

Pre-Qualification Document

Procurement of Stationery Items for ZTBL Head Office, Islamabad through
Closed Framework Agreements (Cost-Based Selection)
(Goods)

National

Single Stage-One Envelope



August 05, 2026

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF GOODS

1. The **Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL))** has reserved Funds for the procurement planned for FY **2026-27**. The **Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Procurement of Stationery Items for ZTBL Head Office, Islamabad through Closed Framework Agreements (Cost-Based Selection)**" with the reference of "**P50810**"
2. The **Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL))** 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 "**Procurement of Stationery Items for ZTBL Head Office, Islamabad through Closed Framework Agreements (Cost-Based Selection)**" 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 Zarai Taraqiati Bank Ltd (ZTBL) (Zarai Taraqiati Bank Ltd (ZTBL)) 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/50810>**.

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, August 27, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Thursday, August 27, 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).

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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: **P50810**

The Procuring Agency is: **Zarai Taraqati Bank Ltd (ZTBL) (Zarai Taraqati Bank Ltd (ZTBL))**

List of Contracts:

See section items and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Zarai Taraqati Bank Ltd (ZTBL) (Zarai Taraqati Bank Ltd (ZTBL))**

The name of Project / Procurement is: **Procurement of Stationery Items for ZTBL Head Office, Islamabad through Closed Framework Agreements (Cost-Based Selection)**

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: Monday, August 24, 2026**

Pre-Bid Meeting: Monday, August 10, 2026 03:00 PM

Venue: Procurement Department, Room-205, 2nd Floor, Main Building, ZTBL Head Office, Zero Point. Islamabad.

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, August 27, 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, August 27, 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
Any	FBR (NTN) FBR (GSTN)

Eligibility Criteria	Document
The bidder shall be a legally registered business entity in Pakistan for the last five (5) years. Evidence Required: Registration Certificate, NTN, and STRN (where applicable).	Yes
The bidder shall not be blacklisted by any Government, Semi-Government, Autonomous organisation in Pakistan. Evidence Required: Affidavit on judicial stamp paper.	Yes
The bidder shall disclose details of any pending litigation that may affect its ability to perform the contract.	Yes
Average Annual Turnover: The bidder shall have a minimum average annual turnover of PKR 10 million during the last financial year. Evidence Required: Audited financial statements and/or income tax returns.	Yes
The bidder shall have successfully supplied stationery items, including printer consumables (where applicable), having a contract value of PKR 5 million or above during the last five (05) years. Evidence Required: Copies of Purchase Orders, Contracts, Completion Certificates, or Performance Certificates.	Yes
The original Bid Security shall be submitted in hard copy to the Procurement Department, head office main building ZTBL Islamabad, on or before the bid submission deadline. In addition, a scanned copy of the same Bid Security must be uploaded with the bid on the EPADS 2.0 portal. Failure to submit the Bid Security in both hard copy and online form may result in rejection of the bid.	Yes

