

Pre-Qualification Document

T-4165-B/26/ABZ PRE-QUALIFICATION OF TESTING SERVICE
PROVIDER (FIRM/AGENCY/COMPANY) (AS PER TERMS OF
REFERENCE)
(Non-Consultancy Services)

National

Single Stage-One Envelope



August 04, 2026

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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **Pakistan Security Printing Corporation (Procurement)** has reserved Funds for the procurement planned for FY **2026-27**. The **Pakistan Security Printing Corporation (Procurement)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**T-4165-B/26/ABZ PRE-QUALIFICATION OF TESTING SERVICE PROVIDER (FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)**" with the reference of "**P74299**"
2. The **Pakistan Security Printing Corporation (Procurement)** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.
3. The objective of the intended pre-qualification is the provision of "**T-4165-B/26/ABZ PRE-QUALIFICATION OF TESTING SERVICE PROVIDER (FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.
5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Pakistan Security Printing Corporation (Procurement) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/74299>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Thursday, August 27, 2026 11:00 AM**. E-applications will be opened

using **EPADS v2.0** on the same day at **Thursday, August 27, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **EPADS v2.0** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

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

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

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

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

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

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

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

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

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

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

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

7. Clarification of Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

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

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

Provided that an Applicant who had already submitted their Applications

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

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

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

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

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

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

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

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

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

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

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

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

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

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

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

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

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

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

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

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

17. **Opening of Applications**

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

E. Procedures for Evaluation of Applications

18. **Confidentiality**

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

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

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

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

21. Margin of Preference

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

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

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

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

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

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

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

25. Pre-qualification of Applicants

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

Agency.

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

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

26. Notification of Prequalification

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

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

27. Request for Bids

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

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

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

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

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

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

29. Redressal of Grievances

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

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

30. Mechanism of Blacklisting

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



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

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

PDS Clause No

ITA No

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

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P74299**

The Procuring Agency is: **Pakistan Security Printing Corporation (Procurement)**

List of Service Contracts:

See section services and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Pakistan Security Printing Corporation (Procurement)**

The name of Project / Procurement is: **T-4165-B/26/ABZ PRE-QUALIFICATION OF TESTING SERVICE PROVIDER (FIRM/AGENCY/COMPANY) (AS PER TERMS OF REFERENCE)**

PDS Clause No 3

ITA No 4.2

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

PDS Clause No 4

ITA No 4.5

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

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

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

PDS Clause No 6

ITA No 7.1 & 8.2

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

PDS Clause No 7

ITA No 7.2

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

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

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

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause No 10

ITA No 14.2

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

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Thursday**

Date: **Thursday, August 27, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

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

Day: **Thursday**

Date: **Thursday, August 27, 2026**

Time: **11:30 AM**

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

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

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

A complaint may challenge:

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

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) SECP

Eligibility Criteria	Document
In case of any contradiction in TORs and prequalification document, the TOR will be considered as the primary document and it will be prevailed.	No
Sign & Stamp on all pages dully filled by bidder.	No
Valid registration with SECP, relevant Board of Revenue (SRB), NTN Registration.	Yes
Active Taxpayer Status (ATL) and evidence of tax compliance.	Yes
Affidavit/Undertaking on Rs.100 Stamp Paper confirming the firm is not blacklisted and has no adverse court decision relating to transparency, confidentiality, or recruitment testing.	Yes
Submission of all documents required under the TOR/RFP. Incomplete proposals shall be treated as non-responsive in accordance with PPRA Rules.	Yes
The firm shall meet all mandatory eligibility requirements; failure to comply shall render the proposal non-responsive/disqualified.	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	100
Passing Marks	70
Technical Evaluation Criteria	
Minimum 08 years' experience in conducting recruitment/assessment tests on a large scale with operational setup in major cities of Pakistan. (Quantitative)(Doc Required)	15
Experience of conducting large-scale recruitment tests (number of candidates, nationwide operations, multiple centers). (Quantitative)(Doc Required)	10
Experience within the last two (02) years of conducting written tests for Industrial/Public Sector organizations. (Quantitative)(Doc Required)	10
Experience of providing testing services to renowned Public Sector Organizations, Autonomous Bodies, and Multinational Companies (attach client list and work orders/completion certificates). (Quantitative)(Doc Required)	10
Company profile, relevant experience, methodology, technical capability, staffing strength, test development mechanism, evaluation process, and organizational capacity. (Quantitative)(Doc Required)	15
Established infrastructure including nationwide test centers, official website, online registration/Roll Number Slip generation, result management system, OMR-based checking, secure data management, and nationwide testing capability. (Quantitative)(Doc Required)	20
Availability of qualified professionals for test design, psychometrics, item development, administration, IT support, data analysis, and quality assurance. (Quantitative)(Doc Required)	10

Availability of test centers in all major districts of Pakistan covering all provinces and the federal capital. (Quantitative)
(Doc Required)

10







Annexure

TERMS & CONDITIONS (TORS)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **TERMS & CONDITIONS (TORS)** (page number: 32)

Undertaking for Compliance with Health, Safety & Environment (HSE) Policy of PSPC

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Undertaking for Compliance with Health, Safety & Environment (HSE) Policy of PSPC** (page number: 40)

NON-DISCLOSURE AGREEMENT (NDA)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **NON-DISCLOSURE AGREEMENT (NDA)** (page number: 41)

Declaration for Ultimate Beneficial Owners Information

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Declaration for Ultimate Beneficial Owners Information** (page number: 44)

Code of Conduct & Undertaking

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Code of Conduct & Undertaking** (page number: 47)

Integrity Pact

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Integrity Pact** (page number: 54)

Affidavit for Bidder's Blacklisting Status

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Affidavit for Bidder's Blacklisting Status** (page number: 56)

PURCHASE CONTRACT (SERVICE)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **PURCHASE CONTRACT (SERVICE)** (page number: 57)



Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 61)

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

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 62)







Additional Forms and Documents

TERMS & CONDITIONS (TORS)
FOR PREQUALIFICATION OF TESTING SERVICES PROVIDER
FOR THE PERIOD OF THREE-YEARS (2026-2029)

PAKISTAN SECURITY PRINTING CORPORATION



TERMS OF REFERENCE (TORS) FOR PREQUALIFICATION OF TESTING SERVICES PROVIDER

1. INTRODUCTION:

Pakistan Security Printing Corporation (Pvt.) Limited (PSPC), a wholly owned subsidiary of the State Bank of Pakistan, is the country's sole security printing organization responsible for the production of banknotes, passports, and other security documents.

