

Pre-Qualification Document

Purchase of Stationery
(Goods)

National

Single Stage-Two Envelope



August 19, 2026

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Division), Assistant Superintendent
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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF GOODS

1. The **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)** has reserved Funds for the procurement planned for FY **2026-27**. The **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Purchase of Stationery**" with the reference of "**P74530**"
2. The **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)** intends to pre-qualify suppliers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended pre-qualification is the on-demand supply of "**Purchase of Stationery**" through subsequent signing of contract 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.
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 Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/74530>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Thursday, September 3, 2026 11:00 AM**. E-bids will be opened

using **EPADS v2.0** on the same day at **Thursday, September 3, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad
(Intelligence Bureau (IB) Division), Assistant Superintendent
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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for 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, Secondary Procurement process, 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 rules 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 Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the 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 Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract 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 Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified 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 Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

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 Contract Agreement. 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:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid 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. 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 Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

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 through ePADS as. The Procuring Agency will respond in writing through ePADS 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 through ePADS who have obtained the Prequalification Documents from ePADS, 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 through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

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 through online platform / **EPADS v2.0** as per 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 through ePADS 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 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

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 16.2:

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:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. 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.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. 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).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. 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)**.

11.4.2. 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:

11.4.2.1. 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).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. 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.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. 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;

11.4.4.2. 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.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit 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.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. 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.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. 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 through **EPADS v2.0**

19.2. 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.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. Sub-contractors

22.1. 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 Prequalification of Applicants

23. Evaluation of Applications

23.1. 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 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

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.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 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:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. 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

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

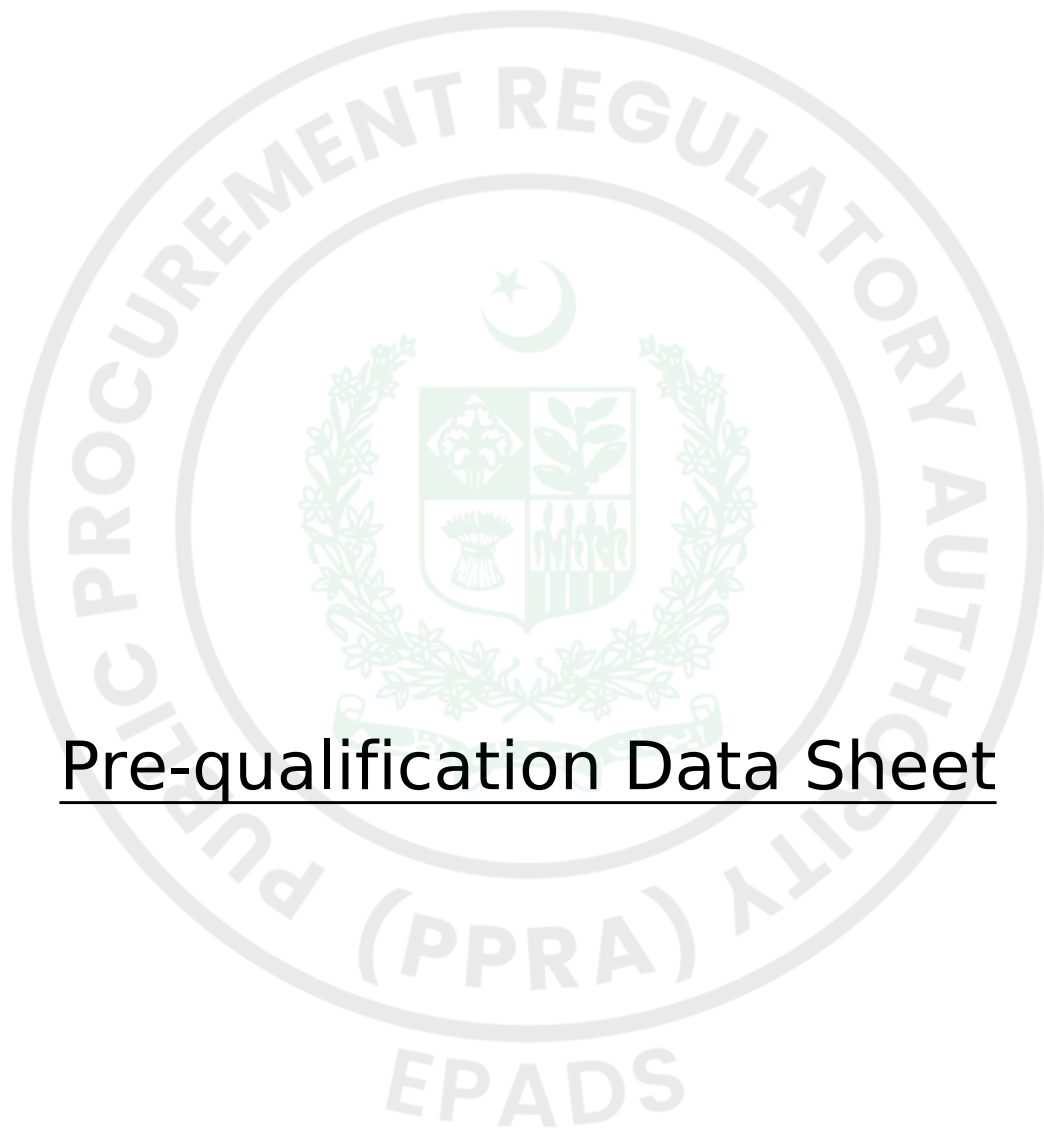
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P74530**

The Procuring Agency is: **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)**

List of Contracts:

See section items and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)**

The name of Project / Procurement is: **Purchase of Stationery**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Wednesday, August 26, 2026**

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause No 10

ITA No 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Thursday**

Date: **Thursday, September 3, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Thursday**

Date: **Thursday, September 3, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	

