
PRE-QUALIFICATION DOCUMENTS

Procurement of Renovation Works through Framework Agreement(s)

Tender No. NADRA-RHO-MLT-FA/2024/06



National Database & Registration Authority
Regional Head Office Multan



Brief of the Document

Particular Procurement Notice - Invitation for Prequalification

NADRA RHO Multan has already pool of prequalified contractors for Renovation Works, however, it is approved to increase the number of contractors for said works. So, it is the Invitation for Prequalification of interested contractors willing to sign open framework agreement with the NADRA RHO Multan for performing Renovation Works, in accordance with the provisions of the agreement.

Prequalification Document

(Procurement of Renovation Works through Framework Agreements)

PART 1 – PREQUALIFICATION PROCESS

Section I - Instructions to Applicants (ITAs)

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

Section II - Prequalification Data Sheet (PDS)

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

Section III - Qualification Criteria and Requirements

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Applicants for performing the Renovation Works in accordance with the requirements of the Procuring Agency, with an objective to:

- a. Prequalify them for signing the Open Framework Agreements for subsequent Call off Contract in Secondary Procurement Process.
- b. New Prequalified Contractors will sign the Framework Agreement as per already approved Schedule of requirements.



Section IV - Application Forms

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

Section V - Eligible Countries

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

Section VI - Fraud and Corruption

This Section provides the Applicants with the reference to the Public Procurement Rules 2004 in regard to Fraud and Corruption applicable to the Procurement process.

PART 2 -- WORKS REQUIREMENTS**Section VII – Schedule of Requirements**

This Section includes a brief description of the Renovation Works required to be performed including provisional details of the Technical Specifications and Drawings (if applicable).



Particular Procurement Notice

Invitation for Prequalification

For Framework Agreement(s) of Renovation Works

For NADRA Multan Region

1. The NADRA RHO Multan has sufficient funds from HQ Islamabad toward the expenditure of the Renovation Works, and intends to apply part of the proceeds toward payments under the contract or contracts for Procurement of Renovation Works through Framework Agreement.
2. NADRA RHO Multan has already pool of prequalified contractors for Renovation Works, however, it is approved to increase the number of contractors for said works. NADRA RHO Multan intends to prequalify new Contractors/Companies for Invitation to Bid(s), and sign the Open Framework Agreement(s) with the selected bidder(s), for Secondary Procurement Process, by the Procuring Agency.
3. The objective of the intended open framework agreement(s) is the on-demand execution of Renovation Works at any office of NADRA Multan Region through Secondary Procurement Process with successful bidders of Open Framework Agreement, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and it is expected that:

the Invitation to Bids will be made to the Prequalified Applicants in Dec 2024 (expectedly) after signing the Open Framework Agreement(s) b/w the NADRA RHO Multan and the new prequalified Contractor(s), as Framework Agreement Contractor/Company, for the same period as signed with already Prequalified Contractors.

5. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the NADRA RHO Multan at the address mentioned below during office hours.
6. A complete set of Prequalification Documents in English may be purchased by interested Applicants on the submission of a written Application to the address mentioned below and upon payment of a nonrefundable fee of Rs.1,000/- or can be downloaded free of cost from PPRA website at www.ppra.org.pk. The method of payment will be in the form of Pay Order/Demand Draft on the name of “NSRC Disbursement Account RHO NADRA Multan”.



7. Applications for Prequalification should be submitted in sealed envelopes and delivered to the address mentioned below on or before **1130 hours dated 03 Dec 2024** and be clearly marked "**Application to Prequalify for Renovation Works**". Applications/Proposals will be opened on the same day at **1200 Hours** by concerned procurement board. Late Applications will be rejected.

Director (Admin)
NADRA Regional Head Office
221/A, SRA Colony, Multan
Ph: 061-9220133, Fax: 061-9220111
Email: proc.multan@nadra.gov.pk



PART 1 – Prequalification Process



Section I - Instructions to Applicants

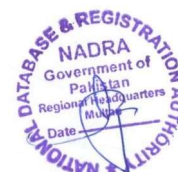
A. General	
1. Scope of Application	1.1 In connection with the “Invitation for Prequalification”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for the provision of Renovation Works as specified in Section VII (Schedule of Requirements).
2. Source of Funds	2.1 Source of funds is same as referred in Invitation for Prequalification.
3. Fraud and Corruption	<p>3.1 Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Applicants/Bidders/Suppliers/Contractors/Service Providers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.</p> <p>3.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.</p> <p>3.3 Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.</p> <p>3.4 Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.</p> <p>3.5 Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined</p>



	standard mechanism.
<p>4. Eligible Applicants</p>	<p>4.1 An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.</p> <p>In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during 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.</p>
	<p>4.2 An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to bid for the same contract both as an individual entity and as a part of the joint venture or as a subcontractor. Bids submitted in violation of this provision will be rejected.</p> <p>4.3 An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.</p>



	All Bids submitted in violation of this provision will be rejected.
	<p>4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call off Contract(s) In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:</p> <p>(a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or</p> <p>(b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process-during the execution of the Framework Agreement and/or Call-off Contract.</p>
	<p>4.5 An Applicant that has been declared debarred or blacklisted in accordance with the provisions of Public Procurement Rules, 2004 and any regulations in this regard shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at the electronic address specified in the PDS.</p>
	<p>4.6 Applicants that are state-owned enterprises or institutions in the Islamic Republic of Pakistan may be eligible to participate only if they can establish, that they:</p> <p>(a) are legally and financially autonomous;</p> <p>(b) operate under commercial law, and</p> <p>(c) are not under administrative control of the Procuring Agency.</p>
	<p>4.7 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.</p>
5. Eligibility (in terms of	<p>5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.</p>