PSPC intends to engage a professional and reputable Testing Service Provider (firm/agency/company) to design and conduct screening tests for candidates to be recruited, from time to time, against various management, non-management cadre positions.

2. OBJECTIVE:

The objective of this engagement is to appoint a reputable Testing Service Provider (firm/agency/company) capable of:

- i. Designing and conducting comprehensive, standardized, and merit-based screening tests for multiple positions in accordance with PSPC's requirements.
- ii. Ensuring fair, transparent, and secure test administration processes that uphold PSPC's strategic, operational, and ethical standards.
- iii. Supporting PSPC throughout the testing lifecycle, including test development, scheduling, invigilation, result processing, and reporting, to ensure timely, accurate, and high-quality assessment outcomes for recruitment against advertised positions, as well as any additional testing requirements as and when required.

3. SCOPE OF WORK:

The selected firm/agency/company will be responsible for the following activities:

- a) Based on the eligibility criteria of the advertised posts (to be provided by PSPC) Testing Service Provider shall design and share sample paper of the written test(s) with PSPC as per the syllabus and content weightages defined against each post by PSPC.
- b) PSPC shall review and approve the sample paper(s) provided by the Testing Service Provider, and the final test paper(s) shall be developed by the Testing Service Provider accordingly. The approved sample paper(s) shall also be uploaded on the website of the Testing Service Provider.
- c) The Testing Service Provider shall carry out designing of question papers with Urdu translation where applicable.
- d) The Testing Service Provider shall prepare error-free test papers/booklets through the respective team of subject experts against the recruitment drive and ensure strict confidentiality of its contents before, during and after the conduct of the examination. In case of leakage/disclosure of test or any other relevant information which may help the participating candidates during the test or before conducting the test, the Testing Service Provider shall re-arrange the test without charging any additional cost to the PSPC.



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- e) PSPC will provide the requisite data of eligible candidates to the Testing Service Provider. Any change in the data will be communicated by PSPC in due course.
- f) The Testing Service Provider shall not make any changes in data without the written approval of PSPC at any stage.
- g) Exact test date for written test shall be decided, after finalization of the data of eligible candidates and after approval of the PSPC.
- h) The Testing Service Provider shall conduct recruitment tests in major metropolitan cities, including but not limited to Karachi, Lahore, Islamabad, Peshawar, and Quetta, irrespective of the number of candidates, as required by PSPC.
- i) In case any eligible candidate is located outside Pakistan, the Testing Service Provider shall, with prior approval of PSPC, arrange the conduct of the test through online/remote mode or any other mutually agreed mechanism, while ensuring confidentiality, transparency, and integrity of the examination process.
- j) After deciding the test date, the test venue shall be confirmed by Testing Service Provider for each decided city.
- k) After confirmation of the venues Testing Service Provider shall dispatch Roll Number Slip (RNS)/Admit Cards to the provisionally eligible candidates through courier intimating them, the date, time, venue and other related details and instructions well before the scheduled test date.
- l) The Testing Service Provider shall also intimate the candidates through text/WhatsApp messages on primary and alternate contact numbers, about the test and dispatch of RNS/Admit Cards. Further, RNS/Admit Card information shall also be available on the website of Testing Service Provider for download and print.
- m) Maintain a dedicated helpdesk/helpline for the resolution of queries raised by candidates promptly. Replies to complaints and queries related to the test shall be the sole responsibility of the Testing Service Provider, and they will keep a record of all these activities.
- n) Candidates shall be allowed to appear in the test upon verification of CNIC or any other approved identification method mutually agreed between PSPC and the Testing Service Provider.
- o) The Testing Service Provider shall ensure the availability of a sufficient number of experienced/trained invigilators/superintendents and other resources during the conduct of the examination at each test center, and shall address candidate queries during recruitment drives.
- p) The Testing Service Provider shall ensure avoidance of conflict of interest throughout all stages of the testing process. Any potential conflict involving its employees, staff deputed for invigilation or their close relatives shall be disclosed to PSPC in advance. No such individual shall participate in the relevant process without prior written approval of PSPC. The Testing Service Provider shall be responsible for internal disciplinary action in case of non-disclosure.



