

PRE-QUALIFICATION
of
Vendors/ Firms
for
Provision of Operation & Maintenance Services
of ATS Panels, LT/HT, UPS etc. at RHO
NADRA Lahore

Provision of Goods/ Services through
Framework Agreements

July-2026

(National Competitive Bidding)

National Database & Registration Authority

RHO NADRA LAHORE



PREFACE

Public Procurement is carried out in Pakistan in accordance with the provisions laid down in Public Procurement Regulatory Framework consisted of Public Procurement Ordinance- 2002; Public Procurement Rules-2004 and allied Regulations, Regulatory Guides and Guidelines.

National Standard Bidding/Procurement Documents are developed for standardizing the procurement procedures and practices in the procuring agencies of the Federation of Pakistan and has the status of the Regulations in terms of section 27 of the PPRA Ordinance read with Rule-23(4) of Public Procurement Rules.

The document consists of three parts i.e. Prequalification Process, Primary Procurement Process and Secondary Procurement Process, and each part is composed of general as well as specific provisions to be applicable for the procurement of common use items and commodities. The specific provisions supplement to the general provisions and may be amended or opted by the procuring agencies in the manner and to the extent prescribed in the respective sections.

This document is a live document, and may be updated on quarterly basis considering the regulatory experience feedback based on monitoring the procurement practices and valuable suggestions of the stakeholders (i.e. procuring agencies, vendors and general public).



Brief of the Document

Procurement Notice -

The attached template is the Invitation for Prequalification of Suppliers willing to sign framework agreements with the Procuring Agency for provision of Common Use Items and Commodities, in accordance with the provisions of the agreement.

Prequalification Document (Procurement of Goods / services through Framework Agreements)

PART 1 – PREQUALIFICATION PROCESS

Section I - Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the Applications for Prequalification, in addition to information on opening and evaluation of the Applications.

Section I contains provisions that are to be used by the Procuring Agencies without modification.

Section II - Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITA (in Section-I), and are specific to respective Prequalification Proceedings.

Section III - Qualification Criteria and Requirements

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Applicants for the supply of goods and related services in accordance with the requirements of the Procuring Agency, with an objective to prequalify them for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s), in case of Closed Framework Agreement(s) for the purpose of awarding Call off Contracts.

Section IV - Application Forms

This Section contains Application Submission Form and other allied forms required to be submitted with the Application.

Section V - Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.



PART 2 -- SUPPLY REQUIREMENTS

Section VII – Schedule of Requirements

This Section includes a brief description of the Goods and Related services including provisional estimate of the required volume and/or quantity, Technical Specifications and Drawings (if applicable), and Delivery and Completion Schedules.



Invitation for Prequalification of Firms/ Vendors for Provision of Operation & Maintenance Services of ATS Panels, LT/HT, UPS etc. at RHO NADRA Lahore

1. The RHO NADRA LAHORE has sufficient funds from HQ NADRA Islamabad resources toward the expenditure for goods and related services for RHO NADRA Lahore and its offices and intends to apply part of the proceeds toward payments under the contract or contracts for purchase of goods and services as under:
 - **Provision of Operation & Maintenance Services of ATS Panels, LT/HT, UPS etc.**
2. The RHO NADRA LAHORE intends to prequalify suppliers for Invitation to Bid(s), and sign the Closed Framework Agreement with the selected bidder(s).
3. The objective of the intended Closed framework agreement(s) is the on-demand supply of goods/ services mentioned in para (1) - at RHO NADRA Lahore through subsequent Call-off Contract(s) with successful bidders, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Prequalified Applicants and Closed Framework Agreement(s) will be signed b/w the Procuring Agency and the successful bidder(s) for **one (1) year** and further extendable for six months with same terms and conditions.
5. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the RHO NADRA, 73-Trade Center M. A Johar Town Lahore during office hours.
6. A complete set of Prequalification Documents in English may be obtained PPRA website and Admin Branch (Procurement) RHO NADRA, Lahore.
7. Applications for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by **1100 Hrs on 31 July, 2026** and same will be opened on same day at **1130 Hrs**. Late Applications will not be entertained.

