

PRE-QUALIFICATION DOCUMENTS

Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Close Framework Agreement

Tender No. NADRA/PRQ/2025-26/02



**National Database & Registration Authority
Regional Head Office Multan**

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PREFACE

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

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

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

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

Prequalification Notice

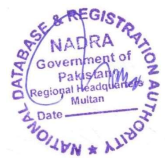
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Invitation for Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Close Framework Agreements at DAUs/Offices of NADRA RHO Multan: -

1. The National Database & Registration Authority (NADRA), Multan intends the Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services at DAUs/Offices of RHO Multan for a period of One (01) year.
2. The objective of the intended Framework Agreement(s) or Call-off Contract(s) is the Prequalification of Security Companies /Contractor(s) for Provision of Security Guards Services for signing off the Framework Agreement(s) or Call-off Contract(s) as well as for Invitation of Bid(s) from the Pre-qualified Security Companies /Contractor(s).
3. Purpose of this Prequalification Notice is to provide 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 i.e. the Invitation to Financial Bids will be made to the Prequalified Applicant who have signed the agreement / contract with the National Database & Registration Authority (NADRA) for the period of one (01) year.
5. A formal agreement on stamp paper worth Rs.100/- shall be executed between the National Database & Registration Authority (NADRA) Multan and prequalified applicant prior to Provision of Security Guards Services.
6. Prequalification process is open for all national applicants subject to fulfilling the eligibility requirements mentioned in the respective section of prequalification documents. Interested applicants may obtain further information from the National Database & Registration Authority (NADRA) at the address mentioned below during office hours from 0830 to 1600 hrs. 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 depositing of a nonrefundable fee Rs.1000/- (Rupees One Thousand only) in National Database & Registration Authority (NADRA)'s Account No. "NSRC Disbursement Account RHO NADRA Multan". The documents will be provided directly to the potential applicants, and essential record shall be maintained by the National Database & Registration Authority (NADRA) for providing information regarding amendment(s), if any, in Prequalification Documents.
7. A complete set of prequalification documents can also be downloaded free of cost from PPRA website. Applications for Prequalification should be submitted in clearly marked on the

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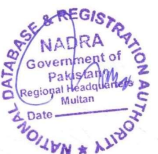
envelopes as per following and delivered to the address 'mentioned below' or by Hand latest by **1130 hrs** on 20 June 2025: "CONFIDENTIAL".

8. Prequalification of Security Companies /Contractors for Provision of Security Guards Services" "DO NOT OPEN BEFORE 1200 HRS ON 20 June 2025" at following address: -

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

9. Late or incomplete Applications will be rejected.
10. The applicant(s) shall bear all the costs/expenses associated with the preparation and submission of the application and National Database & Registration Authority (NADRA) Multan shall not be responsible/liable for those costs/expenses.
11. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the package at the proper place and time.
12. It shall be the applicants' responsibility to determine the manner in which timely delivery of the application will be accomplished either in person, by messenger or by surface mail.

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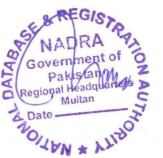


Brief of the Document

Procurement Notice -

The attached template is the Invitation for Prequalification of Security Companies/ Contractor(s) willing to sign framework agreements with the Procuring Agency for provision of Services, works, Common Use Items and Commodities, in accordance with the provisions of the agreement.

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Prequalification Document

(Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Close Framework Agreements)

PART 1 – PREQUALIFICATION PROCESS

Section I - Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the Applications for Prequalification, in addition to information on opening and evaluation of the Applications. **Section I contains provisions that are to be used by the Procuring Agencies without modification.**

Section II - Prequalification Data Sheet (PDS)

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

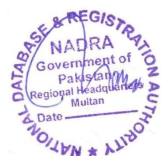
Section III - Qualification Criteria and Requirements

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

Section IV - Application Forms

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

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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

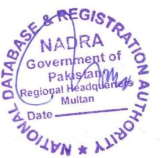
This Section contains information regarding responsibilities & consequences of malpractices.

