#5, Sector B-1, Phase-5, Hayatabad, Peshawar. Attention: Rizwan Shamim Assistant Director (Procurement) NADRA Regional Head Office, Plot#5, Sector B-1, Phase-5, Hayatabad, Peshawar. Tel: 051- 8815870 Email: proc.psh@nadra.gov.pk
ITA 7.1 & 8.2	N/A
ITA 7.2	N/A
C. Preparation of Applications	
ITA 10.1	This Pre-qualification document has been issued in the “English”
ITA 11.1 (d)	The Applicant shall submit with its Application, the following additional

	documents: N/A
ITA 14.2	The source for determining exchange rates is: N/A
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: None
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: 13-Aug-2026 Time: 1400 Hours For Application submission purpose: Applicants “shall” have the option of submitting their Applications electronically through EPADS
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: Date: 13-Aug-2026 Time: 1430 Hours Address: Procurement Section, NADRA RHO Peshawar Plot# 5, Sector B-1, Phase 5, Hayatabad, Peshawar
ITA 19.2	The electronic Application opening procedures shall be: <i>Applicable</i>
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference “ <i>shall not</i> ” apply.
ITA 31.1	If an Applicant wishes to make a Pre-qualification 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, Title/position: President Grievance Redressal Committee Procuring Agency: NADRA HQ Address: NADRA HQs, SBP Building, Shahra-e-Jamhoriyat, G-5/2, Islamabad.

	Fax number: 051-90391522 In summary, at this stage, a Pre-qualification related Complaint may challenge any of the following: 1.the terms of the Pre-qualification Documents; and 2. the Procuring Agency’s decision not to pre-qualify an Applicant.
F. Concluding of Framework Agreement	
	Signing the Framework Agreement The Bidder(s) shall sign, date and return the Framework Agreement within [10] days of receipt of the same

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
2. Historical Contract Non-Performance
3. General/Specific Experience & Financial Performance

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	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 5.1	Must meet requirement	N/A	N/A	N/A	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.4	Must meet requirement	N/A	N/A	N/A	Application Submission Letter
1.3	Eligibility	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	State-owned enterprise	Meet conditions of ITA 4.6	Must meet requirement	N/A	N/A	N/A	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 the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	N/A	N/A	N/A	Form PER-1
2.2	Pending Litigation	Applicant’s financial position and prospective long-term profitability still sound according to criteria established in 3.6 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

Section IV - Application Forms

Application Submission Letter

Date: _____

Pre-qualification Notice No. **NADRA-RHO-KP-PRQ/01-2026** Pre-qualification Title; Procurement of Tyres through Open Frame Work Agreement

To: NADRA RHO Peshawar

We, the undersigned, apply to be pre-qualified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Pre-qualification Document.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We (and our subcontractors) 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) **Not bound to accept:** We understand that you may cancel the Pre-qualification 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
- (f) **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

Applicant Information Form

Date: _____

Pre-qualification Notice No. NADRA-RHO-KP-PRQ/01-2026

Page 01 pages 02

Applicant's name along with nationality:
In case of Joint Venture (JV), name of each member along with nationality: _____
Applicant's actual or intended country of registration:
Applicant's actual or intended year of incorporation:
Applicant's legal address [in country of registration]: _____
Applicant's authorized representative information Name: Address: _____ Telephone/Fax numbers: E-mail address:
1. Attached are copies of original documents of ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. ☐ 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

In case of JV, the Applicant's information shall include information on each JV member and letter of intent to form JV or JV agreement, in accordance with ITA 4.2

Form ELI -1.1 (continued)

Date: _____

Pre-qualification Notice No. NADRA-RHO-KP-PRQ/01-2026

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 [If Applicable] :			
15. Current registration with relevant authorities information [If Applicable] :			
16. Proof of product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]			
17. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin of the raw material and or processing of the goods [If Applicable] :			
Date of last inspection:			
18. Quality Assurance Certification [If Applicable] (Please include a copy of your latest certificate with the PQ Application):			

Signature & Stamp

(Authorized representative(s) of the

Form FIN – 3.1

Financial Situation and Performance

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

Applicant's Name: _____

Date: _____

Joint Venture Member Name, if any: _____

Pre-qualification Notice No. NADRA-RHO-KP-PRQ/01-2026

Pre-qualification Title; Procurement of Tyres through Open Framework Agreement

Page 01 of 02 pages

1. Financial data

Type of Financial information in (PKR)	Historic information for previous 1 (One) year (Amount in PKR equivalent)
	FY 2025-26
Information from Income Statement	
Total Revenue (TR)	
Profits Before Taxes (PBT)	
Profits After Taxes (PAT)	
Information from Bank Statement (If no Financial Statement)	
Total Credit (of last six months 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: _____

Pre-qualification Notice No. NADRA-RHO-KP-PRQ/01-2026

Pre-qualification Title; Procurement of Tyres through Open Framework Agreement

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3. Financial documents

The Applicant / Bidders shall provide 01 year Bank Statement pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.5. 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 **One** year Bank Statement required above; and complying with the requirements.