Director Admin
RHO NADRA Lahore
73-Trade Center M. A Johar Town Lahore
Tel No. +92-42-99232816
Fax: +92-42-99232807
E-mail: lh.admin@nadra.gov.pk



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PART 1 – Prequalification



Section I - Instructions to Applicants

A. General	
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 Prequalification.
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, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency. 3.3 Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication. 3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or 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 Public Procurement Rule 19 and predefined standard mechanism.
4. Eligible Applicants	4.1 An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the



	intent to enter into such an agreement supported by a letter of intent. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework 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 Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:



	(a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or (b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process-during the execution of the Framework Agreement and/or Call-off Contract.
	4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at 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 • Section I - Instructions to Applicants (ITA) • Section II - Prequalification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries • Section VI - Fraud and Corruption PART 2 Supply Requirements • Section VII – Schedule of Requirements
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the website link referred in the Invitation for Prequalification, 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 by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 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 Prequalification Documents and Pre-Application Meeting	7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the PDS. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than 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 who have obtained the Prequalification Documents directly from the Procuring Agency (or through its website link), including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response at the web page identified in the PDS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2. 7.2 If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents. 7.3 Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.
8. Amendment of 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.



	8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing 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 identified in the PDS: Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.
	8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2: Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.
C. Preparation of Applications	
9. Cost of Applications	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.
10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.
11. Documents Comprising the Application	11.1 The Application shall comprise the following: (a) Application Submission Letter, in accordance with ITA 12.1; (b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1; (c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (d) any other document required as specified in the PDS.
12. Application	12.1 The Applicant shall complete an Application Submission Letter as



Submission Letter	provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
13. Documents Establishing the Eligibility of the Applicant	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).
14. Documents Establishing the Qualifications of the Applicant	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms). 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows: (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted). (b) value of single contract - Exchange rate prevailing on the date of the contract. 14.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency. 14.4 The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction: (a) 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; (b) 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.
15. Signing of the Application and Number of Copies	15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed



	by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories. 15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail. 15.3 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified in the PDS.
D. Submission of Applications	
16. Sealing and Identification of Applications	16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall: (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1. 16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified in the PDS. 16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
17. Deadline for Submission of Applications	17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.
	17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. 17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).



18. Late Applications	18.1 The Procuring Agency reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.
19. Opening of Applications	19.1 The Procuring Agency shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1. 19.2 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified in the PDS. 19.3 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.
E. Procedures for Evaluation of Applications	
20. Confidentiality	20.1 Information relating to the Applications, their evaluation and results of the 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 28.
	20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
21. Clarification of Applications	21.1 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.
	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
22. Responsiveness of Applications	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed



	time, it may result in disqualification of the Applicant.
23. Margin of Preference	23.1 Unless otherwise specified in the PDS , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
24. Sub-contractors	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.
F. Evaluation of Applications and Prequalification of Applicants	
25. Evaluation of Applications	25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
	25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
	25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall 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.
	25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
26. Procuring Agency's Right to Accept or Reject Applications	26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.
27. Prequalification of Applicants	27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.
	27.2 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.



	27.3 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.
28. Notification of Prequalification	28.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately. 28.2 The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.
29. Request for Bids	29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.
30. Changes in Qualifications of Applicants	30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if: (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members; (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition. 30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.



31. Constitution of Grievance Redressal	31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement. 31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline. 31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report. 31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. 31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. 31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt. 31.7. Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”. 31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal. 31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time. 31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal. 31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.
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32. Mechanism of Blacklisting	32.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined under rule-2; ii. Fails to perform his contractual obligations; or iii. Fails to abide by bid securing declaration; 32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the id securing declaration; 32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies. 32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice 32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed. 32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing. 32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed
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	32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing. 32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority. 32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency. 32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition 32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit. 32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.
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Section II - Prequalification Data Sheet (PDS)	
A. General	
ITA 1.1	The identification number of the Invitation for Prequalification is: NADRA-RHO LHR-IFP/2026/LTHT. The Procuring Agency is: RHO NADRA 73-Trade Center M.A Johar Town Lahore The list of contracts is: Provision of Operation & Maintenance Services of ATS Panels, LT/HT, UPS etc.
ITA 2.1	The name of the Procuring Agency is: RHO NADRA Lahore The name of the Project or Procurement is: N.A
ITA 4.2	Maximum number of members in the JV shall be: [<i>“not allowed”</i>]
ITA 4.7	A list of debarred firms and individuals is available on the PPRA’s website: http://www.ppra.org.pk



