

Part-1 Prequalification

# PRE-QUALIFICATION DOCUMENTS

## Procurement of Office Equipment Through Open Framework Agreements

Prequalification Notice No. (NADRA-RHO/ISB/Proc/15/2026)

Issue Date ----- April 2026



**National Database & Registration Authority**

**RHO Islamabad**

Invitation for Prequalification

## Brief of the Document

### Procurement Notice -

NADRA RHO Islamabad intends to prequalify firms for Procurement of **Office Equipment** vide Prequalification Notice # **NADRA-RHO/ISB/Proc/15/2026** **through open frame work agreement for 2 x years and further extendable** for one year from interested eligible applicants as prescribed in the prequalification documents registered with Income Tax & Sales Tax Departments and who are Active Tax Payers List (ATL) of the FBR for the supplies of **Office Equipment** to Regional Head Office Islamabad.

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

**Prequalification Document (Prequalification List for  
Procurement of Office Equipment through Open Framework  
Agreements)**

**PART 1 - PREQUALIFICATION PROCESS**

case of open 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.

Invitation for Prequalification

**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.

## Procurement Notice

# Invitation for Prequalification List for Procurement of Office Equipment through Open Framework Agreements

### For Regional Head Office.

1. The NADRA RHO Islamabad has sufficient funds toward the expenditure of Procurement of **Office Equipment**, and intends to apply part of the proceeds toward payments under the contract or contracts for Procurement of **Office Equipment** through Open Framework Agreement.
2. The NADRA RHO Islamabad intends to prequalify suppliers for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended Open framework agreement(s) is the on-demand supply of Office Equipment (Estimated quantities to be procured are given in schedule of requirement) for NADRA RHO Islamabad, 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 in May 2026 (expectedly)**, on the bases of as and when required) and Open Framework Agreement(s) will be signed b/w the Procuring Agency and the successful bidder(s) as Framework **Agreement Suppliers in May 2026 (expectedly)**
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 NADRA RHO Islamabad at the address mentioned below during office hours.
6. complete set of Prequalification Documents in English may be Downloaded form [www.ppra.gov.pk](http://www.ppra.gov.pk)
7. Applications to Prequalify for provision of **Office Equipment** should be submitted in sealed envelopes and delivered to the address mentioned below on or before **1100 hours dated 04<sup>th</sup> May 2026** and be clearly marked “**Application to Prequalify for procurement of Office Equipment**”. Applications/Proposals will be opened on the same day at **1130 Hours** by concerned Tender opening board. Late Applications will be rejected.

NADRA RHO Admin Department  
Plot # 30,31 Mauve Area G-10/4  
Islamabad



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## **PART 1 – Prequalification**



## **Section I - Instructions to Applicants**



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## A. General

<b>1. Scope of Application</b>	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).
<b>2. Source of Funds</b>	2.1 Source of funds is same as referred in Invitation for Prequalification.
<b>3. Fraud and Corruption</b>	<p>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.</p> <p>3.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, subconsultants, 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.</p> <p>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.</p> <p>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.</p> <p>3.5 Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19</p>

	and predefined standard mechanism.
<p><b>4. Eligible Applicants</b></p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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 <b>in the PDS</b>, there is no limit on the number of members in a JV.</p>



	<p>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.</p> <p>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.</p>
	<p>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:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(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.</li> </ul>



	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 Applicants that are state-owned enterprises or institutions in the Islamic Republic of Pakistan may be eligible to participate only if they can establish, that they: <ul style="list-style-type: none"> <li>(a) are legally and financially autonomous;</li> <li>(b) operate under commercial law, and</li> <li>(c) are not under administrative control of the Procuring Agency.</li> </ul>
	4.7 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.
<b>5. Eligibility (in terms of Nationality)</b>	5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

## B. Contents of the Prequalification Documents

<b>6. Sections Prequalification Documents</b>	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.
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	<p><b>PART 1 Prequalification Procedures</b></p> <ul style="list-style-type: none"> <li>• Section I - Instructions to Applicants (ITA)</li> <li>• Section II - Prequalification Data Sheet (PDS)</li> <li>• Section III - Qualification Criteria and Requirements</li> <li>• Section IV - Application Forms</li> <li>• Section V - Eligible Countries</li> <li>• Section VI - Fraud and Corruption</li> </ul> <p><b>PART 2 Supply Requirements</b></p> <ul style="list-style-type: none"> <li>• Section VII – Schedule of Requirements</li> </ul>
	<p>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.</p>
	<p>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.</p>
<p><b>7. Clarification of Prequalification Documents and Pre-Application Meeting</b></p>	<p>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 <b>in the PDS</b>. 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</p>



