

PRE-QUALIFICATION DOCUMENTS

Procurement of Office Equipment Items through Open Framework Agreement(s)

Tender No. **NADRA-RHO-KP-PRQ/02-2026**

Issue Date 27 Jul, 2026



National Database & Registration Authority

Regional Head Office Peshawar

Brief of the Document

Particular Procurement Notice - Invitation for Pre-qualification

It is the Invitation for Pre-qualification of interested companies/suppliers willing to sign framework agreement with the NADRA RHO Peshawar for Office Equipment Items in accordance with the provisions of the agreement.

Pre-qualification Document (Procurement of Office Equipment Items through 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 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 provision of Stationery Items in accordance with the requirements of the Procuring Agency, with an objective to:

- a. Pre-qualify them for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s), in case of Closed Framework Agreement(s) for placing subsequent Call off Orders, OR
- b. Pre-qualify them for signing the open 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 -- WORKS REQUIREMENTS

Section VII – Schedule of Requirements

This Section includes a brief description of Office Equipment Items to be supplied including provisional details of Technical Specifications and Drawings (if applicable)



Particular Procurement Notice



Invitation for Pre-qualification For Framework Agreement(s) of Office Equipment Items For NADRA Peshawar Region

1. The NADRA RHO Peshawar has sufficient funds from HQ Islamabad toward the expenditure of Office Equipment Items and intends to apply part of the proceeds toward payments under the contract or contracts for Procurement of Office Equipment Items through Framework Agreement.
2. The NADRA RHO Peshawar intends to Pre-qualify Suppliers/Companies for Invitation to Bid(s) and sign the open 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 Office Equipment Items at NADRA Regional Head Office Peshawar through subsequent Call off Quotations with successful bidders of Open Framework Agreement, 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:
5. The Invitation to Bids will be made to the Pre-qualified Applicants in Jul/ Aug 2026 (expectedly) and Open Framework Agreement(s) will be signed b/w the NADRA RHO Peshawar and the successful bidder(s), as Framework Agreement Contractor/Company, in Oct 2026 for the period ending on 30th June 2028.
6. 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.



Assistant Director (Procurement & Store)
NADRA Regional Head Office
Plot # 05, Sector B-1, Phase V, Hayatabad, Peshawar
Ph: 051-8815870, Email: proc.psh@nadra.gov.pk

PART 1 – Pre-qualification Process

Section I - Instructions to Applicants

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 the provision of Office Equipment Items 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 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. 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 Prospective 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 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, 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. 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 sub-contractor 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 in accordance with the provisions of Public Procurement Rules, 2004 and any regulations in this regard 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 the electronic address specified in the PDS.
	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	6.1 This set of Pre-qualification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should

Documents	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 Office Equipment Items Requirements • Section VII – Schedule of Requirements for Office Equipment Items
	6.2 Unless obtained directly from the Procuring Agency, Proposal 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 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 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 Pre-qualification Documents directly from the Procuring Agency, including a description of 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 or Authority 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. 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
12. Application Submission Letter	12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
13. Documents Establishing the Eligibility of the Applicant	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).
14. Documents Establishing the Qualifications of the Applicant	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms). 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows: (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are 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.
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 in the PDS) 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.
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, 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.
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, 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 provision of the. Office Equipment Items.
	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 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. Pre-qualification 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 shall invite the Bids from all the Applicants that have been pre-qualified or conditionally 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. Pre-qualification Related Complaints	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 Pre-qualification Evolution Committee. The committee must have one subject specialist depending the nature of the procurement in addition to one person with legal background. 31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Pre-qualification documents found contrary to provision of Rule 32, and the same shall be addressed by the GRC well before the Bid

	submission deadline. 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 Pre-qualification. 31.4 The GRC shall investigate and decide upon the complaint within ten days of its receipt. 31.5 The address of the Grievance Redressal Committee for making a Pre-qualification related Complaint are as specified in the PDS.
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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/02-2026 The Procuring Agency is: Deputy Director (Admin), NADRA Regional Head Office, Plot#5, Sector B-1, Phase-5, Hayatabad, Peshawar. The list of contracts is: Framework Agreement for Procurement of Office Equipment Items
ITA 2.1	The name of the Procuring Agency is: NADRA Regional Head Office, Peshawar. The name of the Project or Procurement is: Procurement of Office Equipment Items through 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	NADRA Web page: www.nadra.gov.pk