PART 2 -- SUPPLY REQUIREMENTS

Section VII – Schedule of Requirements

This Section includes the required services including provisional estimate of the required quantity, etc.

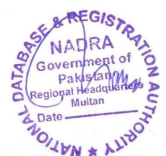
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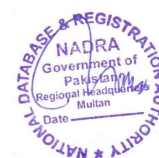
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PART 1 – Prequalification Process

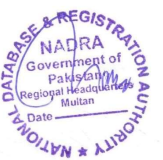
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Section I - Instructions to Applicants

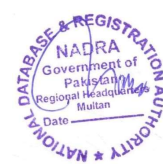
A. General	
1. Scope of Application	1.1 In connection with the “Invitation for Prequalification”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).
2. Source of Funds	2.1 Source of funds is same as referred in Invitation for Prequalification.
3. Fraud and Corruption	<p>3.1 The Procuring Agency requires that the Applicants /Bidders/ Security Companies/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.</p> <p>3.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, Security Companies, 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 standard mechanism.</p>
4. Eligible Applicants	4.1 An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the

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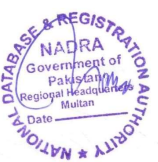
	<p>intent to enter into such an agreement supported by a letter of intent.</p> <p>In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p> <p>The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified 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 as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.</p> <p>4.3 An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.</p>
	<p>4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:</p>

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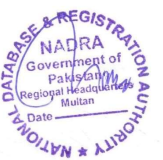
	<p>(a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or</p> <p>(b) would be involved in the implementation 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>
	4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.
	4.6 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.
5. Eligibility (in terms of Nationality)	5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.
B. Contents of the Prequalification Documents	
6. Sections of Prequalification Documents	6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.
	<p>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>PART 2 Supply Requirements</p> <ul style="list-style-type: none"> • Section VII – Schedule of Requirements
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the website link referred in the Invitation for Prequalification, the Procuring Agency accepts no responsibility for the

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	completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.
7. Clarification of Prequalification Documents and Pre-Application Meeting	<p>7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the PDS. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the Procuring Agency (or through its website link), including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response at the web page identified in the PDS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.</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>
8. Amendment of	8.1 At any time prior to the deadline for submission of Applications, the

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Prequalification Documents	Procuring Agency may amend the Prequalification Documents by issuing an Addendum.
	<p>8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page identified 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>
C. Preparation of Applications	
9. Cost of Applications	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.
10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS . Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS , in which case, for purposes of interpretation of the Application, the translation shall govern.
11. Documents Comprising the Application	<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

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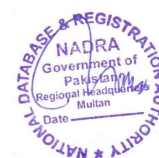
	<p>qualifications, in accordance with ITA 14; and</p> <p>(d) any other document required as specified in the PDS.</p>
12. Application Submission Letter	12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
13. Documents Establishing the Eligibility of the Applicant	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).
14. Documents Establishing the Qualifications of the Applicant	<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> <p>(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).</p> <p>(b) value of single contract - Exchange rate prevailing on the date of the contract.</p> <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> <p>14.4 The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:</p> <p>(a) that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;</p> <p>(b) that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country/Punjab, equipped and able to carry out the Security</p>

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	Company maintenance, repair, and spare parts stocking obligations in respect of the Goods.
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 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; (b) be addressed to the Procuring Agency, in accordance with ITA 17.1; and (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1. <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> <p>16.3 The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.</p>
17. Deadline for Submission of Applications	<p>17.1 Applicants may either submit their Applications 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</p>

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	procedures specified in the PDS.
	<p>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.</p> <p>17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).</p>
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, 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

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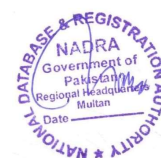
	clarifications from the Applicant shall be in writing.
	21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
22.Responsiveness of Applications	22.1 The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
23.Margin of Preference	23.1 Unless otherwise specified in the PDS , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.
24.Sub-contractors	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.
F. Evaluation of Applications and Prequalification of Applicants	
25.Evaluation of Applications	25.1 The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
	25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.
	25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section-III.