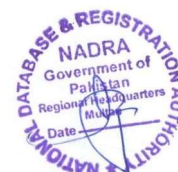


Nationality)	
	B. Contents of the Prequalification Documents
6. Sections of Prequalification Documents	6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.
	<p style="text-align: center;">PART 1 Prequalification Procedures</p> <ul style="list-style-type: none"> • Section I - Instructions to Applicants (ITA) • Section II - Prequalification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries • Section VI - Fraud and Corruption <p style="text-align: center;">PART 2 Renovation Works Requirements</p> <ul style="list-style-type: none"> • Section VII – Schedule of Requirements for Renovation Works
	6.2 Unless obtained directly from the Procuring Agency, Proposal for Prequalification, the Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its application all information or documentation as is required by the Prequalification Documents.
7. Clarification of Prequalification Documents and Pre-Application Meeting	7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency’s address indicated in the PDS . The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than seven (07) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the Procuring Agency, including a description of the inquiry but without identifying its source. If so indicated in the PDS , the Procuring Agency shall also promptly



	<p>publish its response at the web page identified in the PDS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.</p> <p>7.2 If indicated in the PDS, the Applicant’s designated representative is invited at the Applicant’s cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.</p> <p>7.3 Minutes of the pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.</p>
<p>8. Amendment of Prequalification Documents</p>	<p>8.1 At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum.</p>
	<p>8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency’s or Authority web page identified in the PDS:</p> <p>Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.</p>

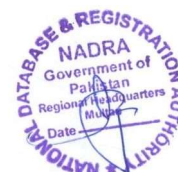
	<p>8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2:</p> <p>Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.</p>
<p>C. Preparation of Applications</p>	
<p>9. Cost of Applications</p>	<p>9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.</p>
<p>10. Language of Application</p>	<p>10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified 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.</p>
<p>11. Documents Comprising the Application</p>	<p>11.1 The Application shall comprise the following:</p> <ul style="list-style-type: none"> (a) Application Submission Letter, in accordance with ITA 12.1; (b) Eligibility: documentary evidence establishing the Applicant’s eligibility, in accordance with ITA 13.1; (c) Qualifications: documentary evidence establishing the Applicant’s qualifications, in accordance with ITA 14; and (d) any other document required as specified in the PDS. <p>11.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application</p>
<p>12. Application Submission Letter</p>	<p>12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.</p>
<p>13. Documents Establishing the Eligibility of the</p>	<p>13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section</p>



Applicant	IV (Application Forms).
14. Documents Establishing the Qualifications of the Applicant	<p>14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).</p> <p>14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:</p> <ul style="list-style-type: none"> (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted). (b) value of single contract - Exchange rate prevailing on the date of the contract. <p>14.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.</p>
15. Signing of the Application and Number of Copies	<p>15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it “ORIGINAL”. The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.</p> <p>15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p> <p>15.3 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall submit ORIGINAL and COPIES in accordance with the procedures specified in the PDS.</p>
D. Submission of Applications	
16. Sealing and Identification of Applications	<p>16.1 The Applicant shall enclose the original and the copies (if required in the PDS) of the Application in a sealed envelope that shall:</p> <ul style="list-style-type: none"> (a) bear the name and address of the Applicant;



	<p>(b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and</p> <p>(c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1.</p> <p>16.2 When the Applications are submitted electronically, if permitted pursuant to ITA 17.1, The Applicant shall seal the original and the copies in accordance with the procedures specified in the PDS.</p>
	16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
17. Deadline for Submission of Applications	17.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the address and no later than the deadline indicated in the PDS . When so specified in the PDS , Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS .
	17.2 If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
18. Late Applications	18.1 The Procuring Agency reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.
19. Opening of Applications	<p>19.1 The Procuring Agency shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1.</p> <p>19.2 Applications submitted electronically, if permitted pursuant to ITA 17.1, shall be opened in accordance with the procedures specified in the PDS.</p> <p>19.3 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.</p>
	E. Procedures for Evaluation of Applications



20. Confidentiality	20.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
	20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
21. Clarification of Applications	21.1 To assist in the evaluation of Applications, the Procuring Agency may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing.
	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
22. Responsiveness of Applications	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.
23. Margin of Preference	23.1 Unless otherwise specified in the PDS , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
24. Sub-contractors	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.
	F. Evaluation of Applications and Prequalification of Applicants

<p>25. Evaluation of Applications</p>	<p>25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.</p>
	<p>25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of provision of the Renovation Works.</p>
	<p>25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.</p> <p>25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant’s subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.</p>
<p>26. Procuring Agency’s Right to Accept or Reject Applications</p>	<p>26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.</p>
<p>27. Prequalification of Applicants</p>	<p>27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.</p> <p>27.2 An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.</p> <p>27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.</p>



28. Notification of Prequalification	<p>28.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.</p> <p>28.2 The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.</p>
29. Request for Bids	<p>29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency shall invite the Bids from all the Applicants that have been prequalified or conditionally prequalified.</p>
30. Changes in Qualifications of Applicants	<p>30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:</p> <ul style="list-style-type: none"> (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members; (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (c) in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition. <p>30.2 Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.</p>



<p>31. Prequalification Related Complaints</p>	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaints. The GRC shall not have any of the members of Prequalification Evolution Committee. The committee must have one subject specialist depending the nature of the procurement in addition to one person with legal background.</p> <p>31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Prequalification documents found contrary to provision of Rule 32, and the same shall be addressed by the GRC well before the Bid submission deadline.</p> <p>31.3 Any Applicant feeling aggrieved by any act of the procuring agency after the submission of his Application may lodge a written complaint concerning his grievances not later than five-days after the announcement of the result of Prequalification.</p> <p>31.4 The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.5 The address of the Grievance Redressal Committee for making a Prequalification related Complaint are as specified in the PDS.</p>
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Section II - Prequalification Data Sheet (PDS)

