



**INVITATION TO PRE-QUALIFY SUPPLIERS THROUGH  
OPEN FRAMEWORK AGREEMENT FOR PROVISION OF STATIONERY ITEMS & TONER  
CARTRIDGES  
AT NEPA TOWER  
Tender No. 08/2024**

**National Electric Power Regulatory Authority**  
**NEPA Tower, Attaturk Avenue**  
**G-5/1, Islamabad**  
**Phone: 051-2013200, Fax: 051-9210215**  
[www.nepra.org.pk](http://www.nepra.org.pk)





**NATIONAL ELECTRIC POWER REGULATORY AUTHORITY  
(NEPRA)**

**INVITATION TO PRE-QUALIFY SUPPLIERS THROUGH OPEN FRAMEWORK  
AGREEMENT FOR PROVISION OF STATIONERY ITEMS & TONER CARTRIDGES  
NEPRA Tender No. 08/2024**

NEPRA; an autonomous body established under an Act of the Parliament i.e., “Regulation of Generation, Transmission and Distribution of Electric Power Act 1997 (XL of 1997)”, invites bids for the “Supply of Stationery items and Toner Cartridges” at NEPRA Tower from the Contractors / Firm having sale offices at Rawalpindi/Islamabad and:

- i)- Registered with Income Tax /Sales Tax Departments;
- ii)- In active taxpayers’ list of the FBR;
- iii)- Having minimum five years relevant experience;

2. Pre-qualification documents, containing detailed terms and conditions are available at the office of Assistant Director (Admin), NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad and the same may also be downloaded free of cost from NEPRA & PPRA websites at [www.nepra.org.pk](http://www.nepra.org.pk) and [www.ppra.org.pk](http://www.ppra.org.pk) respectively.

3. Only the pre-qualified firms shall be entitled to participate in the procurement proceedings. The Invitation to Bids will be made to the Prequalified Applicants subsequently, vis-a-vis Open Framework Agreement(s) will be signed between the procuring agency and the successful bidder(s) as Framework Agreement Suppliers for three (03) years.

4. The proposals, prepared in accordance with the instructions in the pre-qualification documents, must be submitted through E-Pak Acquisition and Disposal System i.e. e-PADS on or before 19<sup>th</sup> November 2024 @ 1400 hours. The proposals will be opened on the same day at 1430 hours. This advertisement is also available on NEPRA & PPRA websites at [www.nepra.org.pk/tenders](http://www.nepra.org.pk/tenders) and [www.ppra.org.pk](http://www.ppra.org.pk) respectively.

**Director General (Admin./ HR)**  
**NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad**  
**Ph: 051-2013200, Fax: 051-9210215**  
**Email: [info@nepra.org.pk](mailto:info@nepra.org.pk)**

**SECTION – I**

**Schedule to Tender**

Sr.#	Activity Description	Schedule
1	Tender No.	No. 08/2024
2	Sale of Pre-Qualification Document (PQD)	4 <sup>th</sup> November, 2024 to 19 <sup>th</sup> November, 2024 Pre-Qualification document can be collected from the office of Assistant Director (Admin), NEPRA OR Downloaded <u>free of cost</u> from NEPRA & PPRA websites at <a href="http://www.nepra.org.pk">www.nepra.org.pk</a> and <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> respectively. The General Order Suppliers/Stationers may opt to bid either for supply of Stationery Items or Toner Cartridges or both.
3	Time & Last Date of Depositing EOI	19 <sup>th</sup> November, 2024 upto 1400 hrs through e-PADS
4	Time & Date of Opening of Tender Bid	19 <sup>th</sup> November, 2024 at 1430 hrs
5	Services to be offered	Invitation To Pre-Qualify Suppliers Through Open Framework Agreement For Provision Of Stationery Items & Toner Cartridges at NEPRA Tower
6	Period of Contract	Date of signing of the agreement till three (03) years
7	Amount of Bid Security to be Deposited	Rs. 20,000/- each; in the form of Pay Order/Call Deposit in favour of NEPRA
8	Amount of Performance Security	Rs. 50,000/- each; Stationery Items and Toner Cartridges
9	Cost of Pre-Qualification Document	To be downloaded free of cost from NEPRA & PPRA websites <a href="http://www.nepra.org.pk">www.nepra.org.pk</a> and <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> respectively.