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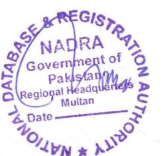
	25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
26.Procuring Agency's Right to Accept or Reject Applications	26.1 The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.
27.Prequalification of Applicants	<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 Security Companies or contractors who have not been pre-qualified the reasons for not pre-qualifying them.</p>
29.Request for Bids	29.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified.

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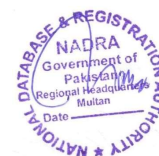
30.Changes in Qualifications of Applicants	<p>30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written 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>
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31. Constitution of Grievance Redressal	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p> <p>31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.</p> <p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.</p> <p>31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7. Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.</p> <p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15)</p>
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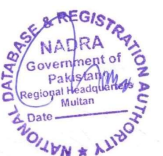
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days of receipt of the Appeal.

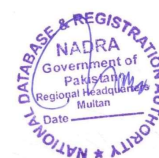
31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

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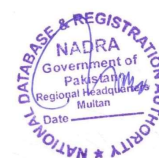
32. Mechanism of Blacklisting	<p>32.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involved in corrupt and fraudulent practices as defined under rule-2; ii. Fails to perform his contractual obligations; or iii. Fails to abide by bid securing declaration; <p>32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and iii. Fails to abide by the bid securing declaration; <p>32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p> <p>32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p>
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- 32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
- 32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.
- 32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.
- 32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition
- 32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
- 32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

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33. Arbitration	<p>33.1 After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled by arbitration.</p> <p>33.2 In case of any dispute, the matter will be referred to the Director General, (NADRA) where decision will be binding on both parties.</p>
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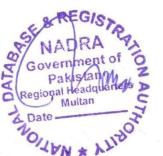
Section II - Prequalification Data Sheet (PDS)	
A. General	
ITA 1.1	<p>The identification number of the Invitation for Prequalification is:</p> <p>NADRA/PRQ/2025-26/02</p> <p>Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements</p> <p>The Procuring Agency is:</p> <p>RHO NADRA Multan Deputy Director (Admin) NADRA RHO, 221-A, SRA Colony, Multan Ph: 061-9220133, Fax: 061-9220111</p>
ITA 2.1	<p>The name of the Procuring Agency is: NADRA RHO Multan</p> <p>The name of fund head : Security charges</p>
ITA 4.2	Maximum number of members in the JV shall be: <i>["not allowed"]</i>
ITA 4.5	<p>A list of debarred firms and individuals is available on the PPRA's website:</p> <p>http://www.ppra.org.pk</p>

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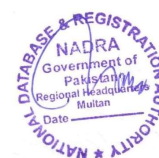
B. Contents of the Prequalification Document	
ITA 7.1	<p>For clarification purposes, the Procuring Agency's address is:</p> <p>Title/ position: Deputy Director (Admin)</p> <p>Procuring Agency: NADRA RHO Multan</p> <p>Address: 221-A, SRA Colony, Multan.</p> <p>City: Multan</p> <p>Country: Pakistan</p> <p>Telephone: 061-9220133, Fax: 061-9220111</p>
ITA 7.1 & 8.2	<p>NADRA Web page: www.nadra.gov.pk</p> <p>Authority Web Page: www.ppra.org.pk</p>
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>

