



**INVITATION FOR PRE-QUALIFICATION FOR
PRINTERS/PRINTING PRESS FOR NEPRA PRINTED
STATIONERY ITEMS (INCLUDING STATE OF INDUSTRY
REPORT & ANNUAL REPORT) THROUGH OPEN FRAMEWORK
AGREEMENT(S)**

Tender No. 08/2026

National Electric Power Regulatory Authority
NEPRA Tower, Attaturk Avenue (East)
G-5/1, Islamabad
Phone: 051-2013200, Fax: 051-9210215
www.nepra.org.pk



**National Electric Power Regulatory Authority
(NEPRA)**

Tender No. 08/2026

**INVITATION FOR PRE-QUALIFICATION OF PRINTERS/PRINTING
PRESS FOR NEPRA PRINTED STATIONERY ITEMS THROUGH
OPEN FRAMEWORK AGREEMENT(S)**

National Electric Power Regulatory Authority (NEPRA), a statutory body constituted under Act of Parliament (XL of 1997) to regulate the provisions of electric power sector. NEPRA invites applications from the Printers / Printing Press for supply of printed Stationery items (Letterheads, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Report & State of Industry Report) through Open Framework Agreement(s) having set up at Rawalpindi/Islamabad and are:

- i)- Registered with Income Tax /Sales Tax Departments.
- ii)- In active taxpayers' list of the FBR.
- iii)- Having minimum five (05) years relevant experience.

2. Pre-qualification/hiring documents, containing detailed terms and conditions, detail of items, method of hiring, procedure for submission of documents, bid security, opening of proposals, evaluation criteria, clarification/rejection of proposals etc. are available for the interested bidders for free of cost at websites www.nepra.org.pk/tenders and www.ppra.org.pk.

3. Only the hired firms shall be entitled to participate in the procurement proceedings after signing the open framework Agreements with the procuring agency for a period of three years, and the Invitation for call of Quotation will also be sent to the Pre-qualified Applicants subsequently.

4. The proposals, prepared in accordance with the instructions in the pre-qualification documents, must reach at the Office of the Director General (Admin/HR), NEPRA on or before 22nd day of September, 2026 @ 1400 hours. The proposals will be opened on the same day at 1430 hours. This advertisement and necessary tender documents are also available on NEPRA & PPRA websites at www.nepra.org.pk/tenders and www.ppra.org.pk respectively and may be downloaded free of cost.

MR. WASIM ANWAR BHINDER
Director General (Administration/HR)
NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad
PABX: +92 51 2013200, Fax: 051-9210215,
www.nepra.org.pk, info@nepra.org.pk

SECTION – I

Schedule to Tender

Sr.#	Activity Description	Schedule
1	Tender No.	No. 08/2026
2	Pre-Qualification Document (PQD)	Downloaded from PPRA / NEPRA websites free of cost.
3	Time & Last Date of Depositing EOI	22 nd day of September, 2026 upto 1400 hrs
4	Time & Date of Opening of Tender Bid	22 nd day of September, 2026 @ 1430 hrs
5	Services to be offered	Printing & Supply of Letterheads, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Reports and State of Industry Reports (SIR) etc through Open Framework Agreement
6	Period of Contract	3 years from the date of award of contract.
7	Amount of Bid Security to be Deposited	Rs. 20,000/- in the form of Pay Order/Call Deposit in favour of NEPRA
8	Amount of Performance Security	Rs. 50,000/-
9	Cost of Pre-Qualification Document	Free of cost

1. **INTRODUCTION:**

National Electric Power Regulatory Authority (NEPRA), has been established as an independent Regulatory Authority under section 3 of Generation, Transmission and Distribution of Electric Power, Act 1997 for regulating the provision of electric power sector in Pakistan.

This Pre-Qualification Document (PQD) enlists the criteria for Printers / Printing press to place them on NEPRA's Panel for Printing of Letterheads, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Reports and State of Industry Reports (SIR) etc through Open Framework Agreement(s). Bidders are required to provide information as desired vide F/A of these documents.