TERMS OF REFERENCE (TORS) FOR PREQUALIFICATION OF TESTING SERVICES PROVIDER

- q) The Testing Service Provider shall ensure all necessary arrangements at each test center, including availability of drinking water, proper lighting, adequate seating arrangements and adequate ventilation.
- r) The Testing Service Provider will ensure supply and collection of test material to/from each test center in sealed box(es). The box(es) should preferably be made of hard plastic/alloy or metal.
- s) The Testing Service Provider shall share carbon copy of the answer sheet/OMR copy with candidates after each written test.
- t) The Testing Service Provider shall finalize test results within one week of test completion and submit them to PSPC in soft and hard form (if required).
- u) The Testing Service Provider shall upload and announce test results on its official website after obtaining approval from PSPC, along with passing criteria.
- v) Any genuine ambiguity or discrepancy identified in test papers or results shall be communicated by PSPC within fifteen (15) days of result announcement. The Testing Service Provider shall review and rectify such issues, and issue a corrigendum within three (3) working days, if required.
- w) The Testing Service Provider will not claim any other fee from the candidates or from PSPC on account of any activity carried out, any process conducted, or task performed before / during / after the process of testing.
- x) The Testing Service Provider shall allow PSPC to conduct an audit of the test results in the premises of the Testing Service Provider, as and when desired. The audit team of PSPC will check the authenticity of the result compilation procedure, including software/system and manual checking adopted by the Testing Service Provider. The scope of the audit of the written test results shall be limited to the extent of a particular/respective recruitment drive, or may extend in some situations, with the mutual consent.
- y) The Testing Service Provider shall retain a record of the entire process, i.e. test paper, answer sheets, etc., during the contract and for a period of five years after expiry/termination of the contract. Such record shall, however, be destroyed after the said period, after seeking consent from the PSPC.
- z) Any changes / adjustments in the pre-decided work plan for completion of the project shall be made with mutual consent of both, PSPC and Testing Service Provider.
- aa) In case of any technical hurdle, or force majeure in the process of testing, the same shall be resolved with mutual consensus of both the parties.
- bb) PSPC shall be indemnified and kept harmless against all litigation, complaints, or claims arising from the conduct of tests. The Testing Service Provider shall be solely responsible for handling and defending such matters.



TERMS OF REFERENCE (TORS) FOR PREQUALIFICATION OF TESTING SERVICES PROVIDER

4. Supplementary / Additional Services:

- a) The Testing Service Provider may be requested to provide other ancillary services in line with the scope such as advertisement and application processing, including preliminary screening strictly based on eligibility criteria provided by PSPC, as and when required by PSPC.
- b) When required, place advertisement in country's leading newspapers for holding written tests for the positions as desired by PSPC. In such case, the design and mode of publication of the advertisement shall be subject to PSPC's approval and directives.
- c) The Testing Service Provider shall be required to register candidates online at their website prior to conducting written tests for selection against the vacant posts and shall ensure a secure and functional online application management system for this purpose. The system shall operate strictly on eligibility criteria and instructions provided and updated by PSPC from time to time.
- d) The Testing Service Provider shall ensure a mechanism that no application shall be considered after expiry of the last date of submission of applications. The system shall strictly enforce closing date and time without any exception.
- e) The Testing Service Provider shall ensure preliminary scrutiny of applications strictly in accordance with the eligibility criteria provided by PSPC. The Testing Service Provider shall not exercise any independent discretion in interpretation of eligibility criteria.
- f) All data of applicants shall be securely maintained by the Testing Service Provider with proper audit trail and traceability of records, and no alteration in data shall be made without prior written approval of PSPC. All applicant data shall remain the exclusive property of PSPC.
- g) The Testing Service Provider shall ensure that the online application system maintains complete record integrity, including submission logs and tracking details for each application.
- h) The Testing Service Provider shall ensure the acknowledgement of application submission/confirmation to each applicant through email/SMS/portal/any other medium, along with provision for download of application record.
- i) The Testing Service Provider shall ensure that the system is secured, and no backdated entry, manual override, or post-deadline inclusion of applications is allowed under any circumstances without prior written approval of PSPC.
- j) All supplementary / additional services shall be performed strictly as process facilitation activities under PSPC's sole supervision and approval. Final authority regarding eligibility determination, screening decisions, and recruitment outcomes shall rest exclusively and conclusively with PSPC.

5. CONFIDENTIALITY & CONFLICT OF INTEREST:

- a) The Testing Service Provider shall maintain strict confidentiality regarding all information, materials, test papers, answer sheets, candidate data, results, and any other sensitive information obtained during the assignment. A Non-Disclosure Agreement will also be signed.



TERMS OF REFERENCE (TORS) FOR PREQUALIFICATION OF TESTING SERVICES PROVIDER

- b) No information shall be disclosed to third parties without prior written consent of PSPC. Any breach will make the Testing Service Provider liable for all damages, losses, or claims arising therefrom.

6. Duration of Engagement:

- a) The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria.
- b) Each assignment shall remain valid until completion of the relevant written test process.

7. FEE & PAYMENT STRUCTURE:

- i. The Testing Service Provider shall propose a transparent and all-inclusive per candidate fee structure for the test, including test fee, carbon copy fee, applicable taxes, and other related expenses, if any.
- ii. Payments shall be released after the outcome of each assignment and subject to verification through a job completion certificate issued by the HR department and review of the submitted invoice.
- iii. Separate and clearly defined rates shall be applicable for supplementary/additional services, as and when expressly required by PSPC in writing. Payment for supplementary/additional services shall be made only when such services are expressly requested by PSPC in writing and upon satisfactory completion of the same.