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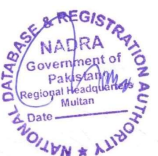
ITA 11.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents:</p> <ul style="list-style-type: none"> i) Copy of Sales Tax/PRA Registration Certificate verified from FBR website. ii) Copy of NTN Certificate verified from FBR website. iii) Any document/print as proof of being Active Taxpayer iv) Undertaking on Stamp Paper of Rs. 100/- attested by Oath Commissioner <ul style="list-style-type: none"> • Certifying that firm/bidder is not temporarily/ permanently debarred from Federal Government/ any Provincial Government or any Federal or Provincial Agency or Authority, department (without bearing any responsibility on NADRA whatsoever in this regard). • That bidder/firm has provided complete information as required in eligibility and qualification criteria of bidding/pre-qualification documents to the best of its knowledge and nothing has been concealed. • Regarding adherence to Govt. defined minimum wage rates/Labor Laws (EOBI, Social Security, Group Insurance etc.) v) Copy of valid registration certificate/ license from relevant Govt. Departments to provide security services in the country/Punjab.
ITA 14.2	The source for determining exchange rates is www.nbp.com.pk/RateSheet/index.aspx
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: /0/ Original application only.
D. Submission of Applications	
ITA 17.1	<p>The deadline for Application submission is:</p> <p>Date: 20 June, 2025</p> <p>Time: 1130 hrs</p> <p>For Application submission purposes only, the Procuring Agency's address is:</p> <p>Title/position: Deputy Director (Admin)</p> <p>Procuring Agency: NADRA RHO Multan</p> <p>Address: 221-A, SRA Colony, Multan.</p> <p>City: Multan</p> <p>Country: Pakistan</p> <p>Telephone: 061-9220133, Fax: 061-9220111</p>

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	Electronic mail address: Applicants [<i>“shall not”</i>] have the option of submitting their Applications electronically.
ITA 19.1	The opening of the Applications shall be at 1200 Hrs on 20 June, 2025 at conference hall, NADRA RHO, 221-A, SRA Colony, Multan.
ITA 19.2	Applicants shall not have the option of submitting their Applications electronically.
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference <i>“shall not”</i> apply
ITA 31.1	<p>If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to:</p> <p>Title/position: President Grievance Redressal Committee Procuring Agency: NADRA RHO Multan Address: NADRA HQs, SBP Building, Shahra-e-Jamhoriyat, G-5/2, Islamabad.</p> <p>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.</p>

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Section III - Qualification Criteria and Requirements

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

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 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 4.7 and 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned enterprise of	Meet conditions of ITA 4.1	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	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Must meet requirements	Must meet requirement ¹	N/A	Form PER-1
2.2	Pending Litigation	Applicant’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form PER-1

¹ This requirement also applies to contracts executed by the Applicant as JV member.

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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	
3. Financial Situation and Performance							
3.1	Financial Capabilities	The audited balance sheets or other Financial statements acceptable to the Procuring Agency, for the last [2] years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. *In case of individuals Bank Statement as 01/07/2023 to 31-12-2024	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 1
3.2	Average Annual Turnover	Average annual turnover (Average Annual Sales Revenue) from supply of services of PKR for security Guards Services not less than Millions: [40] during the last two years. calculated as total certified payments received for contracts in progress and/or completed	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 2
3.3	Current Contractual Commitments	The Applicant shall also demonstrate, to the satisfaction of the Procuring Agency, that it has adequate sources/finance to meet the requirements of contracts currently in progress and for future contract commitments. (i) The bidder shall submit complete	Must meet requirement	Must meet requirement			Form CON -1

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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	
		list of minimum 2x ongoing projects/contracts of worth 10 million each. Along with satisfactory performance certificates.					
4. Experience							
4.1	General Experience	Experience in supply of Goods/Services for at least the last three (03) years. (will be determined from date of GST Registration date)	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP –1
4.2	Specific Experience	i) The bidder must have successfully completed at least four (02) contracts of similar nature as requisitioned in the Bidding Document, during last three (3) years.	Must meet requirement	Must meet requirement	N/A	N/A	Documentary evidence to this effect must be provided with the Bid, which includes copy of contract/purchase order, satisfactory performance certificate from client for successful completion of contract. (All submitted documents should be Verifiable from respective Authority/Client).