2. **OBJECTIVE:**

Enlistment of Printers / Printing press for Printing & Supply of Letterhead, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Reports (AR) and State of The Industry Reports (SIR) etc through Open Framework Agreement.

3. **SCOPE OF WORK:**

Printing & Supply of Letterhead, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Reports (AR) and State of Industry Reports (SIR) etc are common use items and are required by the NEPRA on recurrent basis; hence, suppliers are required, who can provide same on requirement/demand basis within seven (07) days of issuance of work order / call-off quotation.

4. **ELIGIBLE BIDDERS:**

Only those press and firms who have valid registration(s) and setup at Rawalpindi & Islamabad can participate. The Income Tax and Sales Tax registration certificates must be attached with the sealed company profiles along-with evidences of relevant works.

5. **ELIGIBILITY CRITERIA:**

MANDATORY REQUIREMENTS FOR BIDDERS

Sr. No.	Parameter	Yes	No
i.	Tax Registration		
ii.	Active Filer Status		
iii.	Copy of NTN & STN		
iv.	Bidder(s) having at least experience of 5 years		
v.	Affidavit for Non-Black listing of firm on Rs. 100 Stamp paper as per specimen provided at Annex-A		
vi.	Conflict of Interest undertaking as per specimen provided at Annex-B		

Note:

- Proof of aforesaid parameters must be provided.
- Bidders who fail to provide supporting documents will not be entertained.

Name of the Bidder: _____

6. **Undertaking:**

That the information submitted in the Pre-Qualification Documents is true; whereby, found false or deceptive, NEPRA reserves the right to disqualify the bidder from existing and all of the future biddings as per PPRA Rules.

Seal and Signature of the bidder with date:

.....
General Terms and Conditions

7. Bid Security amounting to Rs. 20,000/- (refundable) in the form of Pay Order/ Call Deposit in favour of NEPRA must be attached with the submitted bid(s). No bid will be accepted without the bid security.
8. Successful bidder(s) will submit an amount of Rs. **50,000/-**, as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
9. Delivery of printed Letterhead, File Covers, Visiting Cards, PVC Medical Cards and Envelops, Annual Reports (AR) and State of Industry Reports (SIR) etc through Open Framework Agreement shall be made by the successful bidder(s) at NEPRA Tower without any extra/additional charges within 7 days of issuance of call off order/purchase order/work order. In case of non-compliance, Rs. 500/- will be deducted per day from the payable amount.
10. The bidder(s) must attach substantial evidence with the bid regarding their registration with FBR for income tax and GST, active tax payer and minimum five years' experience and an affidavit that the firm has not been blacklisted by any Government/Semi Government organization.
11. NEPRA shall evaluate the Prequalification Proposals in a manner prescribed in advance and may reject any Proposal which doesn't conform to the specified requirements.
12. For each call off quotation, NEPRA shall call up quotations in sealed envelope as annexed (F/B) to this document from the pre-qualified suppliers on its panel and award the work to the supplier who quoted the lowest rates; however, if two or more pre-qualified suppliers quote same rates for either of the job assignments, **the bidder/firm who may provide the required supplies in the shortest possible time, will be given preference.**
13. After the pre-qualification, the shortlisted suppliers will have to sign the agreements within 7 days after intimation by NEPRA; otherwise, will be debarred from the right of placement on NEPRA's panel.