Bank Statement having balance of Rs. 02 million PKR for the month of August 2026 (any date of august before the bid submission deadline). (Certificate signed by bank-copy of bank statement)	Yes
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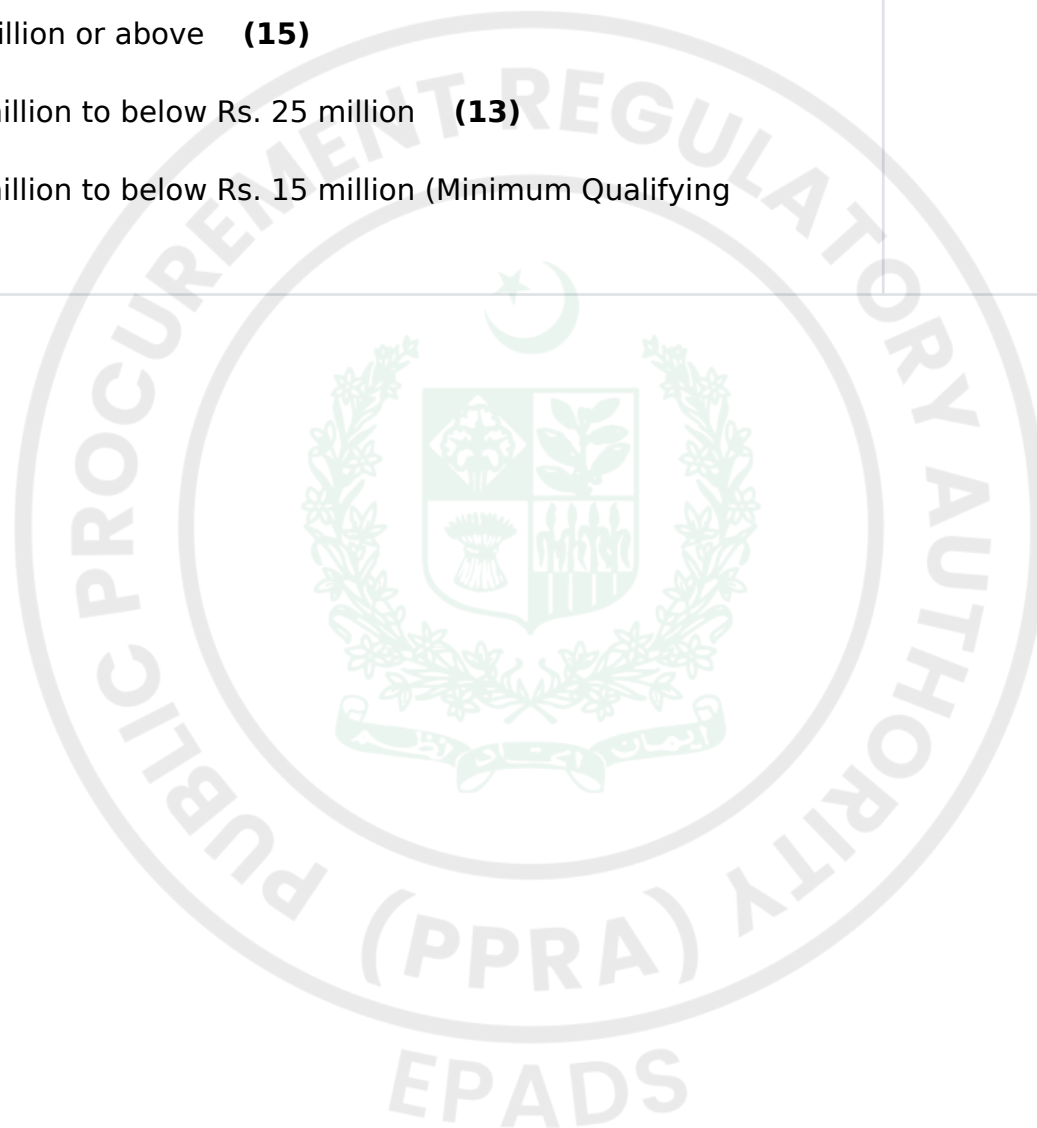
Evaluation Criteria

Quality Based Selection (QBS)