B. Contents of the Prequalification Document	
ITA 7.1	For clarification purposes, the Procuring Agency’s address is: [“same as in ITA1.1 above”] Attention: Director (Admin) Admin Branch Address: RHO NADRA 73-Trade Center M. A Johar Town, Lahore Tel No. +92-42-99232816 Fax: +92-42-99232807 E-mail: hr.admin@nadra.gov.pk
ITA 7.1 & 8.2	Web page: <i>[In case used, identify the widely used website or electronic portal of free access where Prequalification information is published]</i>
ITA 7.2	Pre-Application Meeting will be held: <i>[No]</i>
C. Preparation of Applications	
ITA 10.1	This Prequalification document has been issued in the “ English ”
ITA 11.1 (d)	The Applicant shall submit with its Application, the following additional mandatory documents: i) Copy of Sales Tax Registration Certificate verified from FBR website. ii) Copy of NTN Certificate verified from FBR website. iii) Any document/print as proof of being Active Taxpayer iv) Copy of PRA registration certificate. v) Undertaking on Stamp Paper of Rs. 100/- or above certifying that firm/bidder is not temporarily/ permanently debarred from Federal Government/ any Provincial Government or any Federal or Provincial Agency or Authority, department (without bearing any responsibility on NADRA whatsoever in this regard). Attested by Oath Commissioner
ITA 14.2	The source for determining exchange rates is <i>[insert a publicly available source]</i>
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: <i>[0]</i>
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: 31 July, 2026 Time: 1100 hrs For Application submission purposes only, the Procuring Agency’s address



	is same as ITA 1.1 Attention: Director (Admin) Admin Branch Address: RHO NADRA 73-Trade Center M. A Johar Town, Lahore Tel No. +92-42-99232816 Fax: +92-42-99232807 E-mail: hr.admin@nadra.gov.pk Applicants [<i>“shall not”</i>] have the option of submitting their Applications electronically.
ITA 19.1	The opening of the Applications shall be at 1130 Hrs on 31 July, 2026
ITA 19.2	N.A
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference <i>“shall not”</i> apply
ITA 31.1	If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to: For the attention: Redressal Committee Title/position: As Published on PPRA Website In summary, at this stage, a Prequalification related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Agency’s decision not to prequalify an Applicant.



Section III - Qualification Criteria and Requirements

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.



Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 4.5	Must meet requirement	N/A	N/A	N/A	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.6	Must meet requirement	N/A	N/A	N/A	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.7 and 5.1	Must meet requirement	N/A	N/A	N/A	Application Submission Letter
1.4	State-owned enterprise of	Meet conditions of ITA 4.8	Must meet requirement	N/A	N/A	N/A	Forms ELI – 1.1 with attachments
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	N/A	N/A	N/A	Form PER-1
2.2	Pending Litigation	Applicant’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	N/A	N/A	Form PER-1



Eligibility and Qualification Criteria		Compliance Requirements	Documentation
No.	Subject	Requirement	Submission Requirements
3. General/Specific Experience & Financial Performance			
TO BE FILLED BY THE BIDDER (Please tick the appropriate) Total Marks=50			
3.1	EXPERIENCE /NUMBER OF YEARS Establishment of Firm/Company/ Business Entity (FBR/PRA/PEC)	Obtained Marks	Marks 10 Nos
	>=08 Years	10	Attach documents as proof
	>=5 Years & < 08 Years	09	
	>2 Years & < 5 Years	07	
	<=2 Years	06	
3.2	EXPERIENCE /NUMBER OF YEARS – RELATED (Proof of PO's/WO's)	Obtained Marks	Marks 10 Nos
	>=08 Years	10	Attach documents as proof
	>=5 Years & < 08 Years	09	
	>2 Years & < 5 Years	07	
	<=2 Years	06	
3.3	WORTH OF SUPPLIES/ SERVICES – RELATED (Last Two Years)	Obtained Marks	Marks 10 Nos
	Contract /POs Worth > =3 M	10	Attach documents as proof (Contract/POs) with available copies, verifiable.
	Contract /POs Worth >= 02 M & < 3 M	09	
	Contract /POs Worth > =01 M & < 02 M	08	
	Contract /POs Worth > 0.5 M & < 01 M	07	
	Contract /POs worth < = 0.5M	06	
3.4	PERSONNEL/STAFF	Obtained Marks	Marks 10 Nos
	Staff >= 25	10	Attach list of Support team with name, designation and qualification with valid documentary evidence.
	Staff >= 15 & < 25	09	
	Staff >= 10 & < 15	08	
	Staff > 6 & < 10	07	
	Staff <= 6	06	
3.5	COMPANY FINANCIAL STATUS	Obtained Marks	Marks 10 Nos
	Worth >= 10 Million	10	Audited document of last two years.
	Worth >= 08 M & < 10 M	08	
	Worth >= 04 M & < 08 M	06	
	Worth >= 02 M & < 04 M	04	
	Worth < 02 Million	02	
Note: - Pre-Qualification passing marks are 30 (Thirty). - Contractor/ Firm/ Vendor scoring less than 30 marks overall shall be considered Disqualified in Pre-qualification process. - Please attach relevant document to support the option you have selected in eligibility & Qualification criteria. In case of no supporting documents (where applicable), no marks will be given in that field.			