	<p>the inquiry but without identifying its source. If so, indicated <b>in the PDS</b>, the Procuring Agency shall also promptly publish its response at the web page identified <b>in the PDS</b>. 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.</p> <p>7.2 If indicated <b>in the PDS</b>, 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 <b>in the PDS</b>. 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.</p> <p>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.</p>
<b>8.Amendment of Prequalification Documents</b>	<p>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.</p>



	<p>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 <b>in the PDS</b>:</p> <p>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.</p>
	<p>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:</p> <p>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.</p>
<h3><b>C. Preparation of Applications</b></h3>	
<p><b>9. Cost of Applications</b></p>	<p>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.</p>
<p><b>10. Language of Application</b></p>	<p>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 <b>in the PDS</b>. 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 <b>in the PDS</b>, in which case, for purposes of interpretation of the Application, the translation shall govern.</p>



<p><b>11. Documents Comprising the Application</b></p>	<p>11.1 The Application shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) <b>Application Submission Letter</b>, in accordance with ITA 12.1;</li> <li>(b) <b>Eligibility:</b> documentary evidence establishing the Applicant’s eligibility, in accordance with ITA 13.1;</li> <li>(c) <b>Qualifications:</b> documentary evidence establishing the Applicant’s qualifications, in accordance with ITA 14; and (d) any other document required as specified <b>in the PDS</b>.</li> </ul>
<p><b>12. Application Submission Letter</b></p>	<p>12.1 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.</p>
<p><b>13. Documents Establishing the Eligibility of the Applicant</b></p>	<p>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).</p>
<p><b>14. Documents Establishing the Qualifications of</b></p>	<p>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</p>



<p><b>the Applicant</b></p>	<p>requested in the corresponding Information Sheets included in Section IV (Application Forms).</p> <p>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:</p> <ul style="list-style-type: none"> <li>(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).</li> <li>(b) value of single contract - Exchange rate prevailing on the date of the contract.</li> </ul> <p>14.3 Exchange rates shall be taken from the publicly available source identified <b>in the PDS</b>. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.</p> <p>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:</p> <ul style="list-style-type: none"> <li>(a) that, if required <b>in the BDS</b>, 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;</li> <li>(b) that, if required <b>in the BDS</b>, 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.</li> </ul>
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<p><b>15. Signing of the Application and Number of Copies</b></p>	<p>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.</p> <p>15.2 The Applicant shall submit copies of the signed original Application, in the number specified <b>in the PDS</b>, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p> <p>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 <b>in the PDS</b>.</p>
<p><b>D. Submission of Applications</b></p>	
<p><b>16. Sealing and Identification of Applications</b></p>	<p>16.1 The Applicant shall enclose the original and the copies (if required) of the Application in a sealed envelope that shall:</p> <ul style="list-style-type: none"> <li>(a) bear the name and address of the Applicant;</li> <li>(b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and</li> <li>(c) bear the specific identification of this Prequalification process indicated <b>in the PDS</b> reference ITA 1.1.</li> </ul> <p>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 <b>in the PDS</b>.</p> <p>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.</p>



<b>17. Deadline for Submission of Applications</b>	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 <b>in the PDS</b> . When so specified <b>in the PDS</b> , Applicants have the option of submitting their Applications electronically, in accordance with electronic Application
	submission procedures specified <b>in the PDS</b> .
	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).
<b>18. Late Applications</b>	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.
<b>19. Opening of Applications</b>	19.1 The Procuring Agency shall open all Applications at the date, time and place specified <b>in the PDS</b> . 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 <b>in the PDS</b> .  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.
<b>E. Procedures for Evaluation of Applications</b>	



<p><b>20. Confidentiality</b></p>	<p>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.</p>
	<p>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.</p>
<p><b>21. Clarification of Applications</b></p>	<p>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.</p>
	<p>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.</p>
<p><b>22. Responsiveness of Applications</b></p>	<p>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.</p>
<p><b>23. Margin of Preference</b></p>	<p>23.1 Unless otherwise specified <b>in the PDS</b>, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.</p>
<p><b>24. Sub-contractors</b></p>	<p>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.</p>



<b>F. Evaluation of Applications and Prequalification of Applicants</b>	
<b>25. Evaluation of Applications</b>	<p>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.</p> <p>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.</p> <p>25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of</p>
	<p>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.</p> <p>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.</p>
<b>26. Procuring Agency's Right to Accept or Reject Applications</b>	<p>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.</p>