8. FIRM ELIGIBILITY / PRE-QUALIFICATION CRITERIA:

S.No.	Eligibility / Pre-Qualification Criteria	Maximum Score
1.	Minimum 08 years' experience in conducting recruitment/assessment tests on a large scale with operational setup in major cities of Pakistan.	15
2.	Experience of conducting large-scale recruitment tests (number of candidates, nationwide operations, multiple centers).	10
3.	Experience within the last two (02) years of conducting written tests for Industrial/Public Sector organizations.	10
4.	Experience of providing testing services to renowned Public Sector Organizations, Autonomous Bodies, and Multinational Companies (attach client list and work orders/completion certificates).	10



TERMS OF REFERENCE (TORS) FOR PREQUALIFICATION OF TESTING SERVICES PROVIDER

5.	Company profile, relevant experience, methodology, technical capability, staffing strength, test development mechanism, evaluation process, and organizational capacity.	15	
6.	Established infrastructure including nationwide test centers, official website, online registration/Roll Number Slip generation, result management system, OMR-based checking, secure data management, and nationwide testing capability.	20	
7.	Availability of qualified professionals for test design, psychometrics, item development, administration, IT support, data analysis, and quality assurance.	10	
8.	Availability of test centers in all major districts of Pakistan covering all provinces and the federal capital.	10	
9.	Valid registration with SECP, relevant Board of Revenue, and NTN Registration.	Mandatory (Pass/Fail)	Pass
10.	Active Taxpayer Status (ATL) and evidence of tax compliance.	Mandatory (Pass/Fail)	Pass
11.	Affidavit/Undertaking on Rs.100 Stamp Paper confirming the firm is not blacklisted and has no adverse court decision relating to transparency, confidentiality, or recruitment testing.	Mandatory (Pass/Fail)	Pass
12.	Submission of all documents required under the TOR/RFP. Incomplete proposals shall be treated as non-responsive in accordance with PPRA Rules.	Mandatory (Pass/Fail)	Pass
13.	The firm shall meet all mandatory eligibility requirements; failure to comply shall render the proposal non-responsive/disqualified.	Mandatory (Pass/Fail)	Pass



Category	Marks
Experience & Past Performance (Items 1–4)	45
Technical Capacity & Methodology (Items 5–9)	55
Mandatory Legal & Statutory Compliance (Items 9–13)	Pass/Fail
Total Technical Score	100

- ## 9. SELECTION METHOD:

- [illegible]

(Annexure – I)
Undertaking for Compliance with
Health, Safety & Environment (HSE) Policy of PSPC

Bidder Name: _____

Bidder Representative (If any): _____

Date: _____

As a bidder participating in the procurement process, I undertake to comply with all applicable HSE laws, regulations and industry standards; and with all following HSE requirements of PSPC:

1. Suppliers / Contractors are responsible for the health, safety and well-being of their employees. The contractors will also be responsible to provide relevant personal protective equipment (PPEs) to their workforce where required.
2. Suppliers / Contractors who have their own HSE management system, shall provide details of the same on request.
3. The contractor / suppliers must take all necessary safety precautions related to the performance of contract in order to protect all worksites, including all personnel and property of the PSPC, the contractor, all third parties and the communities.
4. Contractor shall ensure that all personnel are adequately trained & skilled to perform the task assigned.
5. Supplier / Contractor shall ensure compliance with PSPC policies, procedures and applicable legal and regulatory requirements after award of contract and during execution. These policies and procedures can be obtained upon request from Purchase Department.
6. Contractor shall adhere to set standards and requirements for environmental protection.

I, the undersigned, on behalf of [Bidder Company Name], hereby acknowledge that I have received, read, and understood the HSE requirements of PSPC.

Authorized Signature: _____

Date: _____

Rs. 500/- Stamp Paper Print

P.O.#: _____

NON-DISCLOSURE AGREEMENT (NDA)

This agreement is entered into as of day of..... Year

between

Pakistan Security Printing Corporation (Pvt.) Limited, Manufacturer of Banknotes and Prize Bonds registered under the laws of Pakistan, having its registered office at Jinnah Avenue Malir Halt, Karachi, through its authorized representative _____ (hereinafter referred to as '**PSPC**', which expression, where the context so requires and permits, shall mean and include its successors-in-interest, administrators, executors, legal representatives and permitted assigns);

and

_____, having its registered office at through its authorized representative (hereinafter referred to as '.....' which expression, where the context so requires and permits, shall mean and include its successors-in-interest, administrators, executors, legal representatives and permitted assigns).

(PSPC and _____ are hereinafter collectively referred to as the "Parties" and individually as a "Party").

'Agreement' means this Agreement and all written amendments and revisions made thereto from time to time.

"Effective Date" means the date of execution of this Agreement.

'State' means the territory of the Islamic Republic of Pakistan.

WHEREAS

The Parties to this Agreement wishes to enter into an Agreement concerning the disclosure of certain proprietary and confidential information, whereby it will be necessary for each party (the "**Disclosing Party**") to disclose to the other Party (the "**Receiving Party**"), as the case may, information of a confidential or proprietary nature for the purposes as defined in the Agreement (**Authorized Purpose**) (irrespective of the form of presentation or communication including, but not limited to data, notes, analyses, compilations, studies, physical objects, samples, financial information, technical information, cost information, techniques, , material, methods, processes, sources and any other information, however, described, which is or could be valuable in the type of business in which Disclosing Party is engaged) provided that any disclosure of information made in writing shall be marked confidential or with words of similar effect and that any disclosure made orally shall subsequently be reduced to writing by the Disclosing Party and marked confidential or with words of similar effect with a copy sent to the Receiving Party within 30 days of disclosure ("Information").

IT IS AGREED AS FOLLOWS:

1. This Agreement will apply to any disclosure of Information on the Effective Date. This Agreement may be terminated by any Party after giving a prior notice of 30 (Thirty) days' in writing; or immediately if the Disclosing Party has reason to believe that the Receiving Party is in breach of any of the obligations contained herein. Such termination shall not affect any obligation imposed by this Agreement with respect to Information received prior to such termination.
2. Receiving Party shall hold and protect the Confidential Information in the same manner as it protects its own confidential information and in any event such protection shall not be less than that which a reasonable person or business would take in protecting its own confidential information; and shall use the Confidential Information for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information and only disclose Information on a need-to-know basis to such of its employees, contractors, agents, representatives and consultants as is reasonably required, and are under similar obligations of confidentiality as contained in this Agreement, the use whereof shall be restricted for Authorized Purpose only.