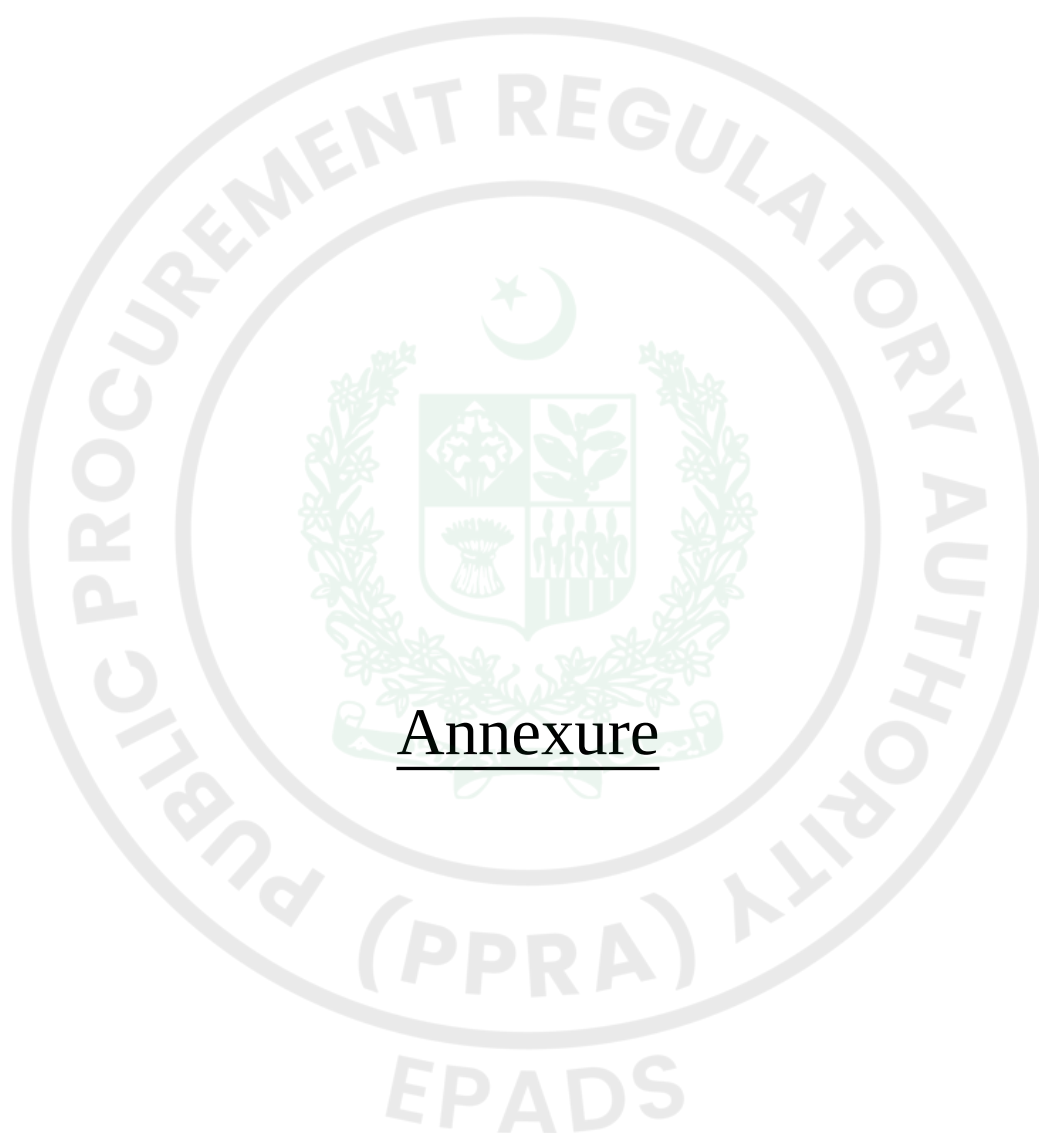
Technical Marks	100
Passing Marks	50
Technical evaluation shall be based on the submitted samples, catalogues, technical documents, and verification of OEM authorizations, certifications, warranties, and compliance with the prescribed specifications, where applicable.	
Past Experience – Supply Contracts/Framework agreement for supply of Stationery Items during the last five (05) years of Rs. 5 Million or above. (Quantitative)(Doc Required)	35
Four (4) or more Contracts/Framework Agreement of Rs. 5 Million or above (35)	
Two-Three (2-3) Contracts/Framework Agreement of Rs. 5 Million or above (25)	
One (1) Contract/Framework Agreement of Rs. 5 Million or above (Minimum Qualifying Criteria) (15)	

Valid OEM/Manufacturer/Authorised Distributor authorisations for applicable branded items. (Quantitative)(Doc Required) Comprehensive Authorisations- Valid authorisation covering substantially all branded product categories/items. (15) Partial Authorisation- Valid authorisation covering some, but not all, of the applicable branded product categories/items (10)	15
Business Experience – Years Since Incorporation/Registration (Quantitative)(Doc Required) More than 10 years (35) >8-10 years (25) >5-8 years (20) 5 years (Minimum Qualifying Criteria) (15)	35
Financial & Operational Capacity — Average Annual Turnover	

Average Annual Turnover during the last five (05) financial years (Quantitative)(Doc Required) Average turnover Rs. 25 million or above (15) Average Turnover Rs. 15 million to below Rs. 25 million (13) Average Turnover Rs. 10 million to below Rs. 15 million (Minimum Qualifying Criteria) (10)	15
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Annexure

List of items (Specification required against each item)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **List of items (Specification required against each item)** (page number: 32)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 38)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 39)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 41)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 42)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 44)