Section IV - Application Forms



Application Submission Letter

Date: *[insert day, month, and year]*
IFP-No. and title: *[NADRA-RHO LHR-IFP/2026/LTHT]*

To: *[insert full name of Procuring Agency]*

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each addendum]*.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.6;
- (c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.9;
- (d) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]*
[We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];
- (e) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the Application]*

In the capacity of: *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: *[insert full name of the Applicant or the name of the JV]*

Address: *[insert street number/town or city/country address]*

Dated: *[insert date the document is signed i.e. day number]* day of *[insert month]*, *[insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]



Form ELI -1.1

Applicant Information Form

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

IFP No. and title: *[NADRA-RHO LHR-IFP/2026/LTHT]*

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

Applicant's name along with nationality <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member along with nationality: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. ☐ 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

In case of JV, the Applicant's information shall include information on each JV member and letter of intent to form JV or JV agreement, in accordance with ITA 4.2



Form ELI -1.1 (continued)

Applicant Information Form

Date: [insert day, month, year]

IFP No. and title: [NADRA-RHO LHR-IFP/2026/LTHT]

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

1. Applicant's name			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web Site:			
8. Contact Name:			
9. Contact Title:			
10. Type of Business:			
11. If Other, specify:			
12. Nature of Business:			
13. Year Established:			
14. Dates, Numbers, and Expiration Dates of Current Licenses and Permits:			
15. Current registration with relevant authorities' information: (PEC)/(PRA)/S. Tax/FBR			
16. Proof of product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]			
17. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin of the raw material and or processing of the goods:			
Date of last inspection:			
18. Quality Assurance Certification (Please include a copy of your latest certificate with the PQ Application):			



19. Production capacity: <i>[insert peak and average production capacity over the last three years in units/day or units/month, etc.]</i>
20. List of names and addresses of sources of raw material and what products they will be used in:
21. Proof of raw material product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]:
22. Raw materials tested prior to use:
23. Presence and characteristics of in-house quality control laboratory
24. Names and addresses of external quality control laboratories used:
25. Are all finished products tested and released by quality control prior to release for sale? Yes ___ No ___, If not, why?
26. List control tests done during production? If so list.
27. List tests conducted after production and prior to release of product on market:
28. Are technical documents available in: <i>[Procuring Agency should insert language]</i> Yes No



Form FIN – 3.1

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: **[NADRA-RHO LHR-IFP/2026/LTHT]**

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					
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* 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, Sub-factor 3.1. 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.



Form FIN - 3.2

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: **[NADRA-RHO LHR-IFP/2026/LTHT]**

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 14 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 3.2.



Current Contract Commitments / Contracts in Progress Form CON-1

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated delivery date
5. Average monthly invoices over the last six months (PKR/mon.)



Form- EXP-1

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



Form- PER 1

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

[The following table shall be filled in for the Applicant and for each member 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: **[NADRA-RHO LHR-IFP/2026/LTHT]**

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>



Manufacturer's Authorization

[The Applicant shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Application Submission]*
IFP No.: **[NADRA-RHO LHR-IFP/2026/LTHT]**

To: *[insert complete name of Procuring Agency]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Applicant]* to **submit a Prequalification Application and submit a Bid** the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the **General Conditions of Contract**, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*



Section V - Eligible Countries

Eligibility for the Provision of Goods and Related Services

In reference to ITA 5.1, for the information of the Applicants, at the present time, firms and individuals, supply of goods and Related Services from the following countries are excluded from this Prequalification process:

Under ITA 5.1

1. *India*
2. *Israel*



Section VI – Scope of Supply



1.Scope of Supply

(Provision of Operation & Maintenance Services of ATS Panels, LT/HT, UPS etc.)