	Authority Web Page www.ppra.org.pk
ITA 7.2	Pre-Application Meeting will be held: No
C. Preparation of Applications	
ITA 10.1	This 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: Zero (0)
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: 13 Aug 2026 Time: 1100 Hours For Application submission purposes only, the Procuring Agency’s address is: Deputy Director (Admin), NADRA Regional Head Office, Plot#5, Sector B-1Phase-5, Hayatabad, Peshawar. Tel: 051-8815870 Email: proc.psh@nadra.gov.pk
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: 1130 Hours

	Address: Conference Hall, NADRA RHO, Peshawar.
E. Procedures for Evaluation of Applications	
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. S. Muhammad Raza ul Islam, Title/position: President Grievance Redressal Committee Procuring Agency: NADRA HQ Islamabad Address: 3rd floor NADRA HQs, SBP Building, Shahra-e-Jamhoriyat, G-5/2, Islamabad. Fax number: 051-92245668 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.

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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	Must meet requirement	Must meet requirement	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	Must meet requirement	Must meet requirement	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	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned enterprise	Meet conditions of ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract ¹ did not occur as a result of Contractor’s default since 1 st January 2021.	Must meet requirement	Must meet requirements	Must meet requirement ²	N/A	Form PER-1

¹ 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.

² This requirement also applies to contracts executed by the Applicant as JV member.



2.2	Suspension Based on Execution of Bid/ Proposal Securing Declaration by the Procuring Agency	Not under suspension based on execution of a Bid/Proposal Securing Declaration pursuant to ITA 4.5.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant.	Must meet requirement	N/A	Must meet requirement	N/A	Form PER-1

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	Litigation History	No consistent history of court/arbitral award decisions against the Applicant since 1 st January 2021 ³	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form PER-1

³ 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.



TECHNICAL EVALUATION CRITERIA FOR PROVISION OF OFFICE EQUIPMENT ITEMS

Note: Please attach relevant document to support the option you have selected in technical evaluation. In case, supporting documents found missing/not verified, score of the concerned field will be marked as “Nil/0”

NAME OF THE COMPANY: _____

1)	EXPERIENCE /NUMBER OF YEARS (Related)		Marks 20 Nos
	> =10 years	20	(Attach Supply orders as proof)
	>=05 & <10 years	15	
	<05 years	10	
2)	NUMBER OF CLIENTS/ CUSTOMERS		Marks 15 Nos
	> =10 Clients	15	(Attach PO of various Clients)
	>=05 & <10 Clients	10	
	<05 Clients	05	
3)	COMPANY BANK STATEMENT (Credit Transferred)		Marks 15 Nos
	20 Million & above	15	Attach bank statement of FY 2025-26 (Jul-25 to Jun-26)
	>=15 Million & < 20 Million	10	
	>=10 Million & < 15 Million	05	
4)	COMPANY PROFILE		Marks 15 Nos
	Distributor	15	Proof will be attached
	Partner/Authorized Dealer	10	
	Reseller	05	



5)	Acknowledgment / Recommendation letter from different various Govt. / Semi/ Corporate, Department etc. (Attach documents as proof)	Marks 10 Nos
	For each department letter 2 point, For 5 department & more 10 points	

Total Marks = 75 & Passing Marks = 50

Company Owner's Name: _____

Designation: _____

Authorized Signature: _____



Section IV - Application Forms

Table of Forms



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Application Submission Letter

Date: _____

Tender/ITB No. and title: **NADRA-RHO-KP-PRQ/02-2026**

(Pre-qualification of Contractors/Companies for Office Equipment Items)



To: NADRA RHO Peshawar

We, the undersigned, apply to be pre-qualified for the referenced Tender/ITB 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, 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 Pre-qualification process, the corresponding Bidding process or execution of the Contract:

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

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



o 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 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
- (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

Applicant Information Form

Date: _____

Tender No: **NADRA-RHO-KP-PRQ/02-2026**

(Pre-qualification of Contractors/Companies for Office Equipment Items)

Page 01 pages 02



Applicant's name [insert full name]
In case of Joint Venture (JV), name of each member: [insert full name of each member in JV]
Applicant's actual or intended country of registration: [indicate country of Constitution]
Applicant's actual or intended year of incorporation: [indicate year of Constitution]
Applicant's legal address [in country of registration]: [insert street/ number/ town or city/ country]
Applicant's authorized representative information Name: _____ 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 4.1. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. ☐ In case of state-owned enterprise or institution, in accordance with ITA 4.6 documents establishing: • Legal and financial autonomy • Operation under commercial law • Establishing that the Applicant is not under supervision of the Procuring Agency
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: _____

Tender No: **NADRA-RHO-KP-PRQ/02-2026**

(Pre-qualification of Contractors/Companies for Office Equipment Items)

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. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin [If Applicable] : Date of last inspection:			
17. Quality Assurance Certification [If Applicable] (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: _____

Tender No. and title: **NADRA-RHO-KP-PRQ/02-2026**

(Pre-qualification of Contractors/Companies for Office Equipment Items)

Page 01 of 02 pages

1. Financial data

Type of Financial information in (PKR)	Historic information for previous 3 (three) financial years (Amount in PKR equivalent)				
	Year 1	Year 2	Year 3		
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PAT)					
Information from Bank Statement (If no Financial Statement)					
Total Credit (of last 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: _____

Tender No. and title: **NADRA-RHO-KP-PRQ/02-2026**

(Pre-qualification of Contractors/Companies for Office Equipment Items)

Page 02 of 02 pages

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for 03 years or Bank Statement of last 6-months 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 are copies of financial statements⁴ for the last three years or Bank Statement of last 6 months required above; and complying with the requirements.

Signature & Stamp

(Authorized representative(s) of the Applicant)

⁴ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application or if it is replaced with Bank Statement, the reason for this should be justified. Bank Statement must be for six months not earlier than 3 months from the date of Application.

Form- EXP-1

Contracts/WOs/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, if Joint Venture]

Applicant's Name: _____

Date: _____

Joint Venture Member Name, if any: _____

Tender No. and title: **NADRA-RHO-KP-PRQ/02-2026**

(Pre-qualification of Contractors/Companies for Office Equipment Items)

Page 01 of 03 pages

1. Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
☐ Contract non-performance did not occur since 1 st January 2021 specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
☐ Contract(s) not performed since 1 st January 2021 specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (PKR)
	[insert amount and percentage]	Contract Name & No: Name of Procuring Agency: Reason(s) for non-performance:	

Applicant's Name: _____ Date: _____ Joint Venture Member Name, if any: _____ No. and title: NADRA-RHO-KP-PRQ/02-2026 (Pre-qualification of Contractors/Companies for Office Equipment Items) Page 02 of 03 pages			
2. Pending Litigation, in accordance with Section III			
☐ 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 Dispute	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (PKR)
		Contract Name & No: Name of Procuring Agency: Matter in dispute: Party who initiated the dispute: Status of dispute:	

Tender

Applicant's Name: _____

Date: _____

Joint Venture Member Name, if any: _____ Tender

No. and title: **NADRA-RHO-KP-PRQ/02-2026**
 (Pre-qualification of Contractors/Companies for Office Equipment 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 Net Worth	Contract Identification	Total Contract Amount (PKR)
		Contract Name & No: Name of Procuring Agency: Matter in dispute: Party who initiated the dispute: Court/ arbitral award decision:	



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:

[illegible]



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:
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 Passport No.)	Father's / Husband's name in full	Current Nationality	Any other National (ties)	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 Pre-qualification Application