Additional Forms and Documents

LOT-I

S.No.	Name of Items	Estimated Quantity	Specification Provided by the vendor
1	ACF-4 (Voucher Register) 8x13" size white paper 80 Gsm Shape: Bound Register of 100 sheets 200 pages with hand machine numbering.	200	
2	ACF-10 (Furniture Fittings Equipment & Vehicle Register, 8x13 size white paper 80 Gsm flying 100 sheets (200 pages) with hand machine numbering.	200	
3	ACF-28 (Specimen Signature Card 5x6 Alabaster Card 290 Gsm.	60000	
4	ACF-28 (Specimen Signature Card "IB" 5x6 Alabaster Card 290 Gsm.	45000	
5	ACF-31 (Cheque Book issue Register) 8x13 size white flying paper 80 Gsm. 100 sheets (200 pages) with hand machine numbering.	37	
6	ACF-32 Cheque Book Acknowledgment forms 8- 1/2x13" size white paper 68 Gsm Shape Bound Pad of 100 sheets (Card base with brown paper cover).	100	
7	ACF-34 (Daily Cash Transaction Register) 13x17" size white paper 80 Gsm fling 200 sheets with 100 duplicate hand machine numbering.	3000	
8	ACF-37 (Cheque referred returned and stopped Register) 8x13" size white	1	
9	ACF-38 Cheque returned Memo 6- 1/2x8" size white paper 68 Gsm Flying. Shape bound pad of 100 sheets(Card base with brown paper cover).	2	
10	ACF-65 (Cash Safe Register) 10x27" size white paper 80 Gsm. 100 sheets (200 pages) with 200 hand machine numbering.	600	
11	ACF-69 (Sundry/Suspense Supplementary Ledger) 13x17" size flying paper 80 Gsm Register of 100 sheets (200 pages) with 100 hand machine numbering.	200	
12	ACF-88 (Key Register) 8x13" size flying paper 80 Gsm. 100 sheets (200 pages with 200 hand machine numbering.	64	
13	ACF-89 (MCO Receipt Book) 4x5-1/2" size white + Colour paper (NCR) 40-45 Gsm Bound Book of 75 sheets with Triplicate hand machine numbering (ArtCard cover on both sides Book No. & Sr. No.1 to 25 will also be printed.	6000	
14	ACF-90 (Printed Stationary Stock & consumable Article Register) 8x13" size white paper 80 Gsm 100 sheets (200 pages) with 100 hand machine	300	
15	ACF-155 Diary Register) 8x13" size Flying paper white 80 Gsm Register of 200 sheets (400 pages) with 200 hand machine numbering.	500	
16	ACF-156 (Dispatch Register) 8x13" size Flying paper white 80 Gsm Register of 200 sheets (400 pages) with 200 hand machine numbering.	500	
17	ACF-195-A (Legal) (Application to open Current/ PLS/Business Deposit Account), size 8.5x13, paper 80gsm imported 02 Colour printing, set of 06 pages.	60000	
18	ACF-195-A (A4) (Application to open Current/ PLS/Business Deposit Account), size 8.27x11.70, paper 80gsm imported 02 Colour printing, set of 04 pages.	60000	
19	ACF-196 Deposit Slips for all Accounts size 8x5-1/2" white + Colour paper (NCR) 40-45 Gsm. Bound pad of 200 sheets with 100 duplicate printed machine numbering (Card base with brown paper cover).	8000	
20	(GCF-10) Alienability Certificate size 8- 1/2x13" white paper 80 Gsm flying. Shape bound flying shape bound pad of	10	
21	T.A Bill size 12x16 white paper 80 Gsm flying shape bound pad of 100 sheets (card base with brown paper).	30	
22	Attendance Register. 8x13" size white paper 80 Gsm(flying). Register of 100 sheets with 100 hand machine numbering.	500	
23	Service Book.. 8x13" size Offset paper 80 Gsm Bound Book of 20 sheets. (40 pages) (Title cover is also to be printed).	1000	
24	File Cover (Branches). 11x14" full size Albaster Card 290 Gsm. Four eyelids with five creasing one Colour printing.	80000	
25	Letter Head Pads (Large): A-4 size white Paper 80 Gsm. (Imported) (Galaxy/Lucky Boss) Bound pad of 500 sheets with card base and cover pasted.	1000 rim	
26			