14. Payment to the selected vendor will be made by NEPRA within two weeks on production of the following subject to deduction of all taxes as per government law:
 - (a) Bill(s) in original
 - (b) Delivery Challan(s)
 - (c) NEPRA Purchase Order(s)
15. The bidder himself will be responsible for ensuring that the EOI submitted is in accordance with the instructions stated herein. Any EOIs not submitted within the prescribed deadline will not be considered / entertained.
16. The bidder cannot modify or withdraw his bid after submission.
17. NEPRA reserves the right to forfeit the performance security deposit in case of breach of any clause of the contract by the contractor.
18. Sealed PQD along-with required documents must be delivered to this office by 22nd day of September 2026 before 1400 hrs and will be opened the same day at 1430 hrs in the presence of available participants.
19. NEPRA may on need basis pre-qualify new suppliers or service providers during continuity of framework agreements in terms of Regulation 16(A)(5) of PPRA Rules, with previously pre-qualified suppliers or service providers.
20. NEPRA reserves the right to accept or reject all bids as per PPRA rules.
21. Bidders are also required to submit the details on the prescribed proforma attached herewith the tender documents for correspondence. Moreover, the bidders are also required to provide complete profile, product line details and names of the clients on bidder's approved panel.
22. **Provisional Annual Estimate**

The provisional annual estimates including description, specification, statement of requirements and quantities, based on rational demand estimates would be as per below:

○ Printing of Letterhead	x	13000 per year (approximately)
○ File Covers	x	30000 per year (approximately)
○ Visiting Cards	x	on the basis of need
○ Envelops 9 x 4	x	7000 per year (approximately)
○ Annual report	x	500 per year (approximately)
○ State of Industry Report	x	500 per year (approximately)
○ PVC Medical Cards	x	on the basis of need
○ Also other printing work	x	on the basis of need

Pre-qualification Criteria

Evaluation Criteria of the contesting bidding firms/ contractors will be carried out on the basis of following procedure:

Description	Maximum Marks
1. Relevant Experience & Past Performance* A. Supply of printed material to Government/Autonomous Bodies during last 03 years (Projects Handled/in hand @ each project's worth Rs. 100,000/- and above) (a) Upto 05 Projects (b) 06 to 10 Projects (c) 11 to 15 Projects (d) 16 to 20 Projects (e) 21 & above *Subject to provision of copies of the work orders/supply orders issued.	25 Marks 05 Marks 10 Marks 15 Marks 20 Marks 25 Marks
B. Similar Job/Contract Completed (Annual Reports/any other 04 colors book during last 03 years)* (a) 02 projects (b) 04 projects (c) Above 04 Projects *Sample/Proof must be provided (work order/purchase order)	25 Marks 10 Marks 20 Marks 25 Marks
2. Capabilities with respect to Personnel, Equipment and Plant*: A. Equipment/Machinery (Baby Rota/GTO/Solna/Heidelberg/Cutting & Binding etc setup under one roof): Latest Machinery/Equipment (Solna/Heidelberg) Old Machinery/Equipment (Baby Rota/GTO) Cutting & binding setup B. Personnel (skilled of employees/labour workforce) Upto 10 More than 10 *The detail of equipment & work force must be attached.	30 Marks 20 Marks 10 Marks 05 Marks 05 Marks 10 Marks 07 Marks 10 Marks
3. Financial Strength/Compliance (Proof must be provided) (i) Financial/Bank Statement (last two years turn over 3 million)	10 Marks 10 Marks
4. Sample Design of Reports (Title Cover) 02 x NEPRA Annual Report sample 02 x NEPRA State of Industry Report sample (Only latest and attractive designs will be accepted)	10 Marks 05 Marks 05 Marks
Total Marks	100
Passing Marks	75

The proposals without evidence/supporting documents will be rejected. Minimum marks for pre-qualification are 75 in all aspects of criteria.

23. NEPRA shall pre-qualify all vendors, or such vendor as may be deemed appropriate by the Authority bidders for the supply of printed Letterhead, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Reports (AR) and State of Industry Reports (SIR) and other printing items through Open Framework Agreement at NEPRA for a period of three (03) years; whereby, call off orders/call up quotations will be placed as per the specimen attached to this document.