A. General

<p>ITA 1.1</p>	<p>The identification number of the Invitation for Prequalification is: NADRA-RHO-MLT-FA/2024/06</p> <p>The Procuring Agency is: Director (Admin), NADRA Regional Head Office, 221-A, SRA Colony, Multan.</p> <p>The list of contracts is: Framework Agreement for Procurement of Renovation Works</p>
<p>ITA 2.1</p>	<p>The name of the Procuring Agency is: NADRA Regional Head Office, Multan.</p> <p>The name of the Project or Procurement is: Procurement of Renovation Works through Framework Agreement(s)</p>
<p>ITA 4.2</p>	<p>Maximum number of members in the JV shall be: “not limited”</p>
<p>ITA 4.7</p>	<p>A list of debarred firms and individuals is available on the PPRA’s website: http://www.ppra.org.pk</p>
<p>B. Contents of the Prequalification Document</p>	
<p>ITA 7.1</p>	<p>For clarification purposes, the Procuring Agency’s address is:</p> <p>Director (Admin), NADRA Regional Head Office, 221-A, SRA Colony, Multan.</p> <p>Attention: Mr. Ijaz Ahmed Khan Assistant Director (Procurement) NADRA Regional Head Office 221-A, SRA Colony, Multan Tel: 061-9220133 Fax: 061-9220111 Email: proc.multan@nadra.gov.pk</p>



ITA 7.1 & 8.2	NADRA Web page: www.nadra.gov.pk Authority Web Page www.ppra.org.pk
ITA 7.2	Pre-Application Meeting will be held: <i>No</i>
C. Preparation of Applications	
ITA 10.1	This Prequalification document has been issued in the <i>“English”</i>
ITA 11.1 (d)	The Applicant shall submit with its Application, the following additional documents: N/A
ITA 14.2	The source for determining exchange rates is: N/A
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: Zero (0)
D. Submission of Applications	
ITA 17.1	<p>The deadline for Application submission is:</p> <p>Date: 03 Dec 2024</p> <p>Time: 1130 Hours</p> <p>For Application submission purposes only, the Procuring Agency’s address is:</p> <p>Director (Admin), NADRA Regional Head Office, 221-A, SRA Colony, Multan. Tel: 061-9220133 Fax: 061-9220111 Email: proc.multan@nadra.gov.pk</p>
ITA 18.1	The Procuring Agency reserves the right to accept or reject late Applications.
ITA 19.1	<p>The opening of the Applications shall be at:</p> <p>Date: 03 Dec 2024</p> <p>Time: 1200 Hours</p> <p>Address: Conference Hall, NADRA RHO, 221-A, SRA Colony, Multan.</p>



E. Procedures for Evaluation of Applications

ITA 31.1

If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to:

For the attention: President Grievance Redressal Committee

Procuring Agency: NADRA RHO Multan

Address: NADRA HQs,

SBP Building, Shahra-e-Jamhoriat,

G-5/2, Islamabad.

Fax number: 051-92245668

In summary, at this stage, a Prequalification related Complaint may challenge any of the following:

the terms of the Prequalification Documents; and

the Procuring Agency's decision not to prequalify an Applicant.



Section III - Qualification Criteria and Requirements

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

Contents

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Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.4	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.5 and 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned enterprise	Meet conditions of ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract ¹ did not occur as a result of Contractor’s default since 1 st January 2021.	Must meet requirement	Must meet requirements	Must meet requirement ²	N/A	Form PER-1
2.2	Suspension Based on Execution of Bid/ Proposal Securing Declaration by the Procuring Agency	Not under suspension based on execution of a Bid/Proposal Securing Declaration pursuant to ITA 4.5.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant’s financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the	Must meet requirement	N/A	Must meet requirement	N/A	Form PER-1

¹ Non performance, as decided by the Procuring Agency, shall include all contracts where (a) non performance was not challenged by the Supplier, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the Supplier. Non performance shall not include contracts where Procuring Agency’s decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

² This requirement also applies to contracts executed by the Applicant as JV member.



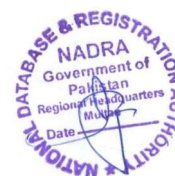
Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		Applicant.					
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant since 1 st January 2021 ³	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form PER-1
2.5	Performance History with NADRA	If worked with HQ or any RHO/Office of NADRA, applicant shall have to provide fresh Satisfactory Performance Certificate from concerned NADRA HQ/RHO/Office.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Satisfactory Performance Certificate ⁴
3. General/Specific Experience & Financial Performance							
TO BE FILLED BY THE BIDDER (Please tick the appropriate)							Total Marks=50
3.1	EXPERIENCE /NUMBER OF YEARS - IN GENERAL			Marks 10 Nos			
	≥10 Years			10	Attach documents as proof (Proof of registration/incorporation etc.)		
	≥5 Years & < 10 Years			08			
	> 2 Years & < 5 Years			06			
	1 Years to 2 Years			04			
	Less than 1 Years			02			
3.2	EXPERIENCE /NUMBER OF YEARS - RELATED			Marks 10 Nos			
	≥10 Years			10	Attach documents as proof (Registration with PEC in related category/Date of Work Orders or Contracts)		
	≥5 Years & < 10 Years			08			

³ The Applicant shall provide accurate information on the Application Submission Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of court/arbitral awards against the Applicant or any member of a joint venture may result in disqualifying the Applicant.