## Pre-Qualification Document No. 08/2024

### 1. INTRODUCTION:

National Electric Power Regulatory Authority (NEPRA), has been established as an independent Regulatory Authority under section 3 of Generation, Transmission and Distribution of Electric Power, Act XL of 1997 for regulating the provision of electric power sector in Pakistan.

This Pre-Qualification Document (PQD) enlists the criteria for General Suppliers/Stationers for placement on NEPRA's Panel to supply Stationery Items & Toner Cartridges through Open Framework Agreements. Bidder is required to provide information as mentioned vide **Annex-A** of these documents.

### 2. OBJECTIVE:

Enlistment of General Order Suppliers/Stationers for Provision of Stationery Items & Toner Cartridges through Open Framework Agreements.

### 3. SCOPE OF WORK:

The Stationery Items & Toner Cartridges are commonly used items and are required by NEPRA on recurrent basis; hence, suppliers are required who can provide the Stationery Items & Toner Cartridges as and when required through Open Framework Agreement:

### 4. ELIGIBLE BIDDERS:

Only those companies and firms who have valid registration(s) and have a setup at Rawalpindi & Islamabad can participate. The Income Tax and Sales Tax registration certificates must be attached with the sealed company profiles along-with evidences of relevant works.

### 5. ELIGIBILITY CRITERIA:

#### MANDATORY REQUIREMENTS FOR BIDDERS

Sr. No.	Parameter	Yes	No
i.	Tax Registration		
ii.	Active Filer Status		
iii.	Copy of NTN & STN		
iv.	Bidder(s) having at least experience of 5 years		
v.	Affidavit for Non-Black listing of firm on Rs. (20-100) Stamp paper as per specimen provided at <b>Annex-B</b>		
vi.	Conflict of Interest undertaking as per specimen provided at <b>Annex-C</b>		

Note:

- Proof of aforesaid parameters must be provided.
- Bidders who fail to provide supporting documents will not be entertained.



**Pre-Qualification Document No. 08/2024**

Name of the Bidder: \_\_\_\_\_

**6. Undertaking:**

That the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, NEPRA reserves the right to disqualify the bidder from existing and all of the future biddings.

**Seal and Signature of the bidder with date:**

\_\_\_\_\_

.....  
**7. General Terms and Conditions**

- i. Bid Security amounting to Rs. 20,000/- (refundable) each in the form of Pay Order in favour of NEPRA must be attached with the submitted bid(s). No bid will be accepted without the bid security.
- ii. Successful bidder(s) will submit an amount of Rs. **50,000/-** (each for Stationery Items and Cartridges), as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
- iii. Delivery of Stationery Items & Toner Cartridges shall be made by the successful bidder(s) at NEPRA Tower without any extra/additional charges within 7 days of issuance of call off order/purchase order/work order. In case of noncompliance Rs. 500/- will be deducted per day from the payable amount.
- iv. The bidder(s) must attach with the bid substantial evidence regarding their registration with FBR for income tax and GST, active tax payer and minimum three years' experience and an affidavit that the firm has not been blacklisted by any Government/Semi Government organization.
- v. NEPRA shall evaluate the Pre-qualification Proposals in a manner prescribed in advance, and reject any Proposal which doesn't conform to the specified requirements.
- vi. For each call off order, NEPRA shall call up quotations in sealed envelope as annexed (**Annex-D**) to this document from the prequalified suppliers on its panel and award the work to the supplier who has quoted the lowest rates; however, if two or more prequalified suppliers quote same rates for the supply of Stationery Items & Toner Cartridges, **the bidder/firm who may provide the supplies of Stationery Items & Toner Cartridges in the shortest possible time will be given preference.**
- vii. After the prequalification, the shortlisted suppliers will have to sign the agreements within 7 days after intimation by NEPRA; otherwise, will be debarred from the right of placement in NEPRA's panel.
- viii. Payment will be made by NEPRA within two weeks on production of the following subject to deduction of all taxes as per government law.
  - a. Bill(s) in original
  - b. Delivery Challan(s)
  - c. NEPRA Purchase Order(s)