27	File Cover (H.O) 9-1/2"x14" full size. Alabaster Card 290 Gsm. two eyelids with one creasing two Colour printing.	45000	
28	Letter Head Pads (H.O.). A-4 size Offset paper 80 Gsm imported (Galaxy/Lucky Boss/HP etc 500 sheets.	500 rim	
29	Log Book. 6-1/2"x8" size white flying paper 80 Gsm. Book of 100 sheets (200 Pages) with 100 hand machine numbering.	1000	
30	Monthly Operation Report. 8-1/2x13 white paper 80 Gsm six sheets sets both sides printing with hand machine numbering.	1	
31	Mutation and Loan Utilization Reg. 13x17" size white paper 80 Gsm Register of 100 sheets (200 pages) with 100 hand machine numbering.	10	
32	Safe file regarding loan case 8x13" size white paper 80 Gsm. Shape Bound Register of 100 sheets 200 pages with hand machine	300	
33	Safe File/Document Movement Register. 8x13" size white paper 80 Gsm. Shape Bound Register of 100 sheets 200 pages with hand machine numbering.	300	
34	Delivery Challans. Size 8-1/2x13 white paper 68 Gsm one side	300	
35	Registration for Rent Recovery Register Size:8.5x14, Paper 70 Gsm Imported Pages:200	50	
36	Lockers Application Form Size:8.5x14 Paper 80 Gsm imported, Printing: 2 colour Both sides, Shape bound pad of 100 sheets (card base with brown cover)	50	
37	Locker Acceptance Form (Annexure-C) Size:A-4 Paper:70 Gsm Imported Shape	50	
38	bound pad of 100 sheets (card base with brown cover)	50	
39	Loss of locker key (Annexure-H) Size:A- 4 Paper:70 Gsm Imported Shape bound pad of 100 sheets (card base with brown cover).	50	
40	Guarantee Form (Annexure-I) Size:A-4 Paper:70 Gsm Imported Shape bound pad of 100 sheets (card base with brown cover).	50	
41	Surrender Form (Annexure-K) Size:A-4 Paper:70 Gsm Imported Shape bound pad of 100 sheets (card base with brown cover).	50	
42	Certificate regarding breaking of locker (Annexure-L) Size:A-4 Paper:70 Gsm Imported Shape bound pad of 100 sheets (card base with brown cover).	50	
43	Funds Transfer/Remittance/Receipt Form Size A-4, Paper 70 Gsm imported, Printing 4 colour Both sides, Shape bound pad of 100 sheets (card base with brown cover)	100	
44	ATM Roll (Printed) Thermal Paper, width 79mm, length 405 meter 55Gsm printing Three colours.	3000	
45	Assan Account Opening Form, 2 Color Printing, Paper A4 Size, 80 GSM Imported.	60000	
46	Plastic flyer bags with ZTBL LOGO & NAME, Size 9" x 4"	10000	
47	Plastic flyer bags with ZTBL LOGO & NAME, Size 12" x 16"	10000	
48	White Window Envelope with ZTBL LOGO & NAME, Size 9" x 4", 90 Gsm, 2 Color Printing.	10000	
49	White Window Envelope with ZTBL LOGO & NAME A4 Size, 90 Gsm, 2	10000	
50	White Envelope with ZTBL LOGO & NAME 9" x 4", 90 Gsm,	10000	
51	White Envelope with ZTBL LOGO & NAME A4 Size,90 Gsm	10000	
52	White Envelope with ZTBL LOGO & NAME Legal Size, 90 Gsm	10000	
53	Islamic ATM Form, A4 Size, 3 colors Printing, 80Gsm Imported	1000 pad	
54	Islamic Banking Current Account Opening Form A4 80gsm Imported, 10Pages, 2 Color Printing.	50000	
55	Islamic Banking Assan Account Opening Form A4 80gsm Imported, set of 2	50000	
56	pages, 2 Color Printing.	10000	
57	Transparent Printed Plastic Adhesive Packing Tape 3" x 72yard (ZTBL Logo & Name)	1000	
58	Brown Printed Plastic Adhesive Packing Tape 3" x 72yard (ZTBL Logo & Name)	1000	
59	Black Rexene cover according to sample provided	5000	
60	Sprial Pad Title Page printed as per sample provided	10000	