24. **GENERAL INSTRUCTIONS TO THE BIDDERS**

- i. The interested Printers / Printing press for Provision of printed Letterhead, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Reports and State of Industry Reports through Open Framework Agreement having the requisite registration(s) and a proper setup in Rawalpindi /Islamabad can submit their documents for pre-qualification.
- ii. The interested firms themselves will be responsible for ensuring that the PQDs submitted are in accordance with the instructions stated herein. Any proposal not submitted within the prescribed deadline will not be considered / entertained.
- iii. The intended firm cannot modify or withdraw its proposal after submission.
- iv. This Pre-Qualification Process is only for shortlisting the Printers / Printing press for Provision of printed Letterhead, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Reports and State of Industry Reports (SIR) etc through Open Framework Agreement on recurring supply basis. A meeting of all the participants may be held before the finalization of the list of Pre-Qualified suppliers.
- v. The proposals submitted by the firms shall be evaluated as per the criteria mentioned above for pre-qualification of Printers / Printing press for placement on NEPRA's Panel as supplier of printed Letterhead, File Covers, Visiting Cards, PVC Medical Cards, Envelops, Annual Reports and State of Industry Reports (SIR) etc through Open Framework Agreement(s).
- vi. NEPRA reserves the right to de-list all the of Pre-Qualified Suppliers from its panel at any stage as per PPRA Rules.
- vii. In case, any pre-qualified supplier is placed on NEPRA's Panel, it would not confer any right whatsoever for any payment unless they have delivered the supplies as per the purchase order.
- viii. Upon pre-qualification, the pre-qualified supplier shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other Service Provider or organization by whatever name be called without the prior written consent of the designated NEPRA Official.
- ix. NEPRA reserves the right to cancel/nullify the received quotes on the basis of rates reasonability.
- x. Each successful bidder will have to submit the conflict-of-interest certificate to NEPRA on the prescribed format along-with the signed Open Framework Contract Agreement.



BASIC INFORMATION OF APPLICANT

Prospective Applicant

- (a) Name: _____
- (b) Address of the corporate headquarters and its branch office (s), Pakistan: _____
- (c) Date of incorporation and / or commencement of business: _____
- (d) Type (corporation, partnership, etc): _____
- (e) Telephone No: _____
- (f) Cell No: _____
- (g) Fax: _____
- (h) Email: _____
- (i) NTN Registration No. _____ and STN _____
- (j) Registration with professional body: _____

Details of individual (s) who will serve as the point of contact / Communication for the Bidder's company:

- (a) Name: _____
- (b) Designation: _____
- (c) Address: _____
- (d) Telephone No. _____
- (e) Cell No. _____
- (f) E-mail address: _____
- (g) Fax No. _____

Signature & Seal of Authorized Representative



CALL OFF ORDER / CALL UP QUOTATIONS

To,
ABC, Resident Off,
Islamabad/Rawalpindi.
Tel:

Subject: **CALL OFF QUOTATION FOR PRINTED MATERIAL**

In pursuance of Pre-Qualification Document No. ____/2026 and the Open Framework Contract Agreement between NEPRA and your Company/Firm, the call off order is placed for the supply of following items in terms of relevant provisions of the pre-qualification documents and contract agreement:

Sr. No.	Parameter	Qty	Unit Price without GST	Total Price inclusive of Tax
1.	Printing of Letterhead (03 Colour, Paper 80 gm, imported)			
2.	File Covers (Art card 300 gm, 03 Colour, Two side lamination)			
3.	Visiting Cards (Fancy/art card, 300/350 gm, 3 colour)			
4.	PVC Medical Cards			
5.	Envelops 9 x 4 (single colour, paper 80 gm, imported)			
6.	Annual Report Title 350 gm Art Card with UV Printing, Inner pages 128 gm Art Paper with 04 colour printing			
7.	State of Industry Report Title 350 gm Art Card with UV Printing, Inner pages 128 gm Art Paper with 04 colour printing			
Total Price without Tax				
Total GST				
Total Price Inclusive of Taxes				

Notes: As per the General Terms and Conditions, Clause-12 of the tender document, if two or more pre-qualified suppliers quote the same rates for printing items, preference will be given to the bidder/firm that can supply the items in the shortest possible time.