- a. For Procurement of Provision of Operation & Maintenance Services of ATS Panels, LT/HT, UPS etc. a closed Framework Agreement for (1) year will be signed with Pre-Qualified Firms/ Vendors. Furthermore, in accordance to requirements of RHO NADRA Lahore successful firms/ vendors will be signed closed framework agreement.
- b. The quantity of works/ supplies may **increase or decrease** as per NADRA RHO Lahore requirements (as per requirement or due to financial constraint (if any)). The CONTRACTOR(s) shall be responsible for Provision of Operation & Maintenance Services of ATS Panels, LT/HT, UPS etc. at NADRA RHO Lahore.
- c. Details of required Provision of Operation & Maintenance Services of ATS Panels, LT/HT, UPS etc. with parts are as under: -

S. No	Description	Make	A/U	Qty
1	ATS System Panels Operation & Maintenance (ATS Panels, LT/HT Power System, Generators, Transformer, Fire Alarm & Firefighting System, CCTV Cameras, and UPS)			
1.1	Site Engineer (8 hrs)		No	1
1.2	Technician (8 hrs each (Three Shifts)		No	03
2	Electrical Panels			
2.1	VOLTMETER	KAEL	No	01
2.2	AMPEREMETER	KAEL	No	01
2.3	VOLT SELECTOR SWITCH	KAEL	No	01
2.4	AMPERE SELECTOR SWITCH	KAEL	No	01
2.5	VOLTMETER	GGT	No	01
2.6	AMPEREMETER	GGT	No	01
2.7	VOLT SELECTOR SWITCH	GGT	No	01
2.8	AMPERE SELECTOR SWITCH	GGT	No	01
2.9	VOLTMETER	REVALCO	No	01
2.10	AMPEREMETER	REVALCO	No	01
2.11	ATS/AMF MODULE	DATAKOM	No	01
2.12	CURRENT TRANSFORMER	NITRO	No	01
2.13	8 PIN RELAYS	OMRON	No	01
2.14	SURGE PROTECTION DEVICE	DENN	No	01
2.15	POWER FACTOR RELAY	MIKRO	No	01
2.16	CAPACITORS			



3	CIRCUIT BREAKERS - Electrical Panels (GE)			
3.1	3200A 3POLE AIR CIRCUIT BREAKER	SCHNEIDER	No	01
3.2	3200A 3POLE AIR CIRCUIT BREAKER	GE	No	01
3.3	250A 3POLE AIR CIRCUIT BREAKER	GE	No	01
3.4	800A 4POLE MCCB	GE	No	01
3.5	400A 4POLE MCCB	GE	No	01
3.6	1250A 3POLE MCCB	GE	No	01
3.7	400A 3POLE MCCB	GE	No	01
3.8	250A 3POLE MCCB	GE	No	01
3.9	160A 3POLE MCCB	GE	No	01
3.10	60A 3POLE MCCB	GE	No	01
3.11	50A 3POLE MCCB	GE	No	01
3.12	63A 4POLE ELCB	GE	No	01
3.13	30A 1POLE MCB	GE	No	01
3.14	20A 1POLE MCB	GE	No	01
3.15	16A 1POLE MCB	GE	No	01
3.16	10A 1POLE MCB	GE	No	01
4	HT PANELS (PEL)			
4.1	HT CONSUMER PANEL	PEL	No	01
4.2	FEEDER RELAY	GE	No	01
4.4	VCB	UNKNOWN	No	01
5	UPS APC/MGE GALAXY 700 Series 200KVA and APC/MGE Galaxy-300			
5.1	UPS NETWORK MANAGEMENT CARD 2 WITH ENVIRONMENT MONITORING, OUT OF BAND ACCESS AND MODBUS	AP9635Ch	No	01
5.2	AGAN PCBA - SPARE PART	0J-0P3839CB	No	01
5.3	Supply board ALIN PCBA - SPARE Part	0J-0P2612FC	No	01
5.4	Supply drivers LEM board	0J-0P1367CC	No	01
5.5	BOARD COSET - SPARE PART	0J-0P3370CB	No	01
5.6	COSIT PCBA - SPARE PART	0J-0P3085BC	No	01
5.7	SS Control Board	0J-0P3168CE	No	01
5.8	Fan supply board		No	01
5.9	DALIT PCABA - SPARE PART		No	01
5.10	BOARD GALAXY 7000 DIGIT		No	01
5.11	BOARD GALAXY700 EXTT		No	01
5.12	EXPUT PCAB - SPARE PART		No	01
5.13	Battery filter board		No	01
5.14	PCBA GDET GALAXY7000 SPARE PART		No	01
5.15	UPS acquisition board		No	01
5.16	BOARD GALAXY7000 K1NT		No	01
5.17	RESI PCBA GALAXY-PW225-SPARE PART		No	01
5.18	GALAXY 7000 INOUT2 PCBA - SPARE PART		No	01