Evaluation Criteria

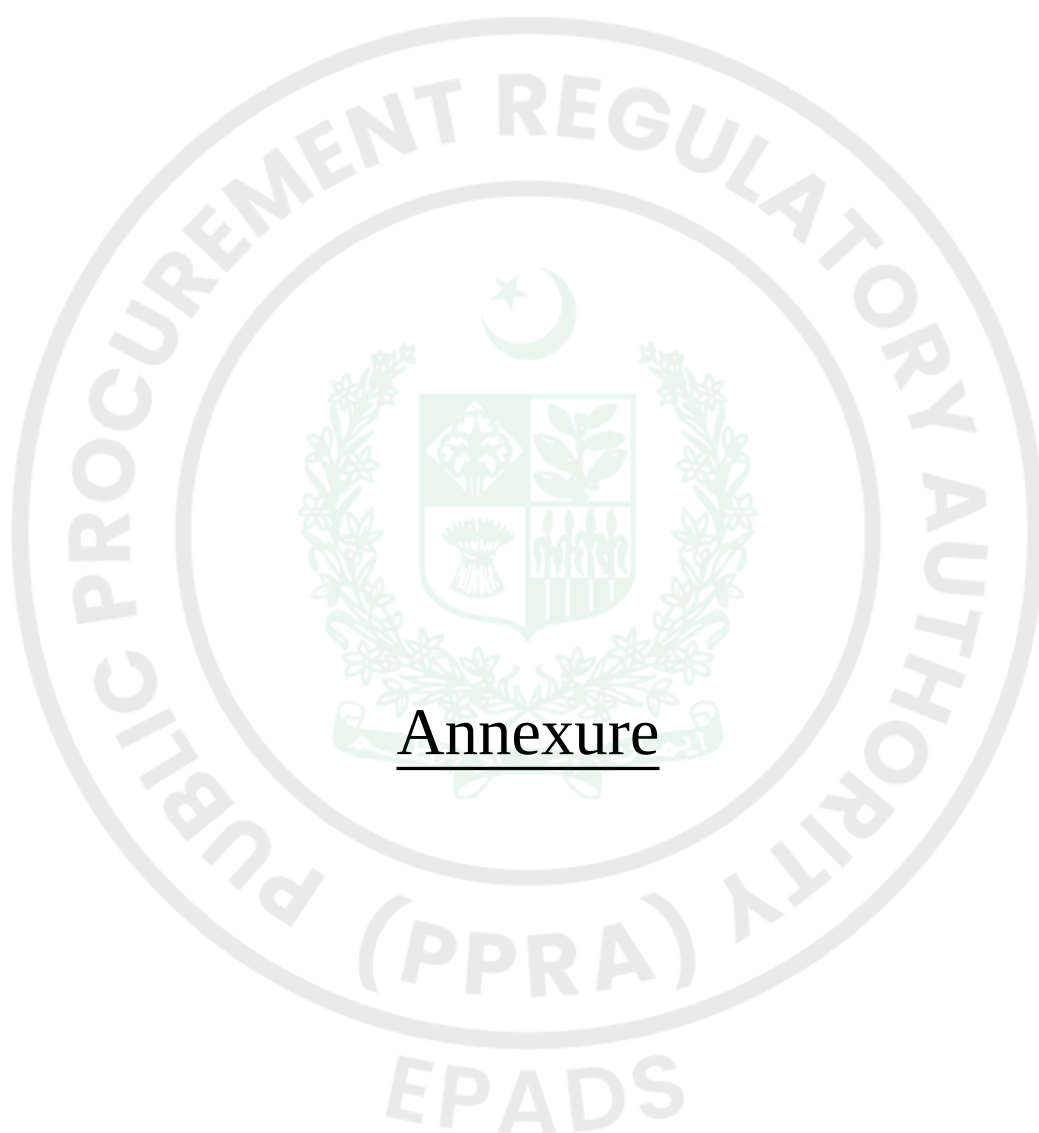
Quality Based Selection (QBS)

Weightage (With Financial Criteria)

Technical Evaluation Weightage	Financial Evaluation Weightage
70	30

Technical Marks	100
Passing Marks	60
Technical Evaluation Criteria	
CNIC copies of owners/director(s) of Firms/Companies/ Supplier/Contractor Incorporation Certificate / Form C Firm Registration Certificate (Quantitative)(Doc Required)	20
NTN/GST Certificate Proof of inclusion in FBR's Active Tax payer List (ATL) of Income Tax/Sales Tax (Quantitative)(Doc Required)	20
Original Affidavit for not blacklisting/not being involved in litigation (Quantitative)(Doc Required)	10
List of clients (Quantitative)(Doc Required)	5
List of managerial/technical staff (Quantitative)(Doc Required)	5
Financial statement: Audit Reports for last 02years/Tax Returns / bank account statement for last 02 years (Quantitative)(Doc Required)	10
Past Experience: copies of Work/Supply Orders/ Agreements with organizations/ departments/ministries etc Experience related to the similar assignments(years) • 10 years or more =30 • More than 05 years =15 • 03 to 05 years =10 • Less than 01 year =05 (Quantitative)(Doc Required)	30
Financial Marks	50
Financial Evaluation Criteria	
cost effectiveness (Quantitative)(Doc Required)	50





Annexure

PERFORMAFORFIRM/SUPPLIER

Technical Submission (Vendor)