LOT-II

S.No	Name of Items		Estimated Quantity	Specification Provided by the vendor
1	Ball Point Piano or equivalent Without Engration 0.8	HB grade, Retractable Pens:	10000	
2	Ball Point (Duly Engraved With Golden Impression Bearing Bank's Logo & Zarai Taraqiati Bank Limited)	Ruled, Retractable Pens:	50	
3	Lead Pencil Soft With Rubber Tip (Goldfish or equivalent) (Without Engrvation)		10000	
4	Lead Pencil Soft With Rubber Tip (Goldfish or equivalent - Duly Engraved With Golden Impression Bearing Bank's Logo &		50	
5	Note Sheet Pad (Imported Paper) 13 X 8, 100 Sheet Per Pad, 80 Gm		1000	
6	Draft Pad Alpha or equivalent, Large F/S	100 sheets	1000	
7	Draft Pad Alpha or equivalent, A4 Size	100 sheets	2000	
8	Draft Pad Alpha or equivalent, A5 size	100 sheets	3000	
9	Eraser Soft Milan	DX-45	1000	
10	Pencil Sharpeners Deli		1000	
11	Gem Clip 35 Mm (Lion No. 10) 60 Pcs.		2000	
12	Staple Pin Dollar or M&G # 24/6		2000	
13	Staple Pin Dollar # 23/13		200	
14	Staple Pin Dollar # 23/15		200	
15	Staple Pin Dollar # 23/17		200	
16	Duster Cotton 24 X 20 " Of Soft Cloth White		3000	
17	Duster Flannel 20 X 22 " Yellow Good Quality		3000	
18	Envelop Brown Size 9 X 4 " (80 Gm)		30000	
19	Envelop Brown Size 11 X 5 " (80 Gm.)		30000	
20	Envelop Brown Size 10 X 12 " (A-4) (80 Gm.)		30000	
21	Envelop Brown Size 11 X 15 " File Size (80 Gm)		30000	
5	Envelop Cloth Line Pasted 15-1/2 X 18-1/2	Brown	5000	
23	Envelop Offset Paper White 9"X4" (80 Gm)		5000	
24	Envelop Offset Paper White 10"X12" (80 Gm)		5000	
25	Window Envelop Offset Paper white, Size 11 X 5 " (80 Gm.)		6000	
26	Tags Cotton 6" (3 Punch) Colour Superior	bundle of 50	2000	
27	Correction Pen (Kita or equivalent)		2000	
28	Staple Machine Lotus HD or Deli or Max – 45		800	
29	Staple Machine Dux		800	
30	Marker Schneider/Dollar Highlighter – 9000 (0.4)	Fluorescent (Yellow,green,orange,bl	3000	
31	Uni - Ball Eye/ Micro		500	
32	Marker Permanent Dollar 70 / 90° or equivalent (Blue/Black)		2000	
33	Marker White Board Dollar/Signature (Blue, Black, Green,		500	
35	File Flapper Rexene Superior Quality	length 21 x 4, with tag	10000	
36	Scotch Tape 1" X 72 Yard Ambla	Transparent	2000	
37	Register 2 Quire Ruled 55 Gm Standard Size (48 Sheets) Al Imran or equivalent		500	
38	Register 4 Quire Ruled 55 Gm Standard Size (96 Sheets) Al Imran or equivalent		500	
39	Register 6 Quire Ruled 55 Gm Standard Size (144 Sheets) Al Imran or equivalent		500	
40	Register 8 Quire Ruled 55 Gm Standard Size (192 Sheets) Al Imran or equivalent		500	
41	Register 10 Quire Ruled 55 Gm Standard Size (240 Sheets) Al Imran or equivalent		500	
42	Register 12 Quire Ruled 55 Gm Standard Size (288 Sheets) Al Imran or equivalent		500	
43	File Board With Rexene Flapper		5000	
44	Paper Cutter Steel (Fine Quality).	Deli	500	
45	Cutter Knife Deli 2061 or equivalent		500	
46	Single Punch Superior Quality Solid KW 097A0		1000	
47	Double Punch KW – 988	All metal, Adjustable guide, Heavy duty	1000	
48	Double Punch heavy duty KW	TF 060	250	
49	Transparent/Management File (A 4 Size)		5000	
50	Transparent/Management File (Full Size)		5000	
51	International File (Box File) Exclusive (Holland or equivalent) Full Size	Legal Size & A4 Size	2000	