⁴ The Applicant shall submit fresh Satisfactory Performance Certificate from concerned office of NADRA (RHO or HQ), except this Head Office (Multan), where provided any type of Supplies, Works or Services in last 10 years. In case, any type of Supplies, Works or Services is/are not provided to any of NADRA office, a certificate on applicant's letterhead will be required in this regard.



	> 2Years & < 5 Years	06	
	1 Years to 2 Years	04	
	Less than 1 Years	02	
3.3	NUMBER OF PROJECTS/SUPPLIES – RELATED WOs/POs/Contracts	Marks 10 Nos	
	POs/WOs/Contracts \geq 15	10	Attach documents as proof (copies of POs/WOs. No WO/PO worth below Rupees one hundred thousand will be considered)
	POs/WOs/Contracts \geq 10 & < 15	08	
	POs/WOs/Contracts \geq 06 & < 10	06	
	POs/WOs/Contracts \geq 03 & < 06	04	
	POs/WOs/Contracts < 03	02	
3.4	PERSONNEL/STAFF	Marks 10 Nos	
	Staff \geq 25	10	Attach details of HR including technical team with name, designation and qualification.
	Staff \geq 16 & < 25	08	
	Staff \geq 08 & < 16	06	
	Staff \geq 04 & < 08	04	
	Staff < 04	02	
3.5	COMPANY FINANCIAL STATUS	Marks 10 Nos	
	Worth \geq 15 Million	10	Attach Bank statement of last one year or last three years Audited Financial Statements. <i>(Total credit amount of Bank Statement or Total Profit/Loss for Financial Statement will be considered)</i>
	Worth \geq 10 M & < 15 M	08	
	Worth \geq 06 M & < 10 M	06	
	Worth \geq 03 M & < 06 M	04	
	Worth < 03 Million	02	
Note:			
a) Post Qualification pass marks are minimum 30 (thirty). Bidder scoring less than 30 marks overall and less than 4 marks in any criteria will not be included in Financial Evaluation Process.			
b) Please attach relevant document to support the option you have selected in technical evaluation. In case of no supporting document, score of the concerned field will be considered as Zero.			



Section IV - Application Forms

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Application Submission Letter

Date: _____

Tender/ITB No. and title: NADRA-RHO-MLT-FA/2024/06

Prequalification of Contractors for Renovation Works

To: NADRA RHO Multan

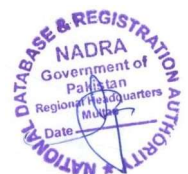
We, the undersigned, apply to be prequalified for the referenced Tender/ITB and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We (and our subcontractors, if any) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.5;
- (d) **State-owned enterprise or institution:** (Tick appropriate)
 - We are not a state-owned enterprise or institution*
 - We are a state-owned enterprise or institution but meet the requirements of ITA 4.6*
- (e) **Commissions, gratuities, fees:** We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the Prequalification process, the corresponding Bidding process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount currency, value, exchange rate]</i>
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, tick the following statement:]

- No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application.*



- (f) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (g) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signature

(Authorized representative(s) of the Applicant)

Name: _____

Designation: _____

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

Address: _____

Dated: _____

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



Form ELI -1.1

Applicant Information Form

Date: _____

Tender No: NADRA-RHO-MLT-FA/2024/06

Page 01 pages 02

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.1. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 4.6 documents establishing: <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law • Establishing that the Applicant is not under supervision of the Procuring Agency
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

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



Form ELI -1.1 (continued)

Date: _____

Tender No: NADRA-RHO-MLT-FA/2024/06

Page 02 pages 02

1. Applicant's name			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web Site:			
8. Contact Name:			
9. Contact Title:			
10. Type of Business:			
11. If Other, specify:			
12. Nature of Business:			
13. Year Established:			
14. Dates, Numbers, and Expiration Dates of Current Licenses and Permits [If Applicable] :			
15. Current registration with relevant authorities information [If Applicable] :			
16. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin [If Applicable] : Date of last inspection:			
17. Quality Assurance Certification [If Applicable] (Please include a copy of your latest certificate with the PQ Application):			
18. Are technical documents available in English? Yes No			

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

Form FIN – 3.1 Financial Situation and Performance

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

Applicant's Name: _____

Date: _____

Joint Venture Member Name, if any: _____

Tender No. and title: NADRA-RHO-MLT-FA/2024/06 (Prequalification of Contractors/Companies for Renovation Works)

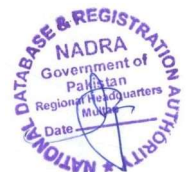
Page 01 of 02 pages

1. Financial data

Type of Financial information in (PKR)	Historic information for previous 3 (three) years (Amount in PKR equivalent)				
	Year 1	Year 2	Year 3		
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PAT)					
Information from Bank Statement (If no Financial Statement)					
Total Credit (of last one year statement)					
Closing Balance					

Signature & Stamp

(Authorized representative(s) of the Applicant)



Form FIN – 3.1 (continued)

Applicant's Name: _____

Date: _____

Joint Venture Member Name, if any: _____

Tender No. and title: NADRA-RHO-MLT-FA/2024/06 (Prequalification of Contractors/Companies for Renovation Works)

Page 02 of 02 pages

3. Financial documents

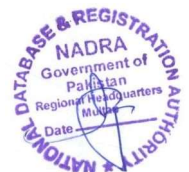
The Applicant and in case of JV, members of JV shall provide copies of financial statements for 03 years or Bank Statement of last 1-year pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.5. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements¹ for the *last three* years or Bank Statement of last 1 year required above; and complying with the requirements.

Signature & Stamp

(Authorized representative(s) of the Applicant)

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application or if it is replaced with Bank Statement, the reason for this should be justified. Bank Statement must be for one year not earlier than 6 months from the date of Application.