The bidder is required to quote rates for each and every items listed above on this call of quotation. In case of non-provision of rate of even single item the quotation of that lot will be cancelled.

The bidders may visit NEPRA's store for sample to ensure supply of quality items.

The Purchase Orders will be issued separate for each order to the lowest evaluated bidder.

2. You are required to fill in the table above and submit rates within ten (10) days of issuance of this call off order at the office of Director General (Admin./HR), NEPRA Tower Attaturk Avenue (East), G-5/1, Islamabad in a sealed envelope.

Assistant Director (Administration)

Submission:

I hereby take on to deliver the above quoted products within _____ number of days after receipt of the work order from NEPRA.

Seal of Bidder
(Name of Bidder)
Date: _____

Affidavit for Non-Blacklisting of Firm
[PRINT ON STAMP PAPER]

Non-judicial stamp paper (with a value of Rs. 100)

Date: _____

AFFIDAVIT

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- is not in *bankruptcy* or liquidation proceedings;
- has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any *misrepresentations* or concealing any material fact and detail;
- has not been convicted of, fraud, *corruption*, collusion or money laundering;
- is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for *ineligibility* or disqualifications

(Stamp of Company)

(Signatures of Authorized Rep)

Company Name

Attestation by Oath Commissioner and/or Notary Public

CONFLICT OF INTEREST UNDERTAKING

Undertaking

I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- i. No NEPRA official or employee has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- ii. No NEPRA official's or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- iii. No retired or separated NEPRA official or employee, who has been retired or separated from the organization for less than two (2) years has an ownership interest in vendor's company.
- iv. No NEPRA official or employee is contemporaneously employed or prospectively to be employed with the vendor.
- v. Vendor hereby declares it has not and will not provide gifts or hospitality of any rupee value or any other tokens to any NEPRA official or employee to obtain or maintain a contract.
- vi. Please note any exceptions below:
 - a. Vendor Name: _____
 - b. Vendor Phone No: _____
 - c. Conflict of Interest Disclosure:
 - i. Name and designation of NEPRA Official, employee or immediate family members with whom there may be a potential conflict of interest: _____
 - ii. Relationship to official: _____
 - iii. Interest in vendor's company: _____
 - iv. Any other information: _____

4. I certify that the information provided is true and correct by my signature below:

Name & Signature of Vendor: _____

Date: _____

CNIC /NTN No: _____

Witness Information:

1. Name: _____
CNIC No.: _____

2. Name: _____
CNIC No.: _____

**OPEN FRAMEWORK CONTRACT AGREEMENT FOR SUPPLY OF
Printed Stationery Items, NEPRA State of Industry Report and Annual Report**

THIS open framework contract Agreement for supply of Printed Stationery items, NEPRA State of Industry Report and Annual Report (hereinafter called the “Agreement”) is made on....., 2026.

BY AND BETWEEN

National Electric Power Regulatory Authority (NEPRA) having its registered office at NEPRA Office building, Ataturk Avenue East, G-5/1 Islamabad, through Mr. Tufail Ahmed, Director (Administration) (hereinafter referred to as the “Client”, which expression shall where the context so permits, be deemed to include its successor-in-interest and pennitted assigns) of the one part;

AND

M/s having its registered office at(hereinafter referred to as the “Contractor”) which expression shall where the context so permits, be deemed to include its successor-in-interest and pennitted assigns) of the other part;

The Client and the Contractor shall, hereinafter collectively be referred to as the “Parties” and individually as the “Party”.