<p><b>27.Prequalification of Applicants</b></p>	<p>27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.</p> <p>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.</p> <p>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.</p>
<p><b>28. Notification of Prequalification</b></p>	<p>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.</p> <p>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.</p>
<p><b>29. Request for Bids</b></p>	<p>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.</p>



<b>30. Changes in Qualifications of Applicants</b>	<p>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:</p> <ul style="list-style-type: none"><li>(a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;</li><li>(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</li><li>(c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.</li></ul> <p>30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.</p>
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<p><b>31. Constitution of Grievance Redressal</b></p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>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:</p>
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	<p>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.</p> <p>31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>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”.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee.</p> <p>The decision of the committee shall be final.</p>
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<p><b>32. Mechanism of Blacklisting</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined under rule-2;</li> <li>ii. Fails to perform his contractual obligations; or</li> <li>iii. Fails to abide by bid securing declaration;</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;</li> <li>ii. Fails to perform his contractual obligations; and iii. Fails to abide by the id securing declaration;</li> </ul>
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	<p>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.</p> <p>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</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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..</p> <p>32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor</p>
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	<p>from participating in any public procurement with a statement that the bidder or contractor may, within thirty</p>
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	<p>days, prefer a representation against the order before the Authority.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>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.</p>



<b>Section II - Prequalification Data Sheet (PDS)</b>	
<b>A. General</b>	
<b>ITA 1.1</b>	The identification number of the Invitation for Prequalification is: <b>NADRA-RHO/ISB/Proc/15/2026</b> The Procuring Agency is: NADRA RHO ISB The list of contracts is: <b>Open Framework Agreement for Procurement of Office Equipment.</b>
<b>ITA 2.1</b>	The name of the Procuring Agency is: NADRA RHO Islamabad The name of the Project or Procurement is: <b>Procurement of Office Equipment through Open Framework Agreement(s)</b>
<b>ITA 4.2</b>	<b>Maximum number of members in the JV shall be: "not applicable"</b>
<b>ITA 4.7</b>	A list of debarred firms and individuals is available on the PPRAs website: <a href="http://www.ppra.org.pk">http://www.ppra.org.pk</a>
<b>B. Contents of the Prequalification Document</b>	
<b>ITA 7.1</b>	<b>For clarification purposes</b> , the Procuring Agency's address is: NADRA RHO Procurement Department NADRA Regional Head office Islamabad, G-10/4
<b>ITA 7.1 &amp; 8.2</b>	NADRA Web page: <a href="http://www.nadra.gov.pk">www.nadra.gov.pk</a> Authority Web Page <a href="http://www.ppra.org.pk">www.ppra.org.pk</a>
<b>ITA 7.2</b>	Pre-Application Meeting. <b>NILL</b>
<b>C. Preparation of Applications</b>	
<b>ITA 10.1</b>	This Prequalification document has been issued in the <b>"English"</b>
<b>ITA 11.1 (d)</b>	The Applicant shall submit with its Application, the following additional documents: <b>N/A</b>

<b>ITA 14.2</b>	The source for determining exchange rates is: <b>N/A</b>
<b>ITA 15.2</b>	In addition to the original, the number of copies to be submitted with the Application is: None



<b>D. Submission of Applications</b>	
<b>ITA 17.1</b>	<p><b>The deadline for Application submission is:</b>  Date: <b>04<sup>th</sup> May 2026</b>  Time: <b>1100 Hours</b></p> <p>For <b>Application submission purposes only</b>, the Procuring Agency's address is:  NADRA RHO Islamabad Procurement Department  Plot # 30,31 Mauve Area,  G-10/4, Islamabad</p>
<b>ITA 19.1</b>	<p>The opening of the Applications shall be at:  Date: <b>04<sup>th</sup> May 2026</b>  Time: <b>1130 Hours</b></p> <p>Address: NADRA RHO ISB Procurement Department  Plot # 30,31 Mauve Area,  G-10/4, Islamabad</p>
<b>ITA 19.2</b>	<b>The electronic Application opening procedures shall be: NIL</b>
<b>E. Procedures for Evaluation of Applications</b>	
<b>ITA 23.1</b>	A margin of domestic preference " <i>shall not</i> " apply.