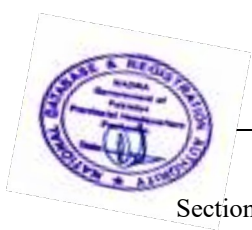
List of Documents (To be attached with proper tagging)	Tag/Page Number
Eligibility Documents	
1. All pages of Pre-qualification documents duly signed/stamped by applicant.	
2. Documentary evidence / certificate of Registration of company in Pakistan	
3. Undertaking (on Stamp Paper) that the Applicant is not blacklisted or debarred by any government, regulatory or other body	
4. Valid Certification of Registration for NTN/STN	
5. Print of Active Taxpayers Compliance Level with FBR	

Note:

1. Any incomplete/tempered/forged/counterfeit information will fall under disqualification from the Tender
2. Selected Bidder(s) to ensure availability of stock for the said period of open framework agreement.
3. Procuring Agency reserves the right to exercise the Public Procurement Rule 16A (5) i.e. The Procuring Agency may on need basis pre-qualify new suppliers or service providers during continuity of Framework Agreements with previously pre-qualified Contractors.

Signature & Stamp

(Authorized representative(s) of the Applicant)



Section V - Eligible Countries

Eligibility for the Provision of Office Equipment 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 Admin Department of NADRA RHO Peshawar on the following e-mails. NADRA will protect the personal and confidential information of the Applicant, in this regard:
 - proc.psh@nadra.gov.pk
 - khalid.jan@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. NADRA RHO Peshawar 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.

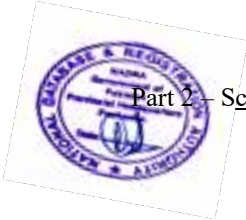


Signature & Stamp

(Authorized representative(s) of the Applicant)

PART 2 – Scope of Works





Section VII - Scope of Work

(Office Equipment Items)

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1. Scope of Works

1.1 BACKGROUND

NADRA Peshawar Region is currently managing the more than 250 different operational and project offices in Khyber Pakhtunkhwa. These offices are providing registration and other related facilities to the general public.

1.2 AREA OF WORKS

The suppliers/companies will be pre-qualified for the Office Equipment Items at NADRA RHO Peshawar for different NADRA operational and project offices established within NADRA Peshawar Region. NADRA Peshawar Region is consisting of field offices across the 37 districts of the KP Region. The Office Equipment Items may be required at any of NADRA Office located within above mentioned Districts of KP

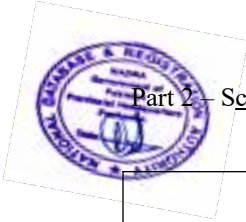
After conclusion of the Pre-qualification process, Open Framework agreement will be signed with pre-qualified Contractors/Companies by NADRA RHO Peshawar.

1.3 SCOPE OF WORK

Following table elaborate the scope of required WORKS to achieve the objectives of the Framework Agreement(s) through this Pre-qualification. The provision of required Office Equipment Items shall be as per agreed terms, however this initial detail of items is provisional and other works may be added or deleted in invitation for bidding documents:

OFFICE EQUIPMENT ITEMS		
Air Conditioner (Split type)	Note Detector	Electric Water Cooler
Air Conditioner (Cassette Type)	Water Cooler	All type of Fire Extinguishers
Air Conditioner (FSU)	Exhaust Fan	UPS Batteries (Lead Acid)
Bracket Fans	Voltage Protectors	Water Dispenser 3-Tap
Pedestal Fans	LED Lights	LED TV
Cassette Fan	Air Cooler	IP Phone set
Ceiling Fan	Digital Safe	UPS Batteries (Gel)
Fan Heater	Air Blower	Vacuum Cleaner
Metal Detector	Insect Killer	
Paper Shredder	Surge Protecting Devices	





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Note:

1. Any other items/equipment etc. as per requirement as mentioned in required specifications, scope of supplies and schedule of requirements may find necessary shall be provided by contractor on demand of procuring agency.
2. Detail specifications of each item(s)/work will be shared with pre-qualified bidder(s) at the time of issuance of RFQs.

2. Duration and Type of Agreements

Detailed scope of supplies, Contract Duration and Type of Works for Framework Agreement will be shared with the pre-qualified Contractors for Office Equipment Items of NADRA RHO Peshawar.