RECITALS

- i. Whereas, the Contractor intends to provide services for provision of Printed Stationery Items, NEPRA State of Industry Report and Annual Report (“Services”) at the NEPRA Tower, Attaturk Avenue (East) G-5/1, Islamabad as per open framework agreement in line with approved tender document (**Annexure-I**) and the Contractor has been short-listed as prequalified ip the bidding process;
- ii. Whereas, the Client is desirous to hire the Services of the Contractor and the Contractor has agreed to provide the same to the Client for such time period and on such terms and conditions as agreed herein

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which hereby acknowledged, the Parties agree and covenant as follows:

SCOPE OF WORK

1. The Contractor shall supply the paper reams at the NEPRA Tower, Attaturk Avenue (East) (G-5/1, Islamabad (“Client’s Premises”)) after receiving a call off order for Printed Stationery Items, NEPRA State of Industry Report and Annual Report (**Annexure-I**) from the Client and shall not charge any supply/transportation charges, as stated in the tender documents.
2. For each call off order, NEPRA shall call up quotations in sealed envelope as annexed (**Annexurer-I**) to this document from the contractors on its panel and award the work to the supplier who has quoted the lowest rates.
- 3 . If two or more contractors quote same rates for the supply of Printed Stationery Items, NEPRA State of Industry Report and Annual Report the contractor who has provided the supply of in the shortest possible time will be awarded the job in hand.
4. In case the Contractor fails to supply assignment in the stipulated time as mentioned in the call off order, the Contractor shall be penalized with the fine of Rs. 500/- per day beyond the specified time
5. Quality and quantity of the items demanded by the Client shall not be compromised by the Contractor, same shall be checked and approved by the representative of the Client.
6. NEPRA may on need basis pre-qualify new suppliers or service providers or contractors during continuity of famework agreements with previously pre-qualified suppliers or service providers or contractors .

7. NEPRA reserves the right to de-list all the of Pre-Qualified Suppliers from its panel at any stage as per PPRA Rules.
8. In case, any pre-qualified supplier is placed on NEPRA's Panel it would not confer any right whatsoever for any payment unless they have delivered the supplies as per the call off order.
9. NEPRA reserves the right to cancel/nullify the received quotes on the basis of rates reasonability.
10. This Agreement shall remain valid for a period of three years with effect from2026 to2029.

Section – 2
General Terms and Conditions

1. This stipulations mentioned in the advertisement, tender documents, call off order shall be part & parcel of this Agreement.
2. The Contractor will submit the bid security of Rs. 50,000/- (Rupees Fifty Thousand only) (refundable) in the form of pay order in favour of NEPRA as performance security deposit along-with signed agreement. The security amount will be released on completion of contract period.
3. The Contractor will not transfer, assign, pledge or subcontract the assigned job to any other firm.
4. The Contractor con not modify or withdraw the rate list after submission of the quotation.
5. Supply of the paper reams should be made in the presence of the Client's representative and receipt(s) of each delivery may be signed and verified by both the Parties. Dedicated representatives of the Contractor shall provide their names and contact numbers to the Client for the purpose.
6. The Client shall make payments to the Contractor as per actual on pro-basis after successful delivery of original sale tax invoice, bill, delivery challan and copy of the purchase order (given by the client).
7. In case of any dispute or difference, the case will be settled amicably between both the parties.
8. In the event of failure of amicable settlement of dispute as above, either Party of this Agreement may refer the matter of dispute to arbitration under the provision of Arbitration Act, 1940 and the rules issued thereunder, at Islamabad, Pakistan.
9. The Client can include/exclude terms and conditions if required.
10. The Client reserves the right to forfeit the bid security in case of breach of any term of this Agreement by the Contractor.
11. If any vendor fails to submit quotations after being invited twice, their performance security may be forfeited and the vendor shall be blacklisted.

Section – 3
Currency of Agreement

The Agreement shall come into force immediately upon signing by both parties.

For and on behalf of Client (NEPRA)

For and on behalf of Contractor

Name: Tufail Ahmed
Designation: Director (Administration)
NEPRA, Islamabad

Name:
Designation:
Signature & Stamp

1. **WITNESS**

2. **WITNESS**

Name: _____

CNIC No. _____

Name: _____

CNIC No. _____