Receiving Party shall not, without the prior written approval of the Disclosing Party, use publish, copy, or otherwise disclose the Confidential Information to others, or permit the use by others for any purpose other than the Authorized Purpose. Receiving Party shall, forthwith upon receipt of a written request from the Disclosing Party or on termination:

- (i) return all information supplied by the Disclosing Party as well as items and materials relating to or derived from the Information;
 - (ii) deliver to the Disclosing Party or at its request destroy immediately all items and materials made by the Receiving Party containing Information, that are not returned pursuant to paragraph (i) above;
 - (iii) not keep copies or duplicates of any items or materials referred to in paragraphs (i) or (ii) above; and
 - (iv) provide a certificate signed by a senior officer of the Receiving Party confirming that the provisions of this clause have been complied with.
3. This Agreement shall not apply to any Information which the Receiving Party: (a) can show is or becomes publicly available through no fault of the Receiving Party; (b) can show was in its possession prior to the date of disclosure; (c) may subsequently receive from any third party legally in possession of the Information and who was not restricted from disclosing it; (d) can show is independently acquired by the Receiving Party as a result of work carried out by an employee, consultant or contractor of the Receiving Party to whom no disclosure of Information has been made; or (e) is required to disclose pursuant to a court order or any law/rules/regulations provided that the Receiving Party shall have given prior written notice to the Disclosing Party.
4. This Agreement shall not be deemed to confer or imply the grant or agreement to grant by the Disclosing Party to the Receiving Parties of any of its rights under copyright, patents, trademarks, design rights or other similar rights. All Information supplied hereunder is supplied on an "as is" basis and the Disclosing Party gives no representation or warranty as to its accuracy, completeness or fitness for any purpose other than the Authorized Purpose. The Disclosing Party shall not be liable for any loss or damage suffered by the Receiving Parties as a result of any Receiving Party's use of the Information.
5. This Agreement does not create any agency or partnership relationship and each party shall act as an independent entity. This Agreement will not be assignable or transferable by the Parties. All additions or modifications to this Agreement must be made in writing and signed by the Parties.
6. Notices shall be delivered personally, or by prepaid first class mail, or transmitted by facsimile to the Parties at such address or number as the parties shall specify from time to time.

7. The Receiving party may obtain consent of the Disclosing party for any waiver of rights, to share information received under this Agreement to a third party for the Authorized Purpose. Any waiver of any right under this Agreement is only effective if it is in writing and applies to the specific circumstance for which it has been given.
8. In the event of a breach, Disclosing Party shall be entitled, in addition to any other remedies and damages available at law or in equity, to an injunction to restrain the violation thereof by Receiving Party, or its employees, contractors, agents, representatives and consultants,
9. This Agreement shall be governed by and shall be construed in accordance with the laws of Pakistan. In case a dispute arises between the Parties with regard to the terms of or rights and obligations of the Parties under this Agreement, if not resolved amicably, shall be referred to the arbitrator to be mutually appointed by the Parties. The arbitration shall be carried out in accordance with the Arbitration Act, 1940 in English. The award shall be conclusive, and binding on the Parties and the Parties submit to the non-exclusive jurisdiction of the Pakistan's Courts.

In WITNESS WHEREOF, the parties have executed this Agreement and shall be effective as of the date first above written.

For and on behalf of
of
Pakistan Security Printing Corporation

For and on behalf

This Agreement has been executed in the presence of the following witnesses:

1. Full Name: _____
Address: _____
Signature: _____
CNIC No: _____
2. Full Name: _____
Address: _____
Signature: _____
CNIC No: _____

(Annexure – F) - Declaration for Ultimate Beneficial Owners Information

ITB No: _____
 Title: _____
 Bidder: _____

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name:
2. Father's Name/Spouse's Name:
3. CNIC/NICOP/Passport no:
4. Nationality:
5. Residential address:
6. Email address:
7. Date on which shareholding, control or interest acquired in the business:
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (InBlock Letters)	CNIC No. (in case of foreigner ,Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
Total number of shares taken (in figures and words)							

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature
(Person authorized to issue notice on behalf of the company)

Seal & Signature of Bidder:	_____
Date:	_____



(Annexure – H) – Code of Conduct & Undertaking

Objective

This Code of Conduct aims to establish PSPC's business and employment practices on the highest standards of ethical behavior, integrity, accountability, courage and excellence.

It also aims to ensure that all concerned adhere to PSPC's defined core values, act with prudence, protect the interests of PSPC and maintain a positive work environment.

Scope

This Code of Conduct is applicable on all PSPC Employees, Contract Employees, Trainees, Apprentices, Deputationist, Outsourced Workforce, and other stakeholders.

General Behavior

The ethical principles of the Corporation prevail over the concerned individual's personal origins, beliefs, values, opinions, preferences, or habits at all times. All concerned, while they are in PSPC's service, shall strictly adhere to the following rules of General Behavior at all times which include, but are not limited to, the following responsibilities:

- 3.1. Comply with all applicable laws, including, but not limited to, those pertaining to general employment, anti-fraud, corruption, bribery, anti-discrimination, anti-harassment, health, safety and environmental protection.
- 3.2. Conduct themselves honestly and carry out their duties diligently and impartially to the best of their abilities, in compliance with the applicable rules, regulations, policies and procedures, as defined by PSPC from time to time.
- 3.3. Maintain highest standards of ethics and professionalism and devote their working activities to the service of PSPC.
- 3.4. Not guarantee or promise employment of any type to anyone for any length of time.
- 3.5. Assist and advise colleagues and show openness and transparency in all dealings with them.
- 3.6. Do not withhold information from concerned colleagues that may affect the conduct of business, particularly in order to gain a personal advantage. Providing false, inaccurate or exaggerated information, refusing to cooperate with colleagues or demonstrating any form of obstructive behavior is strictly not allowed.
- 3.7. Not indulge in any activity during off duty hours that directly or indirectly undermines the provisions of this Code, other PSPC rules, policies and procedures, or brings disrepute to PSPC.
- 3.8. Refrain from indulging in any illegal and unlawful activity including but not restricted to substance abuse and consumption of alcohol, drugs or any kind of intoxicant(s), as well as, any sort of gambling/betting activities, etc.