Document Required

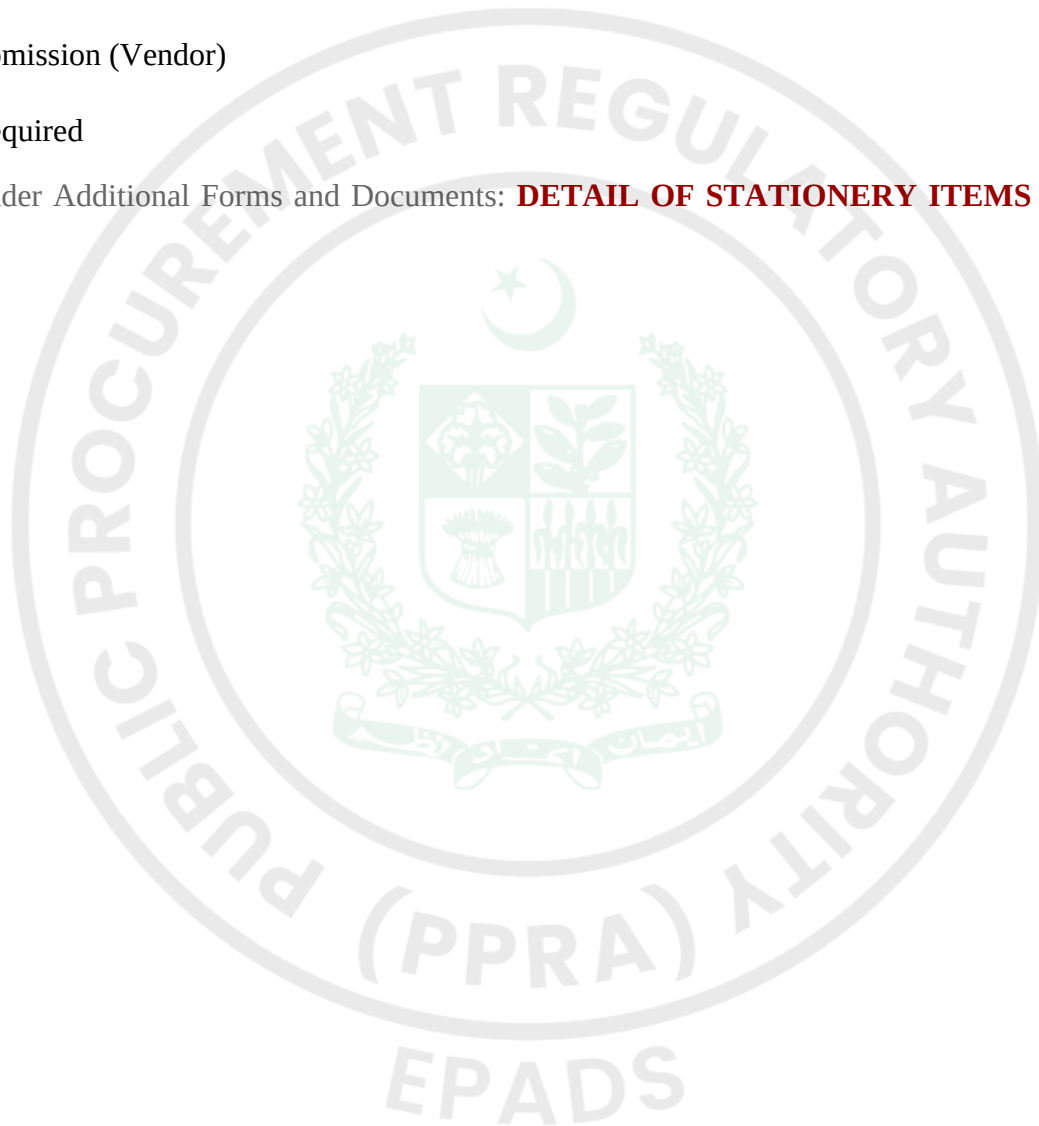
See Form Under Additional Forms and Documents: **PERFORMAFORFIRM/SUPPLIER** (page number: 30)

DETAIL OF STATIONERY ITEMS

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **DETAIL OF STATIONERY ITEMS** (page number: 31)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 34)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 35)







Additional Forms and Documents

PERFORMA FOR FIRM/SUPPLIER

Name of Firm/Company/Supplier /Contractor	
Address	
Name(s) of Owner/Director(s)	
Contact No.	
Email id:	
Year of Incorporation/Registration	
Incorporation No. Sales Tax Registration No.	
Previous Experience in year(s)	

i. Document submission checklist:

Sr No.	Details Of Document Submission	Yes /No
1.	CNIC copies of owners/director(s) of Firms/Companies/Supplier/Contractor	
2.	Incorporation Certificate/Form C Firm Registration Certificate	
3.	NTN/GST Certificate	
4.	Proof of inclusion in FBR's Active Taxpayer List (ATL) of Income Tax/Sales Tax	
5.	Original Affidavit for not blacklisting/not being involved in litigation	
6.	List of clients	
7.	List of managerial/technical staff	
8.	Financial statement: Audit Reports for last 02 years or Tax Returns/bank account statement for last 02 years	
9.	Past Experience: copies of Work/Supply Orders/Agreements with organizations/ departments/ministries etc	

ii. Please tick mark(☐) in relevant work you are participating:

Sr No.	Description	Tick ☐
1.	Purchase of Stationery	

Signature with stamp: _____ Name: _____ Designation: _

DETAIL OF STATIONERY ITEMS		
S. No	Description	Rate
1.	Attendance Register No-4	
2.	Ball point Piano Click or equivalent	
3.	Ball point Piano Cristal or equivalent	
4.	Ball Point Picasso or equivalent	
5.	Ball point Deer GoFlo or equivalent	
6.	Binder Clip Small Best quality or equivalent	
7.	Binder Clip Medium Best quality or equivalent	
8.	Binder Clip large Best quality or equivalent	
9.	Binding Tape 2” medium size best quality or equivalent	
10.	Calculator 14 Digit Fine quality or equivalent	
11.	Color full paper A-4 Size best quality (100 sheet) or equivalent	
12.	Cash Book No-8	
13.	Carbon Paper Best quality or equivalent	
14.	Diary Register No-8	
15.	Dispatch Register No-8	
16.	Dairy Small Best quality or equivalent	
17.	Dairy Medium Best quality or equivalent	
18.	Dairy Large Best quality or equivalent	
19.	Dak Folder Best quality or equivalent	
20.	Dak Folder Medium quality or equivalent	
21.	Drafting Pad Large Best quality or equivalent	
22.	Drafting Pad Large normal quality or equivalent	
23.	Drafting Pad Medium Best quality or equivalent	
24.	Drafting Pad Medium normal quality or equivalent	
25.	Drafting Pad Small Best quality or equivalent	
26.	Drafting Pad Small normal quality or equivalent	
27.	Double Tape Medium best quality or equivalent	
28.	Duster Cloth Yellow / white or equivalent	
29.	Envelop Khaki hard paper SE-5 or equivalent	
30.	Envelop Khaki hard paper SE-6 or equivalent	
31.	Envelop Khaki hard paper A-4 or equivalent	
32.	Envelop Khaki FS or equivalent	
33.	Envelop white F/S Cloth or equivalent	
34.	Envelop white Paper A-4	
35.	Envelop white Paper 4x9 (SE-5)	
36.	Envelop white Paper 5x 11 (SE-6)	
37.	Eraser Dg 50 or equivalent	
38.	File Cover A-4 Size best quality	
39.	File Cover F/S best quality	
40.	File Cover Hard Plastic A-4 Size best quality	
41.	File Cover Hard Plastic F/S best quality	
42.	File Board F/S best quality	
43.	Fluid Pen Best quality or equivalent	
44.	Fax Roll Panasonic 210 mm x30 meter or equivalent	
45.	Form Stock Register No-8	
46.	Gum 1000 Gram Bottle or equivalent	
47.	Gum Stick 20 gm UHU imported or equivalent	

48.	Gum Stick 20 gm Dollar or equivalent	
49.	High lighter Pelican or equivalent	
50.	High lighter Dollar or equivalent	
51.	Hard chart sheet A-4 best quality or equivalent	
52.	Hard chart sheet F/S best quality or equivalent	
53.	Log Book No-8	
54.	Led pencil Gold Fish or equivalent	
55.	Marker Dollar or equivalent	
56.	Marker Permanent large best quality or equivalent	
57.	Movement Register No-8	
58.	Note Sheet Pad A-4(100 Pages) 80 Gram local paper or equivalent	
59.	Photostat paper 80 gram A-4 Imp (500 sheet) or equivalent	
60.	Photostat paper 80 gram F/S Imp (500 sheet) or equivalent	
61.	Photostat paper Copy Mate A-4(500 sheet) or equivalent	
62.	Photostat paper Copy Mate F/S(500 sheet) or equivalent	
63.	Plastic Sheet A-4 Size best quality (100 Sheets) or equivalent	
64.	Plastic Sheet F/S Size best quality (100 Sheets) or equivalent	
65.	Pol Register No-8	
66.	Peon Book 96 pages	
67.	Post it pad 3x2 or equivalent	
68.	Post it pad 3x3 or equivalent	
69.	Post it pad 3x5 or equivalent	
70.	Paper Clip 36 mm or equivalent	
71.	Paper Pin 30mm or equivalent	
72.	Punch Single hole (Superior) or equivalent	
73.	Packing Tape 2” medium size best quality or equivalent	
74.	Pin Remover Best quality or equivalent	
75.	Paper Cutter Best quality or equivalent	
76.	Rice paper 45 gram F/S (500 sheet) or equivalent	
77.	Rice paper 45 gram A4 (500 sheet) or equivalent	
78.	Register ruled 60 Gram local No.10 or equivalent	
79.	Register ruled 60 Gram local No.16 or equivalent	
80.	Register ruled 60 Gram local No.18 or equivalent	
81.	Register ruled 60 Gram local No.20 or equivalent	
82.	Register ruled 60 Gram local No.24 or equivalent	
83.	Register ruled offset paper imp No 16 or equivalent	
84.	Retrieve Part Register No-8	
85.	Red Paper Seal Pkt Best quality or equivalent	
86.	Stapler Pin 23/10 Dollar or equivalent	
87.	Stapler Pin 23/13 Dollar or equivalent	
88.	Stapler Pin 23/17 Dollar or equivalent	
89.	Stapler Pin 24/6 Dollar or equivalent	
90.	Scissors Middle size steel or equivalent	
91.	Scissors Large size steel or equivalent	
92.	Scale Steel Best quality or equivalent	
93.	Stapler Machine Heavy Duty or equivalent	
94.	Stapler Machine Medium Dux or equivalent	
95.	Sharpener steel Germen or equivalent	
96.	Sharpener Dux or equivalent	
97.	Sharpener Machine large best quality	
98.	Sharpener Machine Small best quality	
99.	Stamp pad large or equivalent	
100.	Stamp pad medium or equivalent	

101.	Stamp pad Ink or equivalent	
102.	Scotch Tape 1” small size best quality or equivalent	
103.	Scotch Tape 2” medium size best quality or equivalent	
104.	Table set best quality or equivalent	
105.	Table set normal quality or equivalent	
106.	Table Diary Best quality or equivalent	
107.	Tag Cotton (100 per bundle) or equivalent	
108.	Tag Cotton large or equivalent	
109.	Uni ball eye fine Japan or equivalent	
110.	Uni ball Dux or equivalent or equivalent	
111.	Water Damper Best quality or equivalent	



Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



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: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements. 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 statements¹ for the [number] years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Pre-Qualification Document

Cost of other Store Items
(Goods)

National

Single Stage-Two Envelope



August 19, 2026

*Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB)
Division), Assistant Superintendent
House No. B-14, Upper Chatter Housing Scheme, Muzaffarabad Tehsil, Muzaffarabad District (District),
Muzaffarabad Division (Division), Azad Jammu and Kashmir (AJK) (Province).
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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF GOODS