**Pre-Qualification Document No. 08/2024**

- ix. The bidder himself will be responsible for ensuring that the EOI submitted is in accordance with the instructions stated herein. Any EOIs not submitted by the prescribed deadline will not be considered /entertained.
- x. The bidder cannot modify or withdraw his proposal after submission.
- xi. NEPRA reserves the right to forfeit the performance security deposit in case of breach of any clause of the contract by the contractor.
- xii. Sealed PQD along-with required documents must be submitted by 19<sup>th</sup> November, 2024 before 1400 hrs through e-PADS and will be opened on the same day at 1430 hrs in the presence of available participants.
- xiii. NEPRA may on need basis pre-qualify new suppliers or service providers during continuity of framework agreements with previously pre-qualified suppliers or service providers.
- xiv. NEPRA reserves the right to accept or reject all proposals as per PPRA rules.
- xv. Bidders are also required to submit the details on the prescribed proforma attached herewith the tender documents for correspondence. Moreover, the bidders are also required to provide complete profile, product line details and names of the clients on bidder's approved panel.
- xvi. NEPRA shall pre-qualify top five (05) to six (06) bidders for the supply of Stationery Items & Toner Cartridges at NEPRA under open framework agreement for a period of three (03) years; whereby, call off quotation will be placed as per the specimen attached to this document.



**Pre-qualification Criteria**

Evaluation Criteria of the contesting bidding firms/ contractors will be carried out on the basis of following procedure:

Description	Maximum Marks
<p><b>Year of Establishment/Experience</b></p> <p>(a) Five (05) years                      (b) Seven (07) years                      (c) Ten (10) years or above</p> <p>Date of establishment will be taken from NTN certificate.</p>	<p><b>10 Marks</b></p> <p>3 Marks                      6 Marks                      10 Marks</p>
<p><b>Company Profile: Experience for supply of Stationery and Toner Cartridges:</b></p> <p>(a) 02 Projects                      (b) 04 Projects                      (c) 06 Projects                      (d) 08 Projects                      (e) 10 &amp; above</p> <p>*Subject to provision of copies of the work orders/supply orders issued.                      ** Contract with 1 Firm/Company will deemed to be considered as 1 project.</p>	<p><b>25 Marks</b></p> <p>05 Marks                      10 Marks                      15 Marks                      20 Marks                      25 Marks</p>
<p><b>Financial Strength/Compliance (Proof must be provided)</b></p> <p>(i) Audited Financial Statements along with Auditor's Report for the last three years                      (ii) Financial/Bank Statement (last three years)</p>	<p><b>15 Marks</b></p> <p>05 Marks                      10 Marks</p>
<p>Stationery Store/warehouse and Toner Cartridge store/warehouse (NEPRA Admin.Department physically verify the store/warehouse)</p>	<p><b>10 Marks</b></p>
<b>Total Marks</b>	<b>60</b>
<b>Passing Marks</b>	<b>35</b>

*The proposals without evidence/supporting documents will be rejected. Minimum marks for pre-qualification are 35.*



**8. GENERAL INSTRUCTIONS TO THE BIDDERS**

- i. The interested General Order Suppliers/Stationers for Provision of Stationery Items & Toner Cartridges having the requisite registration(s) and a proper registered office(s) in Rawalpindi /Islamabad can submit their documents for prequalification.
- ii. The interested firm itself will be responsible for ensuring that the PQDs submitted are in accordance with the instructions stated herein. Any proposal not submitted within the prescribed deadline and (or) found not confirming to the instructions given in this document (PQD) will not be considered / entertained.
- iii. This Pre-Qualification Process is only for shortlisting the General Order Suppliers/Stationers for Provision of Stationery Items & Toner Cartridges on recurring supply basis.
- iv. NEPRA reserves the right to de-list all of Pre-Qualified Suppliers from its panel at any stage as per PPRA Rules.
- v. In case, any pre-qualified supplier is placed on NEPRA's Panel, it would not have any right whatsoever for any payment unless they have delivered the supplies as per the work order.
- vi. Upon pre-qualification, the pre-qualified supplier shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other Service Provider or organization by whatever name be called without the prior written consent of the designated NEPRA Official.
- vii. NEPRA reserves the right to cancel/nullify the received quotes on the basis of rates reasonability.