3.9. Officers of PSPC performing supervisory functions/roles on behalf of PSPC shall take every possible care to act within the delegated authority as provided by any law, rules or regulations under which such officers may purport to act.

Fraud, Embezzlement & Misrepresentation

4.1. All concerned shall not commit, or assist any activity that involves making false statements, fraud, forgery, misappropriation, theft, embezzlement, bribery, misrepresentation, violation of PSPC rules and regulations, policies and procedures or any similar activity that harms, or may harm the interest and reputation of PSPC.

4.2. Be honest in conveying professional conclusions, opinions, research and findings for whatever purpose and shall not manipulate the system for personal gains.

4.3. Refrain from indulging in any illegal and unlawful activity.

4.4. Abstain from any false or intentionally misleading information and declarations, bogus documents, and submit false or misleading claims with wrong information.

Discrimination and Harassment

5.1. All concerned shall treat all internal and external stakeholders with respect, fairness and courtesy and avoid all such forms of behavior that create or may create an atmosphere of harassment, hostility, intimidation and discrimination of any kind, especially involving age, gender, health, ancestry, physical disability, race, religion, length of service, political beliefs, marital status or family structure.

5.2. Shall not propagate in any manner whatsoever sectarianism, ethnic / regional hatred / animosity and take part in sectarian, ethnic, linguistic or parochial activities, as well as partiality or favoritism on these bases, indulge in nepotism, victimization, willful abuse of power, and unwarranted negative criticism and gossip about other employees.

5.3. Avoid creating / sending / forwarding electronic or any other form of communication that contains statements or material, which is discriminatory, offensive, defamatory, illegal or constituting harassment.

5.4. Refrain from engaging in any form of inappropriate relationship with persons with whom they have a professional relationship.

Confidentiality

6.1. All concerned shall maintain strict confidentiality of PSPC and its constituents affairs and shall not communicate directly or indirectly to their colleague(s) or (ex) employee(s) belonging to other department(s) or profession or to the press or public, any document or information which has come into their possession in the course of their official duties, or has been prepared or collected by them in the course of their duties, whether from official sources or otherwise, unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his / her duties.

This confidentiality must be maintained by the employee even after the cessation of their employment with PSPC.

6.2. All concerned shall not give any evidence, document, or any information before a public committee without the prior approval of the Competent Authority.

6.3. Interaction or communication directly or indirectly on behalf of PSPC with foreign governments, media, and missions in Pakistan without seeking clearance from the competent authority is not permissible.

Use of PSPC Assets and Resources

7.1. All concerned are required to use PSPC assets such as properties, office equipment, supplies etc. for PSPC's business purposes and not for gain or benefit of persons or entities other than PSPC, including self.

7.2. Material information such as information contained in any file, document, note, report, letter, fax, USB, email, instrument, etc. held by the concerned must be used solely for the purpose of PSPC business and returned to PSPC upon cessation of employment / contract agreement.

7.3. Official information, documents, reports, proposals, research papers, software, etc. developed using PSPC time and resources constitute PSPC's intellectual property. All concerned will neither have the right to claim these as their own, nor shall they use/exploit the same for personal gain or benefit of persons or entities other than PSPC during or beyond cessation of their employment with PSPC.

Political Affiliation

8.1. No employee of PSPC shall take part in or subscribe in aid of or assist in any way, any political activity / movement in Pakistan or relating to the affairs of Pakistan, or take part in, or in any way assist, any movement or activity, which is, or tends directly or indirectly to be, subversive to Government as by law established in Pakistan or detrimental to the ideology or integrity of Pakistan.

8.2. Employees shall not canvass or otherwise interfere with or use their influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere, provided that an employee who is qualified to vote at such election may exercise their right to vote; but if he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

Attendance and Punctuality

9.1. All concerned shall not leave the office or absent himself / herself from duty, without prior permission of the Competent Authority.

9.2. Strictly adhere to defined break timings, as defined by PSPC from time to time.

Conflict of Interest

10.1. All concerned are required to recognize and disclose activities that might give rise to conflicts of interest or the perception of conflicts and to ensure that such conflicts are properly managed or avoided. All disclosure should be made at the time the conflict arises, or when it is recognized that a conflict may be perceived, in writing to the supervisor. If the supervisor also has an interest in the matter, the disclosure shall be made to the next higher level of authority.

10.2. While an officer is serving in PSPC, their spouse, children and siblings will henceforth not be eligible for recruitment in PSPC, SBP and/or any of its other subsidiaries.

Gifts and Entertainment

11.1. Except as permitted, employees shall neither receive nor give any gift(s) or favor(s), in cash or any kind, from / to any organization, including those stakeholders (individual, entities or person created by law) who are in contact with PSPC.

11.2. The above instructions will not be applicable in case;

- a. A gift received for value of up to Rs 10,000 provided aggregate value of gifts received / given from / to during a fiscal year from same source does not exceed Rs 20,000;
- b. Advertising materials including trade discounts that an individual or entity normally offers to its general customers;

11.3. The intended recipient will politely refuse the offer of gifts valuing above. However, where such refusal may impact the official relationships, the gift so received would be immediately, but not later than 72 hours, surrendered to HR.