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4. Specific Experience Requirements

The following documents are required to be included with the Application: Documentary evidence of the Applicant's qualifications to perform the Contract for acceptance of the application that, in the case of an Applicant is offering for Prequalification of Security Companies /Contractors for Provision of Security Guards Services for NADRA DAUs/Offices:

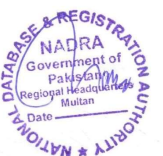
- (a) having complete company profile including Name, Address, Telephone, mobile No, complete contact details of the contact person, details of branch offices (if any).
- (b) is a holder of valid NTN Registration certificate;
- (c) is a holder of valid Sales Tax Registration number (STRN)/PRA certificate;
- (d) is a holder of certificate / documentary evidence showing that the Security Companies /Contractor Name is showing in the Active Taxpayer (ATP) list;
- (e) have established setup at Multan or other divisions of Multan Region will be preferred;
- (f) Stamp paper (signed and stamped by the Security Companies /Contractors and duly notarized by the Oath Commission) of Rs.100/- shall submit by the applicant with application stating that the applicant / bidder has never been blacklisted by any Government /Semi Government / Autonomous / Private Organization / Department due to poor services or any other reason.

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Section IV - Application Forms

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Application Submission Letter

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

Application Submission Letter

Date of this Application submission: _____
[insert date (as day, month, and year) of Application submission]

Request for Prequalification No.: **NADRA/PRQ/2025-26/02**

Title of Prequalification: **Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements**

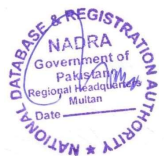
Page No.: _____ Page _____ of _____ pages

To: **Deputy Director (Admin)**
National Database & Registration Authority
221-A, Shah Ruken-E-Alam Colony
Multan

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

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We meet the eligibility requirements as stated ITA 4.1; we have not been suspended by the National Database & Registration Authority (NADRA) based on execution of a Bid/Proposal Securing Declaration.;
- (d) **State-owned enterprise or institution:** [select the appropriate option]
We are not a state-owned enterprise or institution
or
We are a state-owned enterprise or institution but meet the requirements.
- (e) **Application Securing Declaration (Affidavit):**
We have neither been blacklisted / suspended nor declared ineligible by Government / Semi Government / Autonomous / Private Organization / Department in Pakistan due to poor services or offence related to fraud, under- invoicing, tax evasion, concealment, money laundering or never been involved in litigation in accordance with ITA 11.1 (d);
- (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 those applicants who have been pre-qualified shall be entitled to participate further in the procurement proceedings.
- (g) **Conformity:** We offer to provide the required services / goods in conformity with the

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bidding document and in accordance with the Schedules specified in the Schedule of Requirements for Provision of Security Guard Services at NADRA DAUs/Offices.

(h) Performance Guarantee:

If our application is accepted, we commit to deposit a Performance Guarantee in accordance with the bidding document;

(i) One Application per Applicant:

We are not submitting any other application (s) as an individual Applicant, and we are not participating in any other application(s) as a Joint Venture member or as a subcontractor.

(j) Binding Contract:

We understand that this Application, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(k) True and Correct: All information, statements and description contained in the Application in all respect true, correct and complete to the best of our knowledge and belief.

Signed: _____

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

Name: _____

[insert full name of person signing the Application]

In the capacity of: _____

[insert capacity of person signing the Application]

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

[insert full name of the Applicant or the name of the Authorized person]

Address: _____

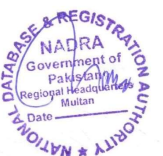
[insert street number/town or city/country address]

Dated: _____

[insert date the document is signed i.e. day number] day of [insert month], [insert Year]

[For an authorized representative to sign on behalf of the Security Companies / Contractor(s), the Authority Letter shall be required]

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Form ELI -1.1

Applicant Information Form

Date of this Application submission: _____

[insert date (as day, month, and year) of Application submission]