1. The **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)** has reserved Funds for the procurement planned for FY **2026-27**. The **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Cost of other Store Items**" with the reference of "**P74575**"
2. The **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)** intends to pre-qualify suppliers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended pre-qualification is the on-demand supply of "**Cost of other Store Items**" through subsequent signing of contract 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.
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 Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/74575>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Thursday, September 3, 2026 11:00 AM**. E-bids will be opened

using **EPADS v2.0** on the same day at **Thursday, September 3, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad
(Intelligence Bureau (IB) Division), Assistant Superintendent
House No. B-14, Upper Chatter Housing Scheme, Muzaffarabad Tehsil,
Muzaffarabad District (District), Muzaffarabad Division (Division), Azad Jammu
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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for 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, Secondary Procurement process, 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 rules 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 Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the 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 Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract 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 Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified 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 Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

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 Contract Agreement. 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:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid 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. 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 Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

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 through ePADS as. The Procuring Agency will respond in writing through ePADS 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 through ePADS who have obtained the Prequalification Documents from ePADS, 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 through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

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 through online platform / **EPADS v2.0** as per 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 through ePADS 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 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

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 16.2:

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:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. 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.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. 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).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. 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)**.

11.4.2. 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:

11.4.2.1. 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).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. 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.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. 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;

11.4.4.2. 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.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit 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.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. 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.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. 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 through **EPADS v2.0**

19.2. 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.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. Sub-contractors

22.1. 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 Prequalification of Applicants

23. Evaluation of Applications

23.1. 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 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

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.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 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:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. 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

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

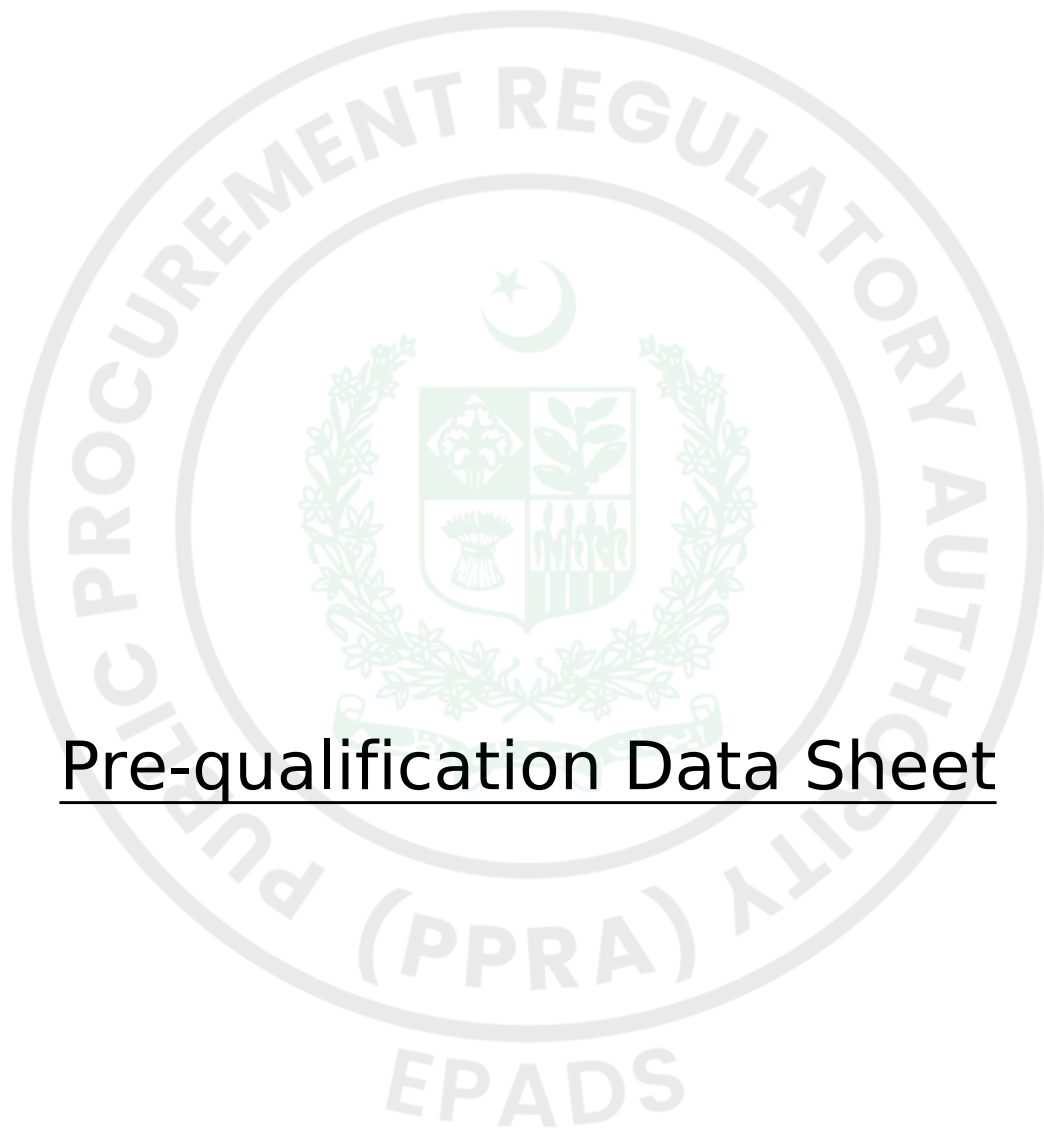
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with “Mechanism for Blacklisting Regulations, 2024”.