Form- EXP-1

Contracts/WOs/POs during the last three years:

Procuring Agency	Value	Year	Type of Renovation Work	Remarks

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



Form- PER 1

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

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

Applicant's Name: _____

Date: _____

Joint Venture Member Name, if any: _____

Tender No. and title: NADRA-RHO-MLT-FA/2024/06 (Prequalification of Contractors/Companies for Renovation Works)

Page 01 of 03 pages

1. Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January 2021 specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January 2021 specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (PKR)



	<p><i>[insert amount and percentage]</i></p>	<p>Contract Name & No:</p> <p>Name of Procuring Agency:</p> <p>Reason(s) for nonperformance:</p>	
--	--	--	--

Applicant's Name: _____

Date: _____

Joint Venture Member Name, if any: _____

Tender No. and title: NADRA-RHO-MLT-FA/2024/06 (Prequalification of Contractors/Companies for Renovation Works)

Page 02 of 03 pages

2. Pending Litigation, in accordance with Section III

- No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3
- Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.

Year of dispute	Amount in dispute (PKR)	Contract Identification	Total Contract Amount (PKR)
-----------------	-------------------------	-------------------------	-----------------------------



		<p>Contract Name & No:</p> <p>Name of Procuring Agency:</p> <p>Matter in dispute:</p> <p>Party who initiated the dispute:</p> <p>Status of dispute:</p>	
--	--	---	--

Applicant’s Name: _____
 Date: _____
 Joint Venture Member Name, if any: _____
 Tender No. and title: NADRA-RHO-MLT-FA/2024/06 (Prequalification of Contractors/Companies for Renovation Works)
 Page 03 of 03 pages

3. No consistent history of court/arbitral award decisions

- 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 (PKR)
---------------	------------------------------------	-------------------------	-----------------------------



		Contract Name & No: Name of Procuring Agency: Matter in dispute: Party who initiated the dispute: Court/ arbitral award decision:	
--	--	---	--

Signature & Stamp

(Authorized representative(s) of the Applicant)



Form- UBOI

[On letter head paper of the applicant, including full details of postal address, telephone no., fax no., email, website etc.]

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, entries 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/Registration	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 the legal person or legal arrangement in the company	Identification of natural person who ultimately owns or control 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 se (opposite respective names):

1	2	3	4	5	6	7	8
Name & Surname (in block letters)	CNIC No. (In case of foreigner Passport No.)	Father's / Husband's name in full	Current Nationality	Any other National (ies)	Occupation	Residential address in full or the registered / Principal office address for a subscriber other than natural person	Number of shares taken by cash subscriber (in figures & words)
			Total number of shares taken (in figures & words)				

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

Signature

(Authorized representative(s) of the Applicant)

Name: _____

Designation: _____

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

Address: _____

Dated: _____



List of Documents to be part of Prequalification Application

List of Documents (To be attached with proper tagging)	Tag/Page Number
Eligibility Documents	
1. All pages of Prequalification documents duly signed/stamped by applicant.	
2. Proof of company/firm's registration in Pakistan with SECP or relevant professional/regulatory authority.	
3. Undertaking (on Stamp Paper) that the Applicant is not blacklisted or debarred by any government, regulatory or other body.	
4. Certification of Registration for NTN/STN and PRA	
5. Print of Active Taxpayers Compliance Level from FBR/PRA Websites	
6. Certificate of valid Registration with PEC.	
7. Fresh Satisfactory Performance Certificate/s (for NADRA Offices only)	
8. Provision of beneficial ownership information of the company (Applicant) as per prescribed Performa in accordance with provisions of Forms-42, 43 and 44 of the Securities & Exchange Commission of Pakistan. Format attached as Form-UBOI in Section-IV.	
Qualification Documents	
9. All the Forms (completely filled and duly signed/stamped) of Section IV of Part-1 (Application Forms) of Prequalification Documents.	
10. Details of HR with their qualification, designation and CNIC Numbers.	
11. Copies of Copies of related Contracts/WOs/POs (with Public or Private Organizations).	
12. AUDITED STATEMENTS OF ACCOUNTS for the PAST THREE (3) YEARS duly supported by audited statements or Bank Statement of last one year (in case of Bank Statement, reason to be justified)	

Signature & Stamp

(Authorized representative(s) of the Applicant)



Section V - Eligible Countries

Eligibility for the Provision of Renovation Works

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>



Section VI - Fraud and Corruption

1. All Applicants/Companies/Representatives are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Admin/Procurement Department/any other office of NADRA or to the end user etc. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against qualification/bills/acceptance certificates etc., immediately inform **Admin Department of NADRA RHO Multan** on the following e-mails. NADRA will protect the personal and confidential information of the Applicant, in this regard:

proc.multan@nadra.gov.pk with CC to abdullah.aslam@nadra.gov.pk

2. If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained and such situation will be dealt as per PPRA instructions as per Rule-19.
3. NADRA RHO Multan reserve the right to initiate proceedings for blacklisting as per Rule-19 of PPRA, if a firm/supplier consistently fail to provide satisfactory performance or is found to be indulging in corrupt or fraudulent practices or any other violation as per PPRA Rule-19.
4. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in any public procurement or disposal proceedings for the period of not more than ten years, if corrupt and fraudulent practice as defined in PPRA rules is established against the bidder or the bidders in pursuance of blacklisting proceedings.
5. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than three years, if the bidder fails to perform his contractual obligations during the execution of contract or breaches the contract due to his capacity and capability to perform or otherwise.
6. Bidder or the bidders shall be declared as blacklisted and henceforth cross debarred for participation in respective category of public procurement or disposal proceedings for a period of not more than six months, if the bidder fails to abide with a bid securing declaration, if taken in any of framework agreement(s), however without being indulged in any corrupt and fraudulent practice.