<b>ITA 31.1</b>	<p>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:</p> <p><b>For the attention:</b> Mr. Raza Ul Islam, <b>Title/position:</b> President Grievance Redressal Committee <b>Procuring Agency:</b> NADRA RHO <b>Address:</b> NADRA RHOs, SBP Building, Shakra-e-Jamhoriat, G-5/2, Islamabad. <b>Fax number:</b> 051-90391522</p> <p>In summary, at this stage, a Prequalification related Complaint may challenge any of the following:</p>
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	<ol style="list-style-type: none"><li><b>1.</b> the terms of the Prequalification Documents; and</li><li><b>2.</b> the Procuring Agency's decision not to prequalify an Applicant.</li></ol>
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Qualification Criteria and Requirements

## **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.

## Section IV - Application Forms

### Application Submission Letter

Date: \_\_\_\_\_

Prequalification Notice No. **NADRA-RHO/ISB/Proc/15/2026**

Prequalification Title; Procurement of Office Equipment through Open Frame Work Agreement

To: NADRA RHO Islamabad

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.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (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 4.5;



- (d) **State-owned enterprise or institution:** (Tick appropriate)  *We are not a state-owned enterprise or institution*  *We are a state-owned enterprise or institution but meet the requirements of ITA 4.6*
- (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.

Signature

(Authorized representative(s) of the Applicant)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Duly authorized to sign the Application for and on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_

*[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: \_\_\_\_\_

Prequalification Notice No. **NADRA-RHO/ISB/Proc/15/2026**

Page 01 pages 02

Applicant's name along with nationality: _____
In case of Joint Venture (JV), name of each member along with nationality: _____



Applicant's actual or intended country of registration: _____
Applicant's actual or intended year of incorporation: _____
Applicant's legal address [in country of registration]: _____
Applicant's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2.</p> <p><input type="checkbox"/> 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>

*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)

Date: \_\_\_\_\_

Prequalification Notice No. **NADRA-RHO/ISB/Proc/15/2026** Page 02 pages 02

1. Applicant's name	
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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 <b>[If Applicable]</b> :			
15. Current registration with relevant authorities information <b>[If Applicable]</b> :			
16. Proof of product and facility registrations with Procuring Agency's country regulatory authority and international agencies <b>[If Applicable]</b>			
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 <b>[If Applicable]</b> :			
Date of last inspection:			
18. Quality Assurance Certification <b>[If Applicable]</b> (Please include a copy of your latest certificate with the PQ Application):			

Signature & Stamp

(Authorized representative(s) of the Applicant)



## 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: \_\_\_\_\_

Date: \_\_\_\_\_

Joint Venture Member Name, if any: \_\_\_\_\_

Prequalification Notice No. **NADRA-RHO/ISB/Proc/15/2026**

Prequalification Title; Procurement of **Office equipment** through Open Frame Work Agreement

Page 01 of 02 pages

#### 1. Financial data

Type of Financial information in (PKR)	Historic information for previous 3 (three) years (Amount in PKR equivalent)				
	Year 1	Year 2	Year 3		
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PAT)					
<b>Information from Bank Statement (If no Financial Statement)</b>					
Total Credit (of last six months statement)					



Closing Balance					
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Signature & Stamp

(Authorized representative(s) of the Applicant)



## Form FIN – 3.1 (continued)

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Joint Venture Member Name, if any: \_\_\_\_\_

Prequalification Notice No. **NADRA-RHO/ISB/Proc/15/2026**

Prequalification Title; Procurement of Office equipment through Open Frame Work Agreement

Page 02 of 02 pages

### 3. Financial documents

The Applicant / Bidders shall provide 03 years Bank Statement Pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.5. 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 *three* years Bank Statement required above; and complying with the requirements.

Signature & Stamp

(Authorized representative(s) of the Applicant)





Signature & Stamp (Authorized representative(s) of the Applicant)

## 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: \_\_\_\_\_

Date: \_\_\_\_\_

Joint Venture Member Name, if any: \_\_\_\_\_

Prequalification Notice No. **NADRA-RHO/ISB/Proc/15/2026**

Prequalification Title; Procurement of Office equipment through Open Frame Work Agreement

#### Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements Sub Factor 2.1

- Not debarred due to deviation from commitment of Bid Securing Declaration
- Not debarred due to non-performance or
- Details of Contract(s) not performed as specified in Section III, Qualification Criteria and Requirements, Sub Factor 2.1



Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (PKR)
	<i>[insert amount and percentage]</i>	Contract Name & No:  Name of Procuring Agency:  Reason(s) for nonperformance:	

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<b>Pending Litigation, in accordance with Section 011, Qualification Criteria and Requirements Sub Factor 2.2</b>			
<input type="checkbox"/> No pending litigation in accordance with Section 011, Qualification Criteria and Requirements, Sub-Factor 2.2.  Or  <input type="checkbox"/> Pending litigation in accordance with Section 011, Qualification Criteria and Requirements, Sub-Factor 2.2 is indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (PKR)
		Contract Name & No:   Name of Procuring Agency:   Matter in dispute:   Party who initiated the dispute:   Status of dispute:	