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P74575**

The Procuring Agency is: **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)**

List of Contracts:

See section items and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Federal Government Organization (FGO), AJK Regional HQs, Muzaffarabad (Intelligence Bureau (IB) Division)**

The name of Project / Procurement is: **Cost of other Store Items**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Wednesday, August 26, 2026**

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause No 10

ITA No 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Thursday**

Date: **Thursday, September 3, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Thursday**

Date: **Thursday, September 3, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	

Evaluation Criteria

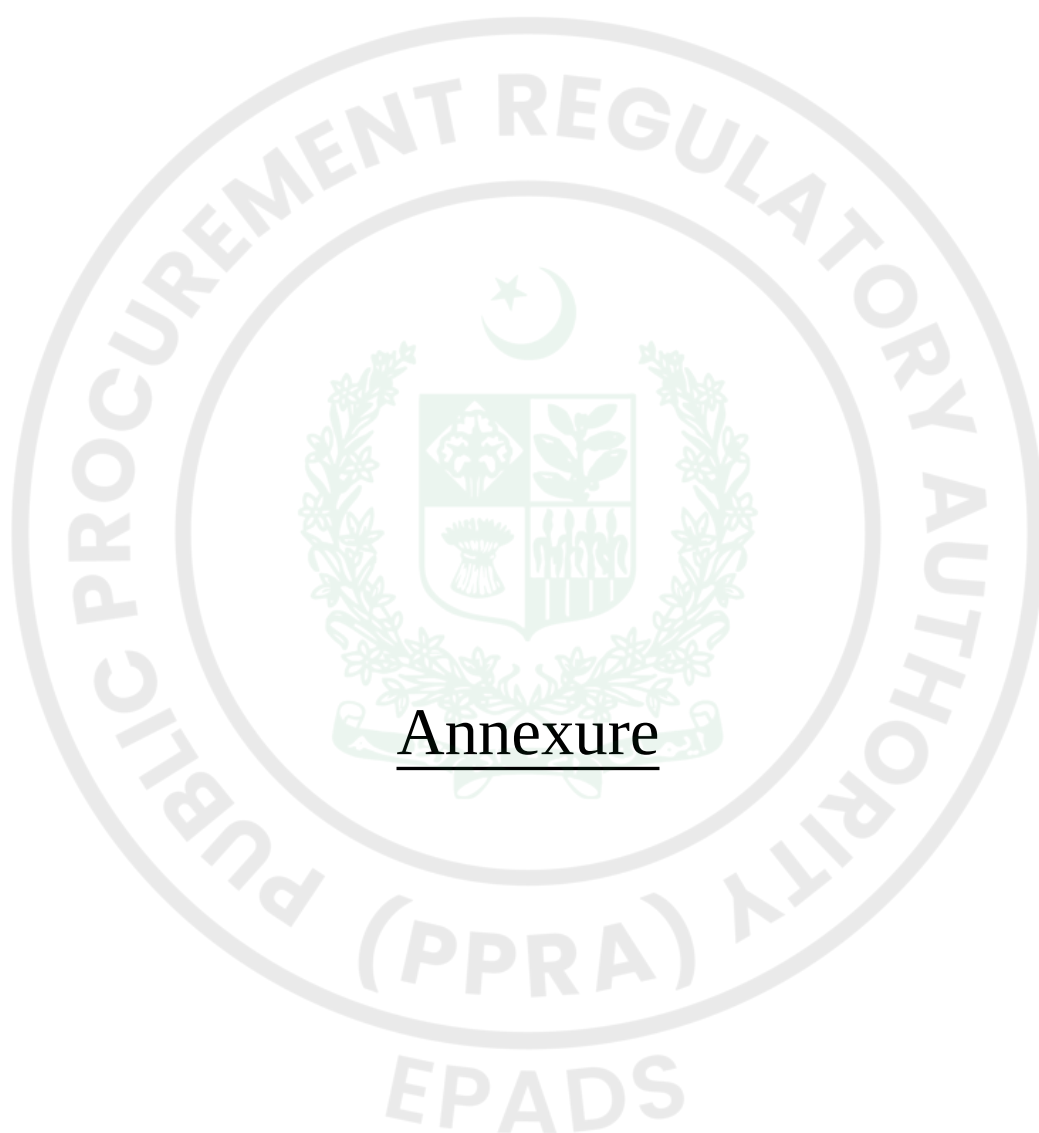
Quality Based Selection (QBS)

Weightage (With Financial Criteria)

Technical Evaluation Weightage	Financial Evaluation Weightage
70	30

Technical Marks	100
Passing Marks	60
Evaluation Criteria	
CNIC copies of owners/director(s) of Firms/Companies/ Supplier/Contractor, Incorporation Certificate / Form C Firm Registration Certificate (Quantitative)(Doc Required)	20
NTN/GST Certificate Proof of inclusion in FBR's Active Tax payer List (ATL) of Income Tax/Sales Tax (Quantitative)(Doc Required)	20
Original Affidavit for not blacklisting/not being involved in Litigation (Quantitative)(Doc Required)	10
List of clients (Quantitative)(Doc Required)	5
List of managerial/technical staff (Quantitative)(Doc Required)	5
Financial statement: Audit Reports for last 02years/Tax Returns / bank account statement for last 02 years (Quantitative) (Doc Required)	10
Past Experience: copies of Work/Supply Orders/ Agreements with organizations/ departments/ministries etc Experience related to the similar assignments(years) • 10 years or more =30 • More than 05 years =15 • 03 to 05 years =10 • Less than 01year =05 (Quantitative)(Doc Required)	30
Financial Marks	50
Financial Evaluation Criteria	
cost effectiveness (Quantitative)(Doc Required)	50





Annexure

PERFORMAFORFIRM/SUPPLIER

Technical Submission (Vendor)