Signature & Stamp

(Authorized representative(s) of the Applicant)



PART 2 – Scope of Works



Section VII - Scope of Work

(Renovation Works)

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1. Scope of Works

1.1 BACKGROUND

NADRA Multan Region is currently managing the more than 137 different operational and project offices in South Punjab. These offices are providing registration and other related facilities to the general public.

1.2 AREA OF WORKS

The contractors/companies will be prequalified for the Renovation Works at different NADRA operational and project offices established within NADRA Multan Region. NADRA Multan Region is consisting of 14 Districts in south Punjab including Sahiwal, Pakpattan, Vehari, Khanewal, Multan, Bahawalpur, Bahawalnagar, Rahim Yar Khan, Rajanpur, Dera Ghazi Khan, Muzaffargarh, Layyah & Kot Addu. The Renovation Works may be required at any of NADRA Office located within above mentioned Districts of South Punjab.

After conclusion of the prequalification process, Open Framework Agreement will be signed with Prequalified Contractors/Companies by NADRA RHO Multan.

1.3 SCOPE OF WORK

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

Schedule of Requirement (Approved)

Sr.	Specification of Works	Unit	Approved Brand/Model for items to complete Works (through bidding)
A.	Misc. Wood Works		
1.	Vertical & Horizontal 4" thick L shape panel: Providing and fixing laminated/ lasani board panel (best quality) with wood stud frame 2" x 3" (size 10' x 2'.6" x 7') 4" thick L shape panel complete in all aspect as installed in Offices of NADRA Multan Region.	Nos	
2.	One Window Counter Workstation: Providing and fixing one window tables each size 5' x 2' x 2' 6" (Top and front will be of Super Gloss lasani / UV while side and structure will be of lasani lamination sheet of best quality) with CPU box/space, sliding tray and a draw fitted with complete imported quality sliding channels, lock, PVC lipping, Acrylic Sheet border, complete in all respect as installed in Offices of NADRA Multan Region.	Nos	1. Al-Noor 2. ZRK 3. Patex



3.	Providing and fixing of Computer Table: Providing and fixing of lamination board data entry table with CPU box, keyboard/mouse sliding tray and a draw fitted with complete imported sliding channels, lock, PVC lipping, stud base, complete in all respect as installed in Offices of NADRA Multan Region (Top and front will be of Super Gloss lasani / UV while side and structure will be of lasani lamination sheet of best quality) size 4'-6" x 2'-0" x 2'-6".	Nos	
4.	Providing and fixing of Officer Table: Providing and fixing of officer table size 6' 0" x 2'.6" x 2'.6" (Top and front will be of Super Gloss lasani / UV while side and structure will be of lasani lamination sheet of best quality) with keyboard/mouse sliding tray and a draw fitted with complete imported sliding channels, lock, PVC lipping, stud base, complete in all respect as directed by the Client and complete in all respect with standard side rack (18"x36" with CPU space & tray) and movable trolley etc.	Nos	
5.	Workstation/Counters: Providing, fixing and polishing of lamination board workstations/counters (Top will be of Super Gloss lasani / UV while structure will be of lasani lamination sheet of best quality 4' x 2' x 2'6") including single drawer, CPU box and keyboard tray complete in all respect as installed in Offices of NADRA Multan Region.	Nos	
6.	Laminated Floor Cabinets with Lasani Shutters: Providing and fixing of floor standing cabinets 72" height, 16" deep and 30" wide or any size, with 3/4" lasani laminated board box while shutters will be of Super Gloss lasani / UV lamination of best quality including imported lock, handle, hinges, pvc lipping, wooden base with lockable wheels, complete in all respect.	Sft	
7.	Low Height Partition: Provision and fixation of finished wooden partition mearing 4" thick & 3' high wooden framed lasani lamination of best quality, Acrylic Sheet border, complete in all respect as installed in Offices of NADRA Multan Region.	Sft	
8.	Pigeon Hole: Providing and fixing of floor standing Pigeon Hole 48" height, 12" deep and 60" wide or any size as per requirement with 3/4" lasani laminated board of best quality, distributed in card envelop size boxes, fixed with wooden frame, front covered with sliding glass, lock and imported quality channels, complete in all aspects.	Sft	1. Al-Noor 2. ZRK 3. Patex
	Misc. Electric Works		
B.	Electric Wiring: The following wiring shall be best quality PVC Insulated 300/500 v grade pure copper wire.		