## List of Documents to be part of Prequalification Application

List of Documents (To be attached with proper tagging)	Tick (also give tag number)
<b>Eligibility Documents</b>	
1. All pages of Prequalification documents duly signed/stamped by applicant.	
2. Proof of company/firm's registration in Pakistan with relevant authority.	
3. Undertaking (on Stamp Paper) that the Applicant is not blacklisted or debarred by any government, regulatory or other body.	
4. Certification of Registration for NTN and STN	
5. Print of Active Taxpayers Compliance Level from FBR Website	
<b>Qualification Documents</b>	
6. All the Forms (completely filled and duly signed/stamped) of Section IV of Part-1 (Application Forms) of Prequalification Documents.	
7. Copies of 3 X related POs/WOs/Contracts (with Public or Private Organizations). In the last financial year /previous one year. <b>Not less than Fifty thousand</b> through Tender/Frame work agreement.	
8. <b>Bank Statement of last 1 year ,with turnover of Five hundred thousand.</b>	

### Signature & Stamp

(Authorized representative(s) of the Applicant)



## **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:

“Not apply being a National Tender for procurement of Office Equipment”



## Section VI – Fraud and Corruption

1. All Applicants/Companies/Representatives are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Admin/Procurement Department/any other office of NADRA or to the end user etc. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against qualification/bills/acceptance certificates etc., immediately inform **Procurement Department of NADRA RHO Islamabad** on the following e-mails. NADRA will protect the personal and confidential information of the Applicant, in this regard:
2. If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained and such situation will be dealt as per PPRA instructions as per Rule-19.
3. RHO Islamabad reserves the right to initiate proceedings for blacklisting as per Rule-19 of PPRA, if a firm/supplier consistently fail to provide satisfactory performance or is found to be indulging in corrupt or fraudulent practices or any other violation as per PPRA Rule-19.
4. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in any public procurement or disposal proceedings for the period of not more than ten years, if corrupt and fraudulent practice as defined in PPRA rules is established against the bidder or the bidders in pursuance of blacklisting proceedings.
5. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than three years, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise.
6. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than six months, if the bidder fails to abide with a bid securing declaration, if taken in any of framework agreement(s), however without being indulged in any corrupt and fraudulent practice.

Signature & Stamp

(Authorized representative(s) of the Applicant)



# Section VII – Schedule of Requirements

## (Procurement of Office Equipment)

### 1. Scope of Supplies

#### 1.1 BACKGROUND

NADRA RHO Islamabad managing to fulfill the requirements of DAUS's and Branches of RHO.

#### 1.2 AREA OF SUPPLIES

The suppliers/companies will be prequalified for the procurement of Office Equipment at RHO Islamabad.

**After conclusion of the prequalification process, Technical and Financial Proposals will be called from the Prequalified Suppliers/Companies by NADRA RHO Islamabad as and when required.**

#### 1.3 SCOPE OF SUPPLIES

Following table elaborate the scope of required supplies to achieve the objectives of the Open Framework Agreement(s) through this Prequalification. The provision of required Office Equipment shall be as per agreed terms, however this initial detail of supplies is provisional and other supplies may be added or deleted in invitation for bidding documents:



S #	Items
1	POE Switch 08 port
2	NVR / DVR
3	Hard Disk 8 TB
4	Q Mastic LED IP Based
5	CCTV Camera
6	Network Switch 08 Port
7	Network Switch 16 Port
8	Network Switch 24 Port
9	Camera Stand 1ft Special
10	UPS (1 KVA) Internal Batteries
11	UPS (2 KVA)
12	UPS (3 KVA)

- Any other Office Equipment

Note:

1. All the supplies should be Original Equipment along with warranty.
2. Office Equipment shall be supplied and installed strictly in accordance with approved certificates i.e. quality, brand and measurement etc. If the successful supplier fails to maintain the specification (Quality / Quantity) of the Office Equipment during the contract period, the security deposit shall stand forfeited and its tender shall stand cancelled forthwith on such default.
3. Order for supply of Office Equipment shall be placed as per need / requirement(s) which may vary from time to time.
4. Maximum supply time of ordered items will be fifteen days after the receipt of purchase order.



## 2. Duration and Type of Agreements

Detailed scope of supplies, Contract Duration and Type of supplies for Open Framework Agreement will be shared with the prequalified firms in bidding documents by the NADRA RHO Islamabad.