Document Required

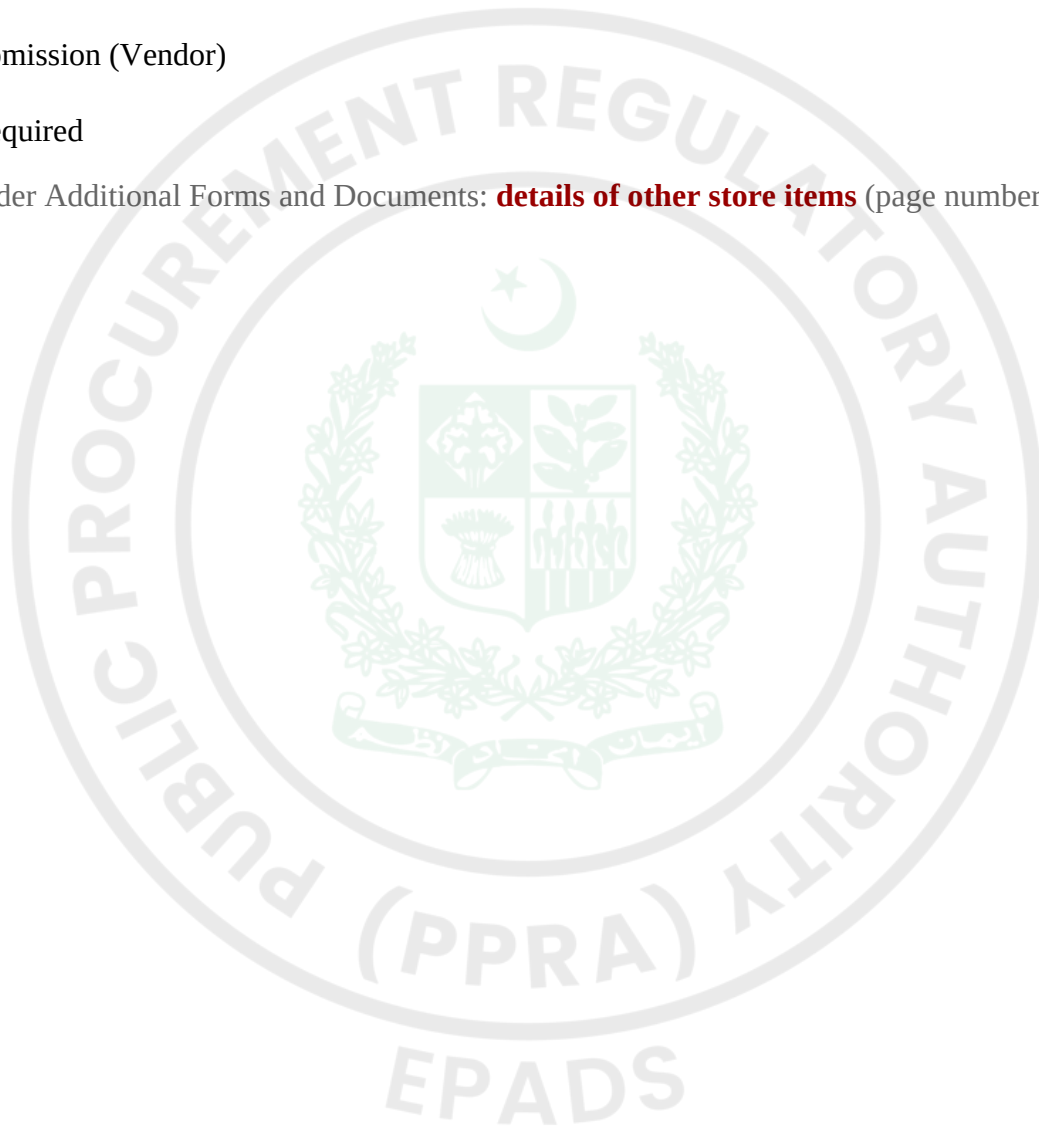
See Form Under Additional Forms and Documents: **PERFORMAFORFIRM/SUPPLIER** (page number: 30)

details of other store items

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **details of other store items** (page number: 33)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 36)

Financial Capacity and Net Worth Evaluation Form

for last 02 financial years

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 37)







Additional Forms and Documents

PERFORMA FOR FIRM/SUPPLIER

Name of Firm/Company/Supplier /Contractor	
Address	
Name(s) of Owner/Director(s)	
Contact No.	
Email id:	
Year of Incorporation/Registration	
Incorporation No. Sales Tax Registration No.	
Previous Experience in year(s)	

i. Document submission checklist:

Sr No.	Details Of Document Submission	Yes /No
1.	CNIC copies of owners/director(s) of Firms/Companies/Supplier/Contractor	
2.	Incorporation Certificate/Form C Firm Registration Certificate	
3.	NTN/GST Certificate	
4.	Proof of inclusion in FBR's Active Taxpayer List (ATL) of Income Tax/Sales Tax	
5.	Original Affidavit for not blacklisting/not being involved in litigation	
6.	List of clients	
7.	List of managerial/technical staff	
8.	Financial statement: Audit Reports for last 02 years or Tax Returns/bank account statement for last 02 years	
9.	Past Experience: copies of Work/Supply Orders/Agreements with organizations/departments/ministries etc	

ii. Please tick mark(✓) in relevant work you are participating:

Sr No.	Description	Tick✓
1.	Cost of Other Store Items	

Name: _____

Signature with stamp:

Designation: _____





DETAIL OF OTHER STORE ITEMS		
S. No	Description	Rate
1.	Air freshener Admire or equivalent	
2.	Air freshener Cobra or equivalent	
3.	Air freshener Aseel or equivalent	
4.	Air freshener Dispenser Machine Best Quality or equivalent	
5.	Air freshener Dispenser Refill or equivalent	
6.	Ash Tray Best Quality or equivalent	
7.	Almirah lock Small Best Quality or equivalent	
8.	Almirah lock Medium Best Quality or equivalent	
9.	Almirah lock Large Best Quality or equivalent	
10.	Blazer cloth Green or equivalent	
11.	Battery Cell Large or equivalent	
12.	Battery Cell AAA power plus or equivalent	
13.	Battery Cell AA power plus or equivalent	
14.	Battery Cell 23-A or equivalent	
15.	Broom Large 500 Grams or equivalent	
16.	Bucket Large best quality or equivalent	
17.	Bucket Medium best quality or equivalent	
18.	Cutlery Set imported or equivalent	
19.	Cutlery Set local or equivalent	
20.	Cleaning Brush Best Quality or equivalent	
21.	Ceiling Screw 1" Box or equivalent	
22.	Ceiling Screw 2" Box or equivalent	
23.	Coal (koyla) per kg	
24.	Dettol Soap medium or equivalent	
25.	Dettol Surface Cleaner Medium or equivalent	
26.	Dove Soap or equivalent	
27.	Draws Lock Best Quality or equivalent	
28.	Draw Lock Medium Quality or equivalent	
29.	Door Lock China or equivalent	
30.	Door Closer Opal or equivalent	
31.	Dustbin Large best quality or equivalent	
32.	Dustbin Medium best quality or equivalent	
33.	Dustbin Small best quality or equivalent	
34.	Duct 1',2',¾' or equivalent	
35.	Electric Wire Pak Cable 3/29 or equivalent	
36.	Electric Wire Pak Cable 3/36 or equivalent	
37.	Electric Wire Pak Cable 7/29 or equivalent	
38.	Electric Wire Pak Cable 7/36 or equivalent	
39.	Electric Cable Flexible 7/44 or equivalent	
40.	Electric Bell Ding Dong or equivalent	
41.	Electric Holder Best Quality or equivalent	
42.	Extension Lead Computer Hero or equivalent	

43.	Emergency Light best quality or equivalent	
44.	Fan Capacitor	
45.	Flood Light Best Quality 50V or equivalent	
46.	Flood Light best Quality 20V or equivalent	
47.	Fire extinguisher gas CO2 per kg	
48.	Fire extinguisher powder DCP per kg	
49.	Glint (Glass Cleaner) or equivalent	
50.	Gate lock best quality or equivalent	
51.	Green net Shade	
52.	Harpic 500ml or equivalent	
53.	Hand Wash best quality or equivalent	
54.	Jug France Toyonasic or equivalent	
55.	Jug (Plastic) or equivalent	
56.	Jute Mat 24x36 or equivalent	
57.	LED Light 07W Osaka or equivalent	
58.	LED Light 12W Osaka or equivalent	
59.	LED Bulb 12W Osaka or equivalent	
60.	LED Bulb 18W Osaka or equivalent	
61.	LED Bulb 25W Osaka or equivalent	
62.	LED Tube Light 40W Osaka or equivalent	
63.	LED Tube Light 60W Osaka or equivalent	
64.	Laundry Brush Best Quality or equivalent	
65.	Mop Steel handle Best Quality or equivalent	
66.	Muslim shower set Master or equivalent	
67.	Phenyl (Finis) or equivalent	
68.	Phenyl Tablets or equivalent	
69.	Power Plug best quality or equivalent	
70.	Power Plug Plastic Board best quality or equivalent	
71.	PVC Pipe 1" & ½" or equivalent	
72.	PVC Tape Osaka or equivalent	
73.	Plastic water pipe (garden pipe 3mm) size 1/2"	
74.	Plastic water pipe (garden pipe 3mm) size 3/4" (poni inch)	
75.	Plastic water pipe (garden pipe 3mm) size 1"	
76.	Rechargeable bulb best quality or equivalent	
77.	Robin Bleach or equivalent	
78.	Rowel Plug Box or equivalent	
79.	Soap Lux medium or equivalent	
80.	Soap Lux small Best Quality or equivalent	
81.	Soap Life Boy medium Best Quality or equivalent	
82.	Soap For Dish Washing small Best Quality or equivalent	
83.	Soap For Dish Washing Madium Best Quality or equivalent	
84.	Surf Excel 500gm or equivalent	
85.	Surf Ariel 500gm or equivalent	
86.	Surf Bright 500grn or equivalent	
87.	Surf Bonus 500gm or equivalent	

88.	Sweep 500ml Best Quality or equivalent	
89.	Sanitizer 500ml Best Quality or equivalent	
90.	Soap Case Plastic Superior or equivalent	
91.	Scotch Bright Best Quality or equivalent	
92.	Tissue Paper Pop up or equivalent	
93.	Tissue Paper Supreme or equivalent	
94.	Tissue Paper Luxury or equivalent	
95.	Toilet Roll Rose Patel or equivalent	
96.	Towel large best quality or equivalent	
97.	Towel medium best quality or equivalent	
98.	Tea Set China or equivalent (Green Crockery 24 Pcs)	
99.	Tea Set (Local) or equivalent	
100.	Tea Set Imported or equivalent	
101.	Three Pin AC Breaker or equivalent	
102.	Umbrella Large or equivalent	
103.	Umbrella Small or equivalent	
104.	Vim large 500gm or equivalent	
105.	Water Set China or equivalent	
106.	Water Set (Local) or equivalent	
107.	Water Set Imported or equivalent	
108.	Wiper Large best quality or equivalent	
109.	Wiper Medium best quality or equivalent	
110.	Washroom brush best quality or equivalent	
111.	Washroom Air Freshener or equivalent	
112.	Waste Paper Bag / kg or equivalent	
113.	Waste Paper Roll or equivalent	
114.	Wall Clock Champion or equivalent	
115.	Water Filter 1 st stage, best quality or equivalent	
116.	Water Filter 2 nd stage best quality or equivalent	
117.	Water Filter 3 rd stage best quality or equivalent	
118.	Water tap / null master or equivalent	
119.	Water for ups batteries	
120.	Wireless bell best quality or equivalent	
121.	Electric Misc. items. or equivalent	

EPADS

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



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: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. 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 statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.