5.19	PC BOARD GALAXY7000 FILAT SPARE PART		No	01
5.20	Optical SMALL LIGHT GUIDE		No	01
5.21	DISPLAY PANEL PCBA KIT G5000-SPARE PART		No	01
5.22	FAN AC AXIAL 150X172MM - SPARE PART (1 FAN)		No	01
5.23	FUSE 400A with switch		No	01
5.24	FUS 6A 500V GG 10x38		No	01
5.25	BOXE 10 FUS 6A 10x38		No	01
5.26	THYRISTOR MODULE 250A		No	01
5.27	Free wheel diode		No	01
5.28	PVC HOOD CALODUS STEP 1 - SPARE PART		No	01
5.29	Heat pipe		No	01
5.30	MUT2T PCBA G7K 200KVA - SPARE PART		No	01
5.31	PCBA G7000 DRV3T X1 SPARE PART		No	01
5.32	PCBA G7000 DRV3T X2 SPARE PART		No	01
5.33	Battery Vision/CSB 12V 70Ah		No	01

- d. Complete Power system including LT/HT Panels, Power Factors etc., Generators, Transformer, UPS, Fire Alarm Monitoring System, CCTV cameras, Fire Fighting System, UPS and Management of Electric supply at RHO NADRA Lahore building.
- e. Bidder will formulate and attach Periodic Maintenance plan of all Equipment, Periodic plan will have plan for daily, weekly, quarterly, bi-yearly and yearly service activities for all the equipment.
- f. Bidder will be responsible to provide the services as may be required for the following works, but not limited to, throughout the contract period.
- Equipment installation / Shifting / Rearranging
 - Shifting of racks,
 - Providing Equipment requirements on need basis,
 - Cable arrangements.
- g. Vendor is required to ensure the availability, operational reliability, and response times for all the services as required.
- h. In terms of BIOS / Firmware support, vendor shall monitor and will be responsible to inform RHO NADRA Lahore if any new release has been made available and deploy.
- i. The vendor will discuss all maintenance, health check and compliance plans ahead of time with RHO NADRA Lahore (at least 2 weeks before) to get NADRA consent for the same and also to meet any pre-requisites ahead of time required for the same.



- j. A onetime thorough cleaning will be done. This cleaning will be done on start of the contract date.
- k. Technicians shall be deputed in RHO NADRA Lahore building for 24 hours (365 days).
- l. Payment will be made on monthly basis. Every monthly payment will be done after satisfactory performance and deduction (if any) of penalties and service downtime as per priority response.
- m. Upon unsatisfactory service NADRA may serve written 30 days' notice to the contractor and terminate this Contract as a whole or in part at any time for its convenience. The notice of termination shall specify that termination is for NADRA's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.
- n. Termination of the contract will be done after three (03) unsatisfactory notices.

o. **Priority Levels (also referred to as Critical Level)**

Failures in general, and component failure in particular may cause an impact on organizational performance by way of a service not being available or a technology solution not performing as required, thereby, restricting business productivity, and in turn translating in to a business loss. List of all component failures may cause such a business loss, the quantum of the same may range from virtually un-affecting to serious business impact. Correspondingly, it is necessary that the component failures have a related business impact assessment, which shall be the main factor in determining the associated priority for attending to that failure.

i- **Levels of Criticality & Associated Priorities**



Level	Priority	Attention	Impact	Description
Level – 1	CRITICAL	INSTANT	BUSINESS REPUTATION	Operations are "down" due to a very critical or total hardware or its component failure causes of both redundant/ alternate path failure at any point from source to rack level which has a decisive impact to the operations. Hence must be attended to immediately with recovery ASAP.
Level – 2	HIGH	URGENT	BUSINESS PERFORMANCE	Operations of any of the segment or path are down, severely degraded, or significant aspects of operations are negatively affected by product failure due to which overall setup is running on backup system or single path in a compromised status. Hence requires immediate attention and resolution by way of replacements or alternative mechanisms in quick time.
Level – 3	MEDIUM	SCHEDULED	MANAGEABLE	A failure in the equipment which may cause malfunction or disruption or reduced performance of the product, but retain the redundancy level within the equipment and availability on both redundant paths. Hence requires attention and resolution by way of replacements, backups or alternative mechanisms in a scheduled time.
Level – 4	LOW	PLANNED	MINIMAL	A failure which may not cause any disruption or performance of the equipment but requires attention and/or change of components in order to avoid escalation of problem.
Level – 5	NONE	PLANNED	NONE	A failure which may not cause any disruption or performance of the equipment but may be planned for change of components in order to avoid a problem from happening.