Prohibitions

12.1. Smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, electronic Cig, snuff, or chewing tobacco) is not permitted within the office premises. Employees may smoke outside in open air, at the designated areas, without compromising on the working hours.

12.2. Use of any sort of drug including Pan, Gutka, Naswar, etc. within the office premises is not allowed.

Self-Disclosure of Criminal Conviction

All employees are required to self-disclose any criminal offence for which any investigating agency have taken cognizance and for which a conviction has been decided against such an employee by any court of law while being professionally engaged with PSPC irrespective of the nature of engagement.

Health & Safety

All employees must take measures to promote safe working practices, and follow the instructions given by the Health, Safety, and Environment Team from time to time.

Whistleblowing

All concerned are responsible to immediately report any alleged ethical misconduct or fraud. The employees may raise their concerns through a written report or email at whistleblower@pspc.gov.pk. For more information on the applicability of this policy, refer to Whistleblowing Policy.

Compliance with the rules of conduct

Role of line managers

16.1.1. Line managers shall take the necessary measures to encourage respect for the rules of conduct within the entities for which they are responsible.

16.1.2. Managers should ensure that employees placed under their authority are aware of this code.

16.1.3. Apart from the vigilance, line managers are expected to behave in an exemplary manner as regards respect for the principles and rules set out in this code.

16.2. Any information pertaining to violation of this Code must immediately be reported to Director Human Resources.

16.3. If Director Human Resources is found to be violating this Code, MD may be reported. In case of violation by MD, Chairman PSPC may be reported.

Reporting Confidentially

17.1. All stakeholders when reporting to Director HR shall be deemed to have made such report in strict confidence.

17.2. Human Resource Department shall not disclose the identity of concerned employee to other parties unless it is in the interest of the Corporation or it is required by law.

Consequences of Violating the Code

18.1. Any employee who violates the Code shall be subject to disciplinary action.

18.2. Failure to report deviations of the Code by all concerned may result in disciplinary action. Similarly, failure to report deviations of the Code by other stakeholders may result in the termination of their relationship with the Corporation.

Interpretation

This policy shall supersede all previous policies on the subject. In case of any ambiguity in understanding this Policy, the interpretation of the Managing Director will be treated as final. Any exception to the policy shall be approved by the Managing Director on the recommendation of Director HR and shall be reported to Board Human Resource Committee

for ratification.



Undertaking for Compliance with Code of Conduct

Bidder Name: _____

Bidder Representative (If any): _____

Date: _____

I, the undersigned, on behalf of [Bidder Company Name], hereby acknowledge that I have received, read, and understood the Code of Conduct established by [Procuring Agency Name].

As a bidder participating in the procurement process, I undertake to:

1. Adhere to the highest standards of integrity and professionalism in all interactions with PSPC
2. Ensure that all communications and representations made during the bidding process are truthful and transparent.
3. Comply with all applicable laws, regulations, and policies outlined in the Code of Conduct.
4. Avoid any conflicts of interest and disclose any potential conflicts promptly.
5. Report any unethical behavior or violations of the Code of Conduct to the appropriate authorities within PSPC.

I understand that any breach of this undertaking or the Code of Conduct may result in disqualification from the bidding process and potential legal consequences.

Authorized Signature: _____

Date: _____

(Annexure – L)
Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF
GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: _____

Contract Value: _____

Contract Title _____

Date: _____

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier]

agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

[Buyer]

[Seller/Supplier]



(Annexure – E) – Affidavit for Bidder’s Blacklisting Status

ITB No: _____
Title: _____
Bidder: _____

[Required on non-judicial stamp paper; value of Rs. 100 stamp paper should be as per required value as per Stamp Duty Act]

To:

Deputy General Manager (Purchase)
Purchase Department
Pakistan Security Printing Corporation (Pvt.) Ltd
Jinnah Avenue, Malir Halt,
Karachi –Pakistan

Affidavit for Bidder’s Blacklisting Status

Dear Sir,

I/We hereby confirm and declare that I/We, [Manager], has/have not been Blacklisted/Sanctioned by any Federal or Provincial Government Department, National Counter Terrorism Authority (NACTA), Agency, Organization or Autonomous Body anywhere in Pakistan during last 05 (five) years.

Detection of false declaration / statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to Disqualification and forfeiture of Bid Security and/or Performance Guarantee and termination of contract.

Seal & Signature of Bidder: _____

Date: _____

PURCHASE CONTRACT (SERVICE)

SUBJECT: - _____

This agreement made on the ____ day of ____ effective from the date of posting of contract on EPADS between Messrs. _____, hereinafter referred to as SUPPLIER & Pakistan Security Printing Corporation (Pvt) Limited, Karachi, hereinafter referred to as the "Corporation" (which expression shall unless repugnant to the context, mean and include their successors and assigns) of the FIRST PART, and Messer. _____ having is registered office at _____ hereinafter referred to as contractor (which expression unless repugnant to the context, mean and include its successors and assigned) of the SECOND PART: -

Whereas, the CORPORATION has entered into a CONTRACT with the Contractor for the above mentioned work at the premises of the Corporation as per specifications and details as per bid documents submitted against T- _____ amounting to Rs. _____ (_____) as per following terms and conditions.

1. Commencement of work:

That the contractor should commence the work within _____ days of Purchase order.

2. Completion of Work:

That the whole work should be completed before _____ (_____ days) as given in purchase order.

3. Liquidated Damages:

That if the said work is not completed within the stipulated period, a fine of 2% per month or part of the month will be imposed as penalty provided that damages shall not exceed 10% of the total price payable under the Purchase Contract. The contractor shall pay the liquidated to the Corporation otherwise the Corporation shall make deduction from contractor's bill.