**BASIC INFORMATION OF APPLICANT**

**Prospective Applicant**

- (a) Name: \_\_\_\_\_
- (b) Address of the corporate headquarters and its branch office (s), Pakistan: \_\_\_\_\_
- (c) Date of incorporation and / or commencement of business: \_\_\_\_\_
- (d) Type (corporation, partnership, etc): \_\_\_\_\_
- (e) Telephone No: \_\_\_\_\_
- (f) Cell No: \_\_\_\_\_
- (g) Fax: \_\_\_\_\_
- (h) Email: \_\_\_\_\_
- (i) NTN Registration No. \_\_\_\_\_ and STN: \_\_\_\_\_
- (j) Registration with professional body: \_\_\_\_\_

**Details of individual (s) who will serve as the point of contact/Communication for the Bidder's company:**

- (a) Name: \_\_\_\_\_
- (b) Designation: \_\_\_\_\_
- (c) Address: \_\_\_\_\_
- (d) Telephone No. \_\_\_\_\_
- (e) Cell No. \_\_\_\_\_
- (f) E-mail address: \_\_\_\_\_
- (g) Fax No. \_\_\_\_\_

Signature & Seal of Authorize Representative



Affidavit for Non-Blacklisting of Firm  
**[PRINT ON STAMP PAPER]**

Non-judicial stamp paper (with a value of Rs. 20-100)

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

**AFFIDAVIT**

It is hereby solemnly confirmed and declared that M/s \_\_\_\_\_, is declaring on oath that the Applicant:

- is not in *bankruptcy* or liquidation proceedings;
- has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any *misrepresentations* or concealing any material fact and detail;
- has not been convicted of, fraud, *corruption*, collusion or money laundering;
- is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for *ineligibility* or disqualifications

(Stamp of Company)  
(Signatures of Authorized Rep)

\_\_\_\_\_  
Company Name

**Attestation by Oath Commissioner and/or Notary Public**



**CONFLICT OF INTEREST UNDERTAKING**

**Undertaking**

I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- i. No NEPRA official or employee has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- ii. No NEPRA official's or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- iii. No retired or separated NEPRA official or employee, who has been retired or separated from the organization for less than two (2) years has an ownership interest in vendor's company.
- iv. No NEPRA official or employee is contemporaneously employed or prospectively to be employed with the vendor.
- v. Vendor hereby declares it has not and will not provide gifts or hospitality of any rupee value or any other tokens to any NEPRA official or employee to obtain or maintain a contract.
- vi. Please note any exceptions below:
  - a. Vendor Name: \_\_\_\_\_
  - b. Vendor Phone No: \_\_\_\_\_
  - c. Conflict of Interest Disclosure:
    - i. Name and designation of NEPRA Official, employee or immediate family members with whom there may be a potential conflict of interest:  
\_\_\_\_\_
    - ii. Relationship to official: \_\_\_\_\_
    - iii. Interest in vendor's company: \_\_\_\_\_
    - iv. Any other information: \_\_\_\_\_

4. I certify that the information provided is true and correct by my signature below:

Name & Signature of Vendor: \_\_\_\_\_

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

CNIC /NTN No: \_\_\_\_\_

**Witness Information:**

1. Name: \_\_\_\_\_  
CNIC No.: \_\_\_\_\_

2. Name: \_\_\_\_\_  
CNIC No.: \_\_\_\_\_



CALL OFF QUOTATION

To,

Annex-D

ABC,  
Resident Off,  
Islamabad/Rawalpindi.  
Tel

Subject: CALL OFF QUOTATION FOR STATIONERY ITEMS & TONER CARTRIDGES

In pursuance of Pre-Qualification Tender Document No. 08/2024 and the Open Framework Contract Agreement between NEPRA and your Company/Firm, the call off quotation is placed for the supply of following items in terms of relevant provisions of the pre-qualification documents and contract agreement:

Sr. No.	Stationery Items & Toner Cartridges	Qty	Unit Price without GST	GST	Total Price inclusive of Tax
1.					
2.					
3.					
4.					
5.					
6...					
Total Price without Tax					
Total GST					
Total Price Inclusive of Taxes					

Notes: (i) The bidder is required to quote rates for each and every items listed above on this call of quotation. In case of non-provision of rate of even single item the quotation of that lot will be cancelled.

(ii) The Purchase Orders will be issued separate for the each lot to the lowest evaluated bidder.

(iii) The bidders may visit NEPRA's store for sample to ensure supply of quality items.

2. You are required to fill in the table above and submit rates within three (03) days of issuance of this call off quotation at the office of Director General (Admin./HR), NEPRA Tower Attaturk Avenue (East), G-5/1, Islamabad in a sealed envelope.

(Gohar Yaqub)  
RO (Administration.)

Submission:

I hereby take on to deliver the above quoted products within \_\_\_\_\_ number of days after receipt of the work order from NEPRA.

Seal of Bidder  
(Name of Bidder)  
Date:\_\_\_\_\_