1.	Wiring from light control switch to light or fan point with 2 no. 1 core 1.5 sqmm (3/29) best quality PVC insulated stranded copper conductor cable in surface mounted pvc ducts. 4x lights or 1 fan connection shall be from one switch/button except L-Shape Panels or any other location where it is not applied, complete in all aspects.	Nos	1. Fast Cables 2. Pakistan Cables 3. Newage Cables 4. GM Cables 5. Copper Gate Cables
2.	Wiring from DB to Switch Board with 2 nos 1 core 2.5 sqmm (7/29) best quality PVC Insulated stranded copper conductor cables in surface, complete in all aspects.	Nos	
3.	Wiring from DB to socket with 3 nos 1 core 2.5 sqmm (7/29) best quality PVC Insulated stranded copper conductor cables in surface, complete in all aspects.	Nos	
4.	Wiring from DB to Power Plug Board/AC (30Amp Porcine) with 2 core 6sqmm (7/44) best quality PVC Insulated stranded copper conductor cables in surface, complete in all aspects.	Nos	
5.	<p>LT Distribution Board: LT 415V AC Weather Proof DB's shall be made from 16 SWG Sheet Steel with Supply, Installation, testing & Commissioning of 60AMP 4 pole Change Over (Rotary), complete in all aspects. Copper (handle)</p> <p>Incoming (Main Supply) 01 No. 200 AMPS TB MCCB 03 No. 2 Amps Protection Fuses 01 No. VSS (RY-YB-BR-OFF-RN-YN-BN) 03 NOS R-Y-B INDICATION LAMPS 01 NO EARTH BAS BAR 01 NO NEUTRAL BUS BAR</p> <p>Outgoing 25 Nos. 20 Amps SP MCB RC=6KA 01 Nos. 63 Amps TP MCCB RC= 25KA</p>	Nos	<p style="text-align: center;"><u>DB Box</u></p> <p>1. Local as per Client (NADRA) 2. Usman Switchgear</p> <p style="text-align: center;"><u>Breakers</u></p> <p>1. Schneider 2. Siemens</p>
6.	18 or 17-w SMD Light: Supply and Providing, testing and commissioning of best quality SMD Round Down Light 17 or 18 W, complete in all aspects.	Nos	1. Philips 2. Fast 3. Osaka 4. Sky 5. Britlite 6. NVC
7.	Switch Kit (8+2): including dimers, 1-way Light Switch with PVC Back Box: Supply, Installation, testing & Commissioning of socket fitting with best quality face plate including back box complete in all aspects. Gang numbers may be changed while calling quotations.	Nos	1. Schneider 2. Clipsal 3. Bush 4. Legrand
8.	Socket Fitting with face plate: Supply, Installation, testing & Commissioning of best quality socket fitting with face plate including back box, complete in all aspects.	Nos	
C.	Networking		

	Networking System: Supply, Installation, testing & Commissioning of following networking cables and hardware as per given specifications.		
1.	Socket RJ45 with I/O Single face plate: Supply, Installation, testing & commissioning of best quality computer data socket RJ45 with I/o face plate, complete in all aspects.	Nos	1. 3M / 3M (Corning) 2. Schneider 3. Norden
2.	Socket RJ45 with I/O double face plate: Supply, Installation, testing & commissioning of best quality computer data socket RJ45 with I/o face plate, complete in all aspects.	Nos	
3.	Networking Cable: Supply, Installation, testing and commissioning of best quality CAT-6 cable from network rack to all systems/server with Patch cord and complete in all aspects. There may be need for CCTV Cameras where required as per Client.	Rft	1. 3M / 3M (Corning) 2. Schneider 3. D-Link 4. Norden
4.	PVC Duct: Supply & Installation of best quality PVC Duct for power & Network Cables. It may be from server to working tables, furniture, walls, partition or at required places/ area.	Rft	1. GM 2. Popular 3. Dura
5.	PVC Flexible Pipe: Supply & Installation of best quality PVC Flexible Pipes for power & Network Cables. It may be required at places places/area where Duct is not feasible and as per Client.	Rft	1. Schneider 2. 4M 3. Popular
D.	Misc. Civil Works & Misc. Fixtures		
1.	False ceiling 2' x 2': Providing and fixing Gypsum tiled false ceiling of size 2'x2' Sqft metal grid of hot dipped galvanized steel sections. GI Metal Ceiling Lay in plain Tegular edge Global white color tiles of size 595x595 mm with 20% area perforations, complete in all aspects.	Sft	1. Arish 2. United
2.	Porcelain Tiles on Floor: Providing and laying Vitrified/ Porcelain tiles on floor with different sizes, Glazed or Matt, best quality or as approved by the client, laid with 6mm thick layer of cement based high polymer modified quick set tile adhesive (water based) complete in all respect including fixing, skirting etc.	Sft	
3.	Glazed / Matt Tiles for Toilet: Providing and laying 1/4" to 3/8" (6mm to 9mm) thick Glazed/ Matt tiles of any color and size make with best quality or as approved by the client, at ground floor laid over 1" (25mm) thick cement sand mortar base including jointing and washing the tiles with white cement slurry of matching color by using color pigment and curing, complete in all aspects.	Sft	1. Shabbir 2. Master 3. Times
4.	Paint Work (Oil Matt Finish for Inner Walls): Painting with Oil Matt Finish, distempering with best quality synthetic polyvinyl emulsion finish of approved shade in two or more coats over and including the cost of priming coat including preparation of surface viz. dusting, sand papering or rubbing with pumice stone, filling cracks or holes, if any, removing blisters or other imperfections at any height and any floor. (@ at least 2.20 Liter per 10 Sq.m)	Sft	1. ICI 2. Master 3. Burger 4. Neppon