4. Force Majeure:

- i. That the Contractor shall not be held responsible for late or non-delivery of the goods due to strikes and generally recognized force majeure causes. However, in such cases, the Contractor shall deliver to the Corporation a certificate of the accident issued by the competent Government Authority and/or the Chamber of Commerce at the place where the accident occurred as evidence thereof, reasonable extension shall be granted at the option of the Corporation.
- ii. That if any hindrance arises on site during execution such as un-accessibility to the site due to security reasons or any other reason or un availability of material services or some technical reasons from the "Corporation" side, the time so lost will be added to the agreed period of completion of the work provided such delays should be recorded in writing & duly forwarded to Purchase department.
- iii. In case of delay, the Corporation shall have the right to complete the remaining work either departmentally or through another contractor at the risk and cost of contractor.

5. Supervision:

That the work will be done under the supervision of the user or his representative up-to their satisfaction, however, such supervision shall not absolve contractor from the responsibility & liability of completion of job according to contracted specification nor shall be interpreted in any way to imply acceptance/ satisfaction of contractor.

6. Re- Execution of Job:

That the work will be executed as per specification providing in tender & if it finds that the execution of the work is not in accordance with the satisfaction or the workmanship/ material is below standard, user Department of the Corporation shall order re-execution at the risk & cost of contractor.

7. Lump Sum Basis:

That quantities given in the B.O.Q, are provisional and can vary either way (Increase or decrease) and that the payment will be made to the contractor for actual work done and measured according to the prevalent Engineering practice, and if some extra item is required for the adequate and proper completion of the work and its rates are not available in B.O.Q, then the rates and the time of the same will be mutually discussed and decided. For any additional work, the prior approval from Purchase department will be required.

8. Sub Letting:

That the contractor shall not transfer or assign directly to any person or person any portion of this contract without prior written consent of the Corporation.

9. Performance Guarantee:

05% Performance Guarantee is required of the total contract amount (excluding taxes) for the period exceeding 28 days of contract period. The Performance Guarantee shall be in the form of an unconditional Bank Guarantee or insurance guarantee (PACRA Rating AAA & AA++ only) enforceable in Pakistan as per Performance Guarantee form specified in the Bidding Documents. Otherwise, Bid Security submitted with the tender document will be considered as part of performance guarantee and remaining amount will be deducted from the first bill of the contractor.

This amount will be refunded to the Contractor, after 30 days successful performance of the contract by them. The period of 30 days will be counted from the date of completion of the awarded job/work. The guarantee furnish by the Contractor shall only be in the nature of security for performance of the contract and the Corporation shall not be precluded from claiming any amount in excess of the sum mentioned in the guarantee by way of damages for the breach of contract.

10. Claim:

That if the Contractor fails to execute the job within the period stipulated in the contract, or if the workmanship is below the standard, or if contractor is failed to execute the job up to the satisfaction even after re-execution or if the material used is not in conformity with the contracted specification or reference samples, the Corporation shall have the right in addition to and notwithstanding their right to claim compensation for breach of contract,

to terminate the un-executed part of the contract and make purchases from other sources at the risk and cost of the Contractor. The Contractor shall settle all claims referred by the Corporation within fifteen days of the receipt of the same and in the event of their failure to do so, shall be liable to pay interest @ 14% per annum of the amount claimed.

11. Payment:

Advance or part payment, if any, as per terms & conditions of Purchase Order/ BOQ. Payment/ part payment will be made by the Corporation through cheque within 30 days (95% in case of non-submission of Performance Guarantee) of receipt of invoice / bill by the General Manager (Finance & Accounts) of the Corporation, after completion/ partial completion of the job & receipt of all necessary documents from contractor & satisfactory completion certificate.

12. Taxes & Duties:

That the Contractor shall pay all taxes & charges with respect to transaction of business under this contract agreement liable under any law enforce for the time being which may subsequently enforce during the execution of this agreement.

13. Arbitration:

In case of any dispute and difference which may arise in connection with the execution of the contract, shall be referred to Managing Director of Corporation. The decision of whom shall be binding on both the parties. In case the dispute remains unresolved, the matter will be resolved through arbitration as per the Arbitration Act, 1940.

14. Termination:

The Corporation, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Contractor, may terminate this contract in whole or in part:

- A- If the Contractor fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof.
- B- If the Contractor fails to perform any other obligations(s) under the contract.
- C- If the Contractor, in the judgment of purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods & services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods or services. However, the contractor shall continue performance of the contract to the extent not terminated.

15. Other Conditions:

- i. Any damage to PSPC property/ equipment during execution of job will be contractor's responsibility. The contractor shall repair/replace the damage property/equipment to the satisfaction of the Corporation.
- ii. The Contractor shall maintain the work place & shall restore it to original condition in case of disturbance.
- iii. The contractor will be responsible for supervision of job, provision of labor, tools, machines & material.
- iv. No escalation in prices will be accepted.

16. CLOSURE OF CONTRACT

After satisfactory completion of the awarded job and payment to contractor this contract shall be considered as closed.

IN WITNESS WHEREOF the parties hereto have set their respective hands and seals on the day and year first above mentioned.

For and on behalf of CORPORATION

For and on behalf of the CONTRACTOR

Signature.: _____ Name. _____ PAKISTAN SECURITY PRINTING CORPORATION (PVT.) LTD. Jinnah Avenue, Malir Halt, Karachi.	Signature. _____ Name. _____ _____ _____
<u>WITNESSES: -</u> Signature : _____ Name : _____ Address : _____ _____ _____ N.I.C. NO. : _____	<u>WITNESSES: -</u> Signature : _____ Name : _____ Address : _____ _____ _____ N.I.C. NO. : _____

Past Experience / Contracts

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



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

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

Applicant's Name: *[insert full name]*

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

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

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

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

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

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