52	Peon Book 100 Sheet		500	
53	Printy Stamp Trodat or equivalent (Medium Size)4911		500	
54	Printy Stamp Trodat or equivalent (Large Size) 4912		500	
55	Scale Transparent Plastic Dux – 201 or equivalent		500	
56	Staple Pins Remover KW or equivalent		500	
57	Pencil Sharping Machine KW - 305-B or equivalent		100	
58	Glue Stick 21 Gm UHU or equivalent		2000	
59	Glue Stick 8 Cm UHU or equivalent		2000	
60	Scissors Stainless Steel 170mm By Pmp or equivalent		200	
61	Plastic Paper Tape Adhesive (Pvc)3" X 66 Yard By Nichiban		1000	
62	Double tape 1 inch	Double sided Foam based	200	
63	Self Adhesive Note Small 100 Per Pad Pronoti	3" x 3", 100 sheets, Pastel colour	1000	
64	Self Adhesive Note Medium 100 Per Pad Pronoti	3" x 4", 100 sheets, Pastel colour	1000	
65	Self Adhesive Note Large 100 Per Pad Pronoti	4" x 6", 100 sheets, Pastel colour	1000	
67	Dust Bin plastic small	12' x 4.5'	250	
68	Cell (AAA) Power Plus or equivalent	1.5V, AAA size, Heavy duty	3000	
69	Cell (AA) Power Plus or equivalent	1.5V, AA size, Heavy duty	3000	
70	Cell D size	1.5V, D size, Heavy duty	500	
71	File Separator (Orion) or equivalent	Plastic, Multicolor, 10 tabs	1000	
72	Staple Machine Heavy Duty (3Flower) or equivalent		100	
73	Dust Bin Steel Small	Mesh , 11' x 5'	200	
74	Ring Binder A4 (Comat) Model-WW225-D or equivalent		1000	
75	Ring Binder File Size (Comat) Model-WW225-D or equivalent		1000	
76	Binding Tape 2.5 Inch		1000	
77	Water Glass Toyo or equivalent	300 ml	2000	
78	Water Jug Toyo or equivalent	1.7 litter	500	
79	Calculator 12 digit Casio or equivalent	CT-9300G	500	
80	L Shape folder A4 Size		10000	
81	Air Wick 250ml Bottle		500	
82	Air wick Freshener Dispenser or equivalent		300	
83	Air Freshener Aseel	Crown Perfumes	1000	
84	Towel white according to sample		1000	
85	X-Ray sheet/binding sheet A4		300 pack	
86	Table set (Steel)	Components: Pen/Pencil Holder Memo Pad Holder Paper Clip Holder Visiting Card Holder Letter Opener Mobile Phone Stand (optional) Small Utility Tray	100	
87	Tissue Box(3 ply) with ztbl logo printed		5000	
88	Tissue Box(2 ply) with ztbl logo printed		6000	
89	Tissue Roll(white colour)		4000	
90	Color Flags	4 color 19mm x 76mm	500	
91	Remote Bell Electric		250	
92	Single Line Nylon stamp		500	
93	Two Line Nylon stamp		500	
94	Three Line Nylon stamp		500	
95	Four Line Nylon stamp		500	
96	Dater Stamp	Type: Self-Inking Adjustable Date Stamp Body Material: Heavy-duty plastic body with metal frame support Date Format: DD/MM/YYYY Character Height: Minimum 4 mm to 5 mm Band Material: Durable rubber bands for date adjustment Ink Color: Blue	500	
97	Round Stamp		150	
98	Jel Pen Jet Flow Doller	0.7 mm	5000	
99	L Shape Folder Legal		2000	
100	Binder Clips 19 Brand Kw or Equivalent		500	
101	Binder Clips 25 Brand Kw or Equivalent		500	
102	Binder Clips 32 Brand Kw or Equivalent		500	
103	Binder Clips 38 Brand Kw or Equivalent		500	

104	Binder Clips 42 Brand Kw or Equivalent		500	
105	Binder Clips 51 Brand Kw or Equivalent		500	
106	Glint Spray 500ML		500	
107	Uni Ball Signo	Hi Tech Point V-10 Grip	250	
108	Uni Ball Vision Elite	UB-200 (80) fine	250	
109	Tape Dispenser KW or Equivalent		300	
110	Door Bell Cell	12-V	200	
111	Hygiene Tissue Rose Petal Hand Towel 150 Sheet Packet or Equivalent		500	
112	Hygiene Tissue Rose Petal Hand Towel Dispenser		300	
113	Insect Killer Mortien spray or Equivalent		1000	
114	Thumb Pin Different Colour		500	
115	Strip File Cover		1000	
116	Rubber Band ½ Kg Packet		300	
117	Dumper	Type: Office Desk Stamp Pad Size: Standard (Approx. 110 mm × 70 mm) or equivalent Case Material: Durable plastic or metal casing Pad Material: High-quality felt/fabric ink-absorbing pad	200	
118	Colour Paper 100 Sheet Packet		500	
119	Stitching Gola	Type: Cotton Stitching Twine / Bundling Thread Material: 100% cotton or high-strength cotton blend Color: White/Natural Cotton Color Thread Thickness: Medium to heavy-duty, suitable for manual stitching of stationery bundles and files Strength: High tensile strength with resistance to breakage during stitching Construction: Multi-ply twisted thread for durability Weight: Approx. 250–500 grams	300	