5.	Paint Work (Weather Coat for Outer Walls): Painting with Weather coat, distempering with best quality synthetic polyvinyl emulsion finish of approved shade in two or more coats over and including the cost of priming coat including preparation of surface viz. dusting, sand papering or rubbing with pumice stone, filling cracks or holes, if any, removing blisters or other imperfections at any height and any floor. (@ at least 2.20 Liter per 10 Sq.m)	Sft	
6.	Paint Work (Oil Paint for Doors/Windows): Painting with best quality super gloss synthetic enamel paint in two or more coats as per manufacturer's instructions on wood work over and including the cost of priming coat, surface preparation, rubbing down smooth, knotted, filling cracks, holes and joints. (@ at least 1.65 Liter per 10 Sq.m)	Sft	
7.	12mm Tempered Glass door with fixed panel: Provide, fabricate and fix 12 mm tempered glass fixed panel (as per required size) and a swing door shutter(s) (as per required size) made of 12 mm thick glass of best quality with all accessories, complete in all aspects.	Sft	
8.	12mm Tempered Glass fixed panel on Front or Any other area: Provide, Fabricate and fixing of 12mm tempered glass of best quality with 3" slit at bottom and 3" slit at 1' interval above the front counter complete in all aspects as per requirement of NADRA.	Sft	1. Ghani 2. Tariq
9.	08mm Tempered Glass fixed panel on low height partitions/counter/cabins: Provide, fabricate, engrave and fix 08mm tempered glass of best quality with SS Steel Pillars to grip on the low height partitions/counter/cabins complete in all aspects. Engraving/etching design will be as per client direction.	Sft	
10.	Vinyl Graphics Film: Providing and fixing vinyl printed graphic film 3M or equivalent with lamination having thickness of 70-75 microns as per NADRA approved branding.	Sft	1. Sabri / Sabri 2000 Korean 2. Media 2000
11.	One Vision Panaflex: Providing and fixing printed graphic one vision Panaflex of Star/Best Quality as per NADRA approved branding.	Sft	
12.	Zebra Windows Blinds: Providing and fixing of Zebra Roller Blinds of best quality.	Sft	1. Local/China as per Client (NADRA)
13.	Wall Paneling: Providing, fixing and fabricate best quality PVC wall paneling, this includes complete work in all aspects.	Sft	1. Local/China as per Client (NADRA) 2. Hard Local 3. Star
14.	Panaflex Backlight Sign Board: Providing and fixing of standard Sign Board with star quality Panaflex, iron frame including backlights, complete in all respect and as per NADRA approved branding.	Sft	1. Media 2000 2. Star 3. Sabri
15.	Acrylic Backlight 2D Sign Board: Providing and fixing of standard 2D Sign Board of Acrylic material (as per sample installed at RHO NADRA Multan building) of best quality, iron	Sft	1. As per Client (NADRA) 2. Local as per Client (NADRA) 3. Sabri

	frame including backlights, complete in all respect and as per NADRA approved branding.		
16.	Iron Sign/Direction Board: Providing and fixing of NHA standard Iron Sign/Direction Board 20 gauge (SWG), with frame pipes 16 gauge (SWG), with standard size base legs of pipe 3" with 3mm thickness - 16 gauge (SWG), complete in all aspect as per NADRA approved branding on both sides.	Sft	1. Local as per Client (NADRA)
17.	S.S Railing: Providing and fixing of best quality Stainless-steel railing of 2" 16-gauge complete work in all aspects as per client direction.	Rft	
18.	Queue Pipes: Providing and fixing of round Pipes 2.5" with 3mm thickness of 16-gauge, proper paint, complete work in all aspects as per client direction.	Rft	
19.	Fire Extinguisher: Providing and fixing of standard size Dry Chemical Powder Fire Extinguisher, complete in all aspects.	Nos	1. NEFCO 2. As per Client (NADRA)
E.	Sun Shed		
1.	<p><u>ARCH/SEMI-ARCH/STRAIGHT DESIGN FIBER GLASS SHED</u></p> <p>Fiber Glass = Fiber Glass Sheet of 3x Ply thickness (blind) single side polished layer. Pillars Pipes = 3" with 3mm thickness - 16 gauge (SWG) - Height 10-12F (Avg.) Structure = 1-1/4" M/S Pipes, square in shape, 18 gauge (SWG), Hangers for Ceiling Fans. Top Plates = 6" x 6" 12 mm2 thick Base Plates = 12" x 12" 12 mm2 thick Paint work = Paint will be done with 2x coats of enamel paint after one initial coat of red-oxide. Pipe will be fixed on Anchor bolt & Anchor will be grounded in concrete of 1:2:4 ratios. All joints, Pipes, angles & plates will be fixed by nut bolts as to make shed removable. Complete in all respect.</p>	Sft	1. Local as per Client (NADRA)



2. Duration and Type of Agreements

Detailed scope of works, Contract Duration and Type of Works for Framework Agreement will be same as already signed with the prequalified Contractors for Renovation Works of NADRA RHO Multan.



For PPRA Use Only

HBL		HABIB BANK		Deposit Slip	
		حیب بینک		Customer Copy	
Branch: _____		Date: <u>15</u> <u>11</u> <u>20</u> <u>24</u>			
Account Title: <u>Public Procurement Regulatory Authority (PPRA)</u>					
IBAN: <u>PK</u> <u>HABIB</u> <u>00</u> <u>004540013100701</u>					
Currency: <input type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others		<input type="checkbox"/> Intercity <input type="checkbox"/> Within city <input type="checkbox"/> Same Branch			
Credit Card No. _____					
<input type="checkbox"/> CASH		AMOUNT <u>13650/-</u>			
BANK / BRANCH		CHEQUE/INSTRUMENT NO. <u>HBL 0807058</u>		<u>13650/-</u>	
		<u>15/11/24</u>		<u>1</u>	
		TOTAL AMOUNT		<u>13650/-</u>	
Total Amount in Words: <u>Thirteen thousand Six hundred and 50/-</u>					
Commission (if any) _____					
Depositor's Name: <u>Masroo Ahmad</u>		Fund Transfer Customer Account			
Contact No. <u>0300-8399787</u>		Branch: 2225-SHAH RUKN-E-ALAM COL			
Depositor's CNIC No. <u>4772688</u>		From Account: PK91HAB002225XXXXXX903			
(For non-HBL/Walk-in Customers. Also attach CNIC Copy)		To Account: PK17HAB0004540013100701			
Depositor's Account No. <u>222522255</u>		Amount: *****13,650.00 PKR			
(For HBL Customers / Account Holders)		Charges: *****.00 Date: 2024-11-15			
Received By: _____		Teller TG99 Time 16.54.52.94.000			
Depositor's Signature: _____		(As per Terms & Conditions on reverse) (Not official unless validated)			

