



## PROCUREMENTS THROUGH OPEN FRAMEWORK AGREEMENT(S)

### PREQUALIFICATION NOTICE

#### PROCUREMENT OF JANITORIAL ITEMS

#### PREQUALIFICATION NOTICE NO. NADRA-HQ-PRQ-51/2026

1. National Database and Registration Authority (NADRA), Ministry of Interior & Narcotics Control, Government of Pakistan invites applications from the experienced and interested eligible applicants as prescribed in the prequalification documents i.e. the firms registered with Income Tax & Sales Tax Departments and who are Active Tax Payers List (ATL) of the FBR for the supplies of Janitorial Items across all over Pakistan at NADRA HQ and Regional Head Offices for the period of 03 years in accordance with open framework agreements.
2. Prequalification Documents, containing application and detailed terms & conditions can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement) at given address from 9:00 AM to 16:00 PM (Monday to Friday) & upon payment of a non-refundable fee of Rs.2000/-. Payment of Tender document fee can be made through **Bank Deposit Slip in Bank HBL Account Title: NADRA Headquarters. Account # 0004600051009601.**
3. Rupees 500/-additional (courier charges) to be deposited, by the out stationed bidders for the purpose to purchase complete set of Bidding Documents. The complete set of Bidding Document will be send via Courier Services. Request for the same must reach at least 07 working days before closing date; else any delay liability cannot be claimed. Prequalification Documents are also available on NADRA official website for the interested applicants which can be viewed and downloaded from **tenders.nadra.gov.pk** free of cost.
4. All the applicants are requested to provide request for issuance of prequalification documents on company letterhead including nomination of authorized representative (Name & Designation) for presence at the time of opening.
5. The proposals, prepared in accordance with the instructions in the prequalification documents must reach at below mentioned address on or before **11:00** hours on **09<sup>th</sup> April, 2026**. Proposals will be opened on the same day at **11:30** hours. This advertisement is also available on PPRA website at [www.ppra.gov.pk](http://www.ppra.gov.pk).
6. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.
7. Prequalification Meeting to be held on **31<sup>st</sup> March, 2026** (11:00 AM) at NADRA HQ G-5/2 Islamabad.

PROCUREMENT DEPARTMENT

HEADQUARTERS NADRA

SHAHRAH-E-Jamhuriat, SECTOR G-5/2, Islamabad 44000.

Telephone: 051-90392868