ii- Table Priority – Response

Level	Priority	Initial Response Time	Turn Around Time	Problem Resolution Time	Backup Provisioning	Penalty
Level – 1	CRITICAL	Within 15min	Within 30min	Within 02hours	Backup Provisioning within 24-Hours of initial response time	After Problem Resolution TimeRs. 5000 Per Hour
Level – 2	HIGH	Within 30min	Within 1Hour	Within 04 hours	Backup Provisioning within 48-Hours of initial response time	After Problem Resolution TimeRs. 1000 Per Hour
Level – 3	MEDIUM	Within 60min	Within 04 hours	Within 24 hours	Backup Provisioning within 72-Hours of initial response time	After Problem Resolution TimeRs. 100 Per Hour
Level – 4	LOW	Within 240 min	Within 12 hours	Within 48 hours	Backup not required	After Problem Resolution Time Rs. Zeror
Level – 5	NONE	Within 10 Hours	Within 24 hours	Within 72 hours	Backup not required	After Problem Resolution Time Rs. Zeror

- p. The Liquidated Damages (penalty) will be calculated till the faulty equipment becomes functional.



- m. The contractor must have the ability to render all above services simultaneously. No sub division /partial service contract will be awarded. Firms will not sub-let the complete /part of the jobs.
- n. Contract will cover provision of services/ parts from the Contractor and it will be on the discretion of the Customer (NADRA) to provide/ procure parts from open market or from Contractor.
- o. The successful bidder will be awarded contract for the period of **one year** and further extendable for **six months** with same terms and conditions.
- p. Competent Authority reserves the right to reject all offers as per the clause 33 of PPR rules 2004.
- q. The Contractor shall carryout operation, maintenance of electronic/ electrical/mechanical equipment and installations for **ATS Panels, LT/HT Power System, Generators, Fire alarm & Firefighting system, CCTV Cameras, Transformer and UPS** and its allied equipment for provision of effective services and spares if required by the employer.
- (a) Complete periodic servicing and maintenance including minor repairs, servicing of all equipment pertaining to above mentioned systems and controls. The Contractor shall prepare and submit Servicing and Maintenance Schedule to the Employer's representative for approval.
 - (b) The Contractor shall be responsible for the following:
 - i. All staff required for the work including but not limited to staff as mentioned in schedule of manpower & prices.
 - ii. All such tools, instruments, tackles and equipment as will be required for maintaining a small workshop to support the Contractor's Operator for proper operation, maintenance and servicing of the plant and equipment.
 - iii. The Contractor shall ensure that all plants, equipment and systems are operated, maintained and serviced efficiently to avoid breakdown during normal operation. The Contractor shall also ensure economical consumption of the material and spare parts supplied by Employers
- r. The contractor shall:
- i. Ensure that Recorders of various functions of different plants and equipment are in correct operational order along with instruments installed to indicate various readings so that correct operational record is maintained.
 - ii. Record plants and equipment operational data at suitable intervals.
 - iii. Record all observations in printed log sheets approved by the employer's representative. All stationery items log sheets, computer paper, graph paper etc shall be supplied by the work of routine servicing and maintenance as required must be completed by the Contractor's Staff every day



s. The contractor shall immediately report any malfunctioning or damage of the plants equipment and systems to the Employer's Representative.

The contractor shall

- i. Check for the working of all electrical and mechanical components of the equipment.
- ii. Maintenance of daily operation log books
- iii. Any servicing or running repairs required during the operation of the plants, equipment and controls.

t. **Spare Parts**

- i. The CONTRACTOR shall ensure that the spare parts etc are replaced only when it is considered essential. Maximum care shall be exercised for economy and all efforts should be made to repair the old parts for their reuse. New part should only be substituted when the old part cannot be satisfactorily repaired. **It is discretion of employer to procure parts from the contractor or they can be provided by employer to the contractor for its deployment.**
- ii. The CONTRACTOR will submit a complete list of spare parts and materials required for the operation, routine and annual servicing maintenance.
- iii. The EMPLOYER shall give following minimum time notice to the CONTRACTOR for procurement of spare parts and materials:

- 2 months time for imported spare parts & materials.
- One Week time for locally available spare parts and materials.

u. The successful bidder will be bound to fulfill effective/ persistent Operation & Maintenance of **ATS Panels, LT/HT Power System, Generators, Fire Alarm Monitoring & Firefighting system, CCTV Cameras, and UPS**) at RHO NADRA Lahore and shall ensure effectiveness of provided services during course of contract. In case of failure LD would be applicable as per (SCC Liquidated damages).

v. Payments will be made after successful completion of services and job completion certificate duly (Signed and Stamped) by Admin Branch may be. It is responsibility of the contractor to submit completion/ satisfactory certificate within seven days after completion of job.

w. The scope of services/ supplies will be strictly followed by the CONTRACTOR as described in (Schedule of Requirements/ Scope of Work/ Technical Specifications).



- x. In case the CONTRACTOR fails to provide the services at the time of execution of works, NADRA RHO Lahore will deduct percentage (%) of gross amount mentioned in SCC (Liquidated Damages) from Contractor's bill.
- y. The CONTRACTOR shall submit his monthly invoice / bills completed in all respects to Admin Branch NADRA RHO Lahore during first week of every month for the work carried out during the preceding month.
- z. NADRA RHO Lahore shall have the power to withheld any invoice / bill if the works or any parts thereof are not being carried out to its satisfaction or according to the defined scope of work / NADRA Tender Documents (Schedule of Requirements/ scope of work).
- aa. The CONTRACTOR shall be responsible to for the payment of income tax, on income arising out of the contract and the rates / prices stated in Schedule of Tender Prices shall be deemed to cover all taxes.
- bb. The CONTRACTOR shall be responsible for the payment of all other taxes announced by Government of Pakistan on services arising out of the contract.
- cc. NADRA RHO LAHORE shall have the right to terminate the contract by giving a notice of thirty (30) days to the CONTRACTOR if:
- i. In the opinion of the NADRA RHO Lahore/ NADRA Competent Authority, the Contractor's performance is unsatisfactory.
 - ii. The CONTRACTOR fails to abide by any of the conditions of the contract or the instructions of NADRA RHO Lahore (rep).
 - iii. NADRA RHO Lahore shall also have the right to terminate the contract by giving a 30 days' notice if it decides to discontinue the services of the CONTRACTOR due to any reason other than those mentioned above.
 - iv. The CONTRACTOR shall also have the right to withdraw from the contract with NADRA RHO Lahore by giving a notice of sixty (60) days if the CONTRACTOR fails to comply or is incapable to perform as per the standards / defined scope of works by NADRA RHO Lahore.
- dd. NADRA RHO Lahore will have the right to forfeit the performance guarantee in this / above scenarios of withdrawal / termination of contract and blacklisting of the contractor as per Public Procurement Rules 2004



2. Delivery Schedule

The successful bidder shall be liable to supply the requisite items/ services at their own expenses and within the specified time which shall be mentioned by RHO NADRA Lahore in respective “Call-off Orders” that shall be issued from time to time, at Admin Branch, RHO NADRA, 73-Trade Center M.A Johar Town, Lahore



Section VII – Schedule of Requirements

Provision of Operation & Maintenance Services of ATS Panels,
LT/HT, UPS etc. at RHO Lahore

Sr	Description	Quantity (Estimated)	Tentative Date of Supply/Order	Tentative Delivery Date	Delivery Locations
1	Provision of Operation & Maintenance Services of ATS Panels, LT/HT, UPS, Generators, Transformer, CCTV Cameras, Fire Alarm Monitoring & Firefighting System etc.	Closed frame work agreement for One Years and extendable for six months in extreme conditions. 8x ATS Panels (GE) 1x LT/HT Power System DATAKOM 2x Generators (725 KVA Caterpillar) 1x Firefighting System (Siemens) 204x Fire Alarms / Smoke Detectors (Bentel) 1x Transformer (1500 KVA) (PEL) 80x CCTV Cameras (Dhaua) 2x UPS (APC Schneider) (2x 200 Kva)	As per release of funds and identification of need.	Same day or as per delivery type	RHO Lahore, NADRA 73-Trade Center M.A Johar Town Lahore
2	• Site Engineer	1x (8hrs)			
3	• Technician	3x (8 hrs Shift)			