Signature & Stamp

(Authorized representative(s) of the Applicant)

Form- EXP-1

Contracts/POs during the last three years:				
Procuring Agency	Value	Year	Type of Supplies	Remarks

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 of a Joint Venture]

Applicant's Name: _____

Date: _____

Joint Venture Member Name, if any: _____

Pre-qualification Notice No. NADRA-RHO-KP-PRQ/01-2026

Pre-qualification Title; Procurement of Tyres through Open Framework Agreement

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Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements Sub Factor 2.1			
☐ Not debarred due to deviation from commitment of Bid Securing Declaration ☐ Not debarred due to non-performance or ☐ Details of Contract(s) not performed as specified in Section III, Qualification Criteria and Requirements, Sub Factor 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:	

Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements Sub Factor 2.2			
☐ No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2. Or ☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2 is indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (PKR)
		Contract Name & No: Name of Procuring Agency: Matter in dispute: Party who initiated the dispute: Status of dispute:	

List of Documents to be part of Pre-qualification Application

List of Documents (To be attached with proper tagging)	Tick (also give tag number)
Eligibility Documents	
1. Letter of Bid	
2. All pages of Pre-qualification documents duly signed/stamped by applicant.	
3. Undertaking (on Stamp Paper) that the Applicant is not blacklisted or debarred by any government, regulatory or other body.	
4. Valid Certification of Registration for NTN and STRN (attached prints from FBR website)	
5. Experience / Number of Years related (minimum 5x years experience)	
6. Copies of related POs/WOs/Contracts (with Public or Private Organizations) for last 5 years	
7. Bank Statement / Financial Status : Minimum 5 million Attach Bank statement of last one year FY 2025-26 or last three years Audited Financial Statements. (Total credit amount of Bank Statement or Total Profit/Loss for Financial Statement will be considered)	

Note: Any document found missing from the above-mentioned list will lead to the disqualification of the firm/company.

Signature & Stamp

(Authorized representative(s) of the Applicant)

Section V - Eligible Countries

Eligibility for the Provision of Goods and Related Services

In reference to ITA 5.1, for the information of the Applicants, at the present time, firms and individuals, supply of goods and Related Services from the following countries are excluded from this Pre-qualification process:

“Not apply being a National Tender for procurement of vehicles tyres”

Section VI – Fraud and Corruption

4. 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:

rizwan.shamim@nadra.gov.pk

5. 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.
6. NADRA Peshawar reserves 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.
7. 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.
8. 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.
9. 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)

Section VII – Schedule of Requirements (Supply of Vehicles Tyres)

1. Scope of Supplies

1.1 BACKGROUND

NADRA HQ Islamabad & Regional Head Offices managing transport for NADRA Staff for Operations/Admin and pick & drop.

1.2 AREA OF SUPPLIES

The suppliers/companies will be pre-qualified for the procurement of vehicles tyres at NADRA Regional Head Office Peshawar.

After conclusion of the pre-qualification process, Technical and Financial Proposals will be called from the pre-qualified Suppliers/Companies by NADRA RHO Peshawar.

1.3 SCOPE OF SUPPLIES

Following table elaborate the scope of required supplies to achieve the objectives of the Open Framework Agreement(s) through this pre-qualification. The provision of required Tyres shall be as per agreed terms; however, this initial detail of supplies is provisional and other supplies may be added or deleted in invitation for bidding documents:

Vehicles Make & Types	Tyre Size	Expected Quantity Per year
Corolla Altis	205/55/R16	4
Hino DUTRO 720	7.50/R16	76
Isuzu Truck	7.50/R16	44
Suzuki Cultus VXL	165/65/R14	24
Suzuki Pickup	165/70/R12	48
Suzuki Van Bolan	165/70/R12	32
Toyota Hiace Commuter	235/65/R16	48
Toyota Hilux	195R14C215/70/R15C 195R14C215/70/R15C AT 225/70/R17C AT	140
Toyota Revo	265/60/R18 Michelin AT	8
Toyota Vigo	245/70/R16 31x10.50R15 LT AT	8
Any kind of vehicles	Any other tyre size required	60

Note:

1. All the supplies should be including complete fitting, wheel balancing & alignment. Manufacturing date of tyres should not be older than 06 months.
2. Tyres shall be supplied and installed strictly in accordance with approved certificates i.e. quality, brand and measurement etc. If the successful supplier fails to maintain the specification (Quality / Quantity) of the tyres during the contract period, the security deposit shall stand forfeited and its tender shall stand cancelled forthwith on such default.
3. Order for supply of tyres shall be placed as per need / requirement(s) which may vary from time to time.
4. Bill of entry against every RFQ/ Quotation will be attached.
5. Maximum supply time of ordered items will be fifteen days after the receipt of purchase order.

2. Duration and Type of Agreements

Detailed scope of supplies, Contract Duration and Type of supplies for Open Framework Agreement will be shared with the pre-qualified firms in bidding documents by the NADRA RHO Peshawar.