LOT-III

Sr.No	Name of Items		Estimated Quantity	Specification Provided by the vendor
1	HP-P-2035 Toner Cartridge Laser Jet for Printer 05A (China 1st copy)		1000	
2	HP LaserJet Toner Cartridge P-3015 (55A) (China 1st copy)		250	
3	HP-80A Toner Cartridge for Printer 80A (China 1st copy)		150	
4	HP- 85A (P1102) Toner Cartridge Laser Jet (China 1st copy)		50	
5	HP-1300 Toner Cartridge for Printer 13A (China 1st copy)		50	
6	HP-1200 Toner Cartridge for laser Jet for Printer 15A (China 1st copy)		50	
7	HP-1320 Toner Cartridge for Laser Jet for Printer 49A (China 1st copy)		50	
8	HP-2025 Toner Cartridge Laser Jet for Printer 53A (China 1st copy)		50	
9	HP- Colour Toner Cartridge for Printer (2025) 04 pack set (China 1st copy)		25	
10	HP-1005 Toner Cartridge Laser Jet for Printer 35A (China 1st copy)		50	
11	HP-16A (5200) Toner Cartridge Laser Jet for Printer (China 1st copy)		50	
12	HP- Laserjet Pro-400, 26A Toner Cartridge (China 1st copy)		100	
13	Hp Laser Jet, Toner Cartridge 79-A (China 1st copy)		50	
14	Hp Laser Jet, Toner Cartridge 76-A (China 1st copy)		300	
15	Hp Laser Jet, Toner Cartridge 76-A (Original)		200	
16	HP Laser Jet Toner Cartridge 151 (China 1st Copy)		300	

	HP Laser Jet Toner Cartridge 151 (original)		50	
17	Hp Laser Jet,Toner Cartridge 179 F&W (China 1 st copy)		50	
18	Hp Laser Jet,Toner Cartridge 106 (China 1st copy)		50	
19	Hp Laser Jet,Toner Cartridge 145 (China 1st copy)		50	
20	Hp Laser Jet,Toner Cartridge 107-A (China 1st copy)		50	
22	1.5TB Data Cartridge 3.0TB/1.5TB (ULTRIUM) IBM LTO Ultium with barcode		500	
24	HP Toner 110 China 1st copy		100	
25	HP Toner 145 Original		50	
26	HP Toner 145 China 1st copy		150	
27	Rico MP 2014 D		50	
28	Rico MP 618		50	
29	HP Color toner set 201 Original		20	
30	HP Color toner set 201 China 1st copy		20	
31	HP Color toner set 206 Original	Genuine HP OEM colour toner	20	
32	HP Color toner set 206 China 1st copy		20	
33	Toner HP 119 Original		50	
34	Toner HP 119 China 1st copy		50	
35	Toner HP 120 Original		50	
36	Toner HP 120 China 1st copy		50	
37	Toner HP 117 Original		50	
38	Toner HP 117 China 1st copy		50	
39	Photocopier Toner MFP 404		50	
40	CD(RW)	700 MB, Rewritable, 52X speed	50	
41	CD(R)	700 MB, Write-once, 52X speed	50	
42	DVD(R)	4.7 GB, Single layer	50	
43	DVD(RW)	4.7 GB, Rewritable	50	
44	Toner For Kyocera Taskalfa 2200		50	
45	Toner for Kyocera 4132IDN		50	
46	Toner For Kyocera tk 6110		50	
47	Toner for konica minolta Bizhub-226		50	
48	Toner for Konica minolta Bizhub-266		50	
49	Toner for Konica minolta Bizhub-164		50	
50	Toner for Konica minolta Bizhub-185-e		50	
51	Toner for Konica minolta Bizhub-458		50	
52	Toner for Ricoh MP 2501 S		50	
53	Toner for Ricoh MP 2501 D		50	
54	Toner for Nashuatec M-2700		50	
55	Toner for Nashuatec MP-2501		50	
56	Toner for MP 2001		50	
57	Toner for Canon IR 1024		50	
58	Ink bottle set Epson		50	
59	HP laser119 toner set .Colour toner		50	
60	Toner for Kyocera 4019		50	
61	HP Laser Jet 107 toner Colour toner		50	
62	Toner pantum 6600		50	

LOT-IV			
S.No	Name of Items	Estimated Quantity	Specification Provided by the vendor
1	Offset paper 80GM Imported (legal) 500 sheets, paper one	2500	
2	Offset paper 80GM Imported (A4) 500 sheets, paper one	4000	

Past Experience / Contracts

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



Historical Contract Non-Performance, and Pending Litigation and Litigation History

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

Applicant's Name: *[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

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					

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.

Average Annual Turnover (Annual Sales Value)

[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

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.