Request for Prequalification No.: NADRA/PRQ/2025-26/02

Title of Prequalification: **Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements**

Page No.: _____ Page _____ of _____ pages

Applicant's (Person) name along with nationality: _____

[insert full name]

Security Companies /Contractor(s) Name: _____

[indicate the full name of Security Companies/Contractors]

Applicant's actual or intended country of registration: _____

[indicate country of Constitution]

Applicant's actual or intended year of incorporation: _____

[indicate year of Constitution]

Applicant's legal address [in country of registration]: _____

[insert street/ number/ town or city/country]

Applicant's authorized representative information:

Name: _____

[insert full name]

Address: _____

[insert street/ number/ town or city/ country]

Telephone/Fax numbers: _____

[insert telephone/fax numbers, including country and city codes]

E-mail address: _____

[indicate e-mail address]

Website address: _____

[indicate website of the Security Companies/Contractors]

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Form ELI-1.1 (continued)**Applicant Information Form****Date of this Application submission:** _____

[insert date (as day, month, and year) of Application submission]

Request for Prequalification No.: NADRA/PRQ/2025-26/02**Title of Prequalification:** **Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements****Page No.:** Page _____ of _____ pages1. Title of Business (Security Company/Contractor's Full Name):

2. Date of Establishment of Business: _____

3. NTN Number: _____

4. Sales Tax Registration Number (STRN): _____

5. Whether the Name of Security Company/Contractor is available in the Active Tax Payer (ATP) List? Yes OR No

6. Contact person name (**Multan**): _____7. Contact person designation (**Multan**): _____8. Security Companies/Contractor Address in **Multan**:

Shop #: _____

Floor: _____ Area / Plaza: _____

Sector: _____ P.O. Box and Mailing Address (**Multan**): _____Telephone Number Landline (**Multan**): _____

Form FIN – 3.1

Financial Situation and Performance

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

Date of this Application submission: _____
 [insert date (as day, month, and year) of Application submission]

Request for Prequalification No.: NADRA/PRQ/2025-26/02

Title of Prequalification: Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements

Page No.: _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, 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			

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant shall provide copies of Audited Report for last two (02) years or Bank Statements for last one-year pursuant Section III (Qualification and Evaluation Criteria), Sub-factor 3.1. The financial statements shall:

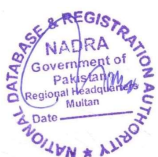
- (a) reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company, group member or Joint Ventures [JV] etc.).

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- (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.
- (e) Attached are copies of Audited Statements for the last three (03) years or Bank statement for last 1 year and credit amount must be above 03 million.

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Form FIN - 3.2

Average Annual Turnover (Annual Sales Value)

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

Date of this Application submission: _____

[insert date (as day, month, and year) of Application submission]

Request for Prequalification No.: NADRA/PRQ/2025-26/02

Title of Prequalification: **Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements**

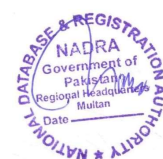
Page No.: _____ Page _____ of _____ pages

Annual turnover data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA 14 for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA 3.2.

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Form CON-3.1

Current Contract Commitments / Contracts in Progress

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

Date of this Application submission: _____

[insert date (as day, month, and year) of Application submission]

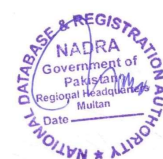
Request for Prequalification No.: **NADRA/PRQ/2025-26/02**

Title of Prequalification: **Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements**

Page No.: Page _____ of _____ pages

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

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Form- EXP-1Applicant's Name: *[insert full name]*

Date of this Application submission: _____

*[insert date (as day, month, and year) of Application submission]*Request for Prequalification No.: **NADRA/PRQ/2025-26/02****Title of Prequalification: Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements****Page No.:** _____ Page _____ of _____ pages44. Contracts over *[insert amount]* during the last three years:

Procuring Agency	Value	Year	Security Services Supplied	Country of Destination

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Form- PER 1

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

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

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

Date of this Application submission: _____

[insert date (as day, month, and year) of Application submission]

Request for Prequalification No.: **NADRA/PRQ/2025-26/02**

Title of Prequalification: **Pre-Qualification of Security Companies / Contractor(s) for Provision of Security Guards Services through Framework Agreements**

Page No.: _____ Page _____ of _____ pages

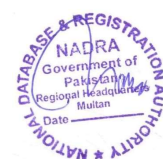
1. Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1st January 2022 specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1st January 2022 specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

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2. Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 <input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>

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

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Integrity Pact Form

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

Contract Number: _____ Value: _____
 Contract Title: _____ Dated: _____

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

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

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

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

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

 [Buyer]

 [Seller/Supplier]

Form- UBOI

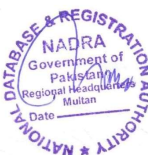
[On letter head paper of the applicant, including full details of postal address, telephone no., fax no., email, website etc.]

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

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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: _____

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Section V - Eligible Countries

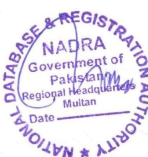
Eligibility for the Provision of Security Services

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government. In reference to ITA 5.1, for the information of the Applicants, at the present time, Security Companies/Contractor(s) from the following countries are excluded from this Prequalification process: 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:

- Armenia
- Israel
- India
- Taiwan

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>

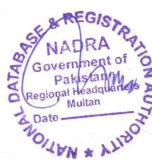
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Section VI – Fraud and Corruption

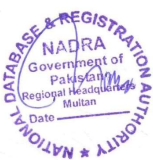
1. All Applicants are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Admin/Procurement Department/any other office of NADRA or to the end user etc. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against qualification/bills/acceptance certificates etc., immediately inform Admin Department of NADRA RHO Multan on the following e-mails. proc.multan@nadra.gov.pk
NADRA will protect the personal and confidential information of the Applicant, in this regard:
2. If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained and such situation will be dealt as per PPRA instructions as per Rule-19.
3. NADRA RHO Multan reserves the right to initiate proceedings for blacklisting as per Rule-19 of PPRA, if a firm/ Security Company 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.

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Section VI – Scope of Security Services

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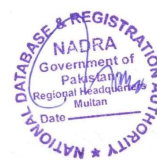


Scope of Services

SCOPE OF WORK	Provision of Security Guards
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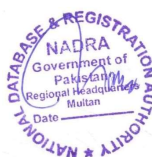
- a. The Security Company shall provide services of Armed Security Guards Ex- Servicemen (Army/Navy/Air Forec/Police/Regular Mujahid Force/Rangers/Coast Guards/FC & Law Enforcing Agencies) (12 hours shift basis / 7 days a week). Security guards shall Armed at all times. They shall be provided with at least 30 rounds per weapon.
- b. Minimum age for the guard would be 30 years and maximum age limit would be 50 years. No one beyond maximum age limit will be provided by the Security Company. Any underage/overage security guard will neither be provided by the company nor will be eligible / considered by the management.
- c. For each Security Guard detailed, the Security Company will obtain / ensure security clearance from the police authorities before detailing each security guard for NADRA.
- d. Medical fitness certificate by a qualified bu any DHQ/PHQ/CMH would also be provided by the Security Company in respect of each guard that he is medically & physically fit to perform the said guard duties.
- e. Uniform provided to the Guards must be of high standard (neat & clean) and company will also ensure that the guards have adequate warm clothing in winters. Moreover, it must be ensured that uniform is replaced after its life is over.
- f. Security Guards will be required at any office within the jurisdiction of NADRA RHO Multan. (Multan, Bahawalpur, DG Khan and Sahiwal Division except Okara District).
- g. CNIC copy and Security verification & Police clearance in respect of all Security Guards of the company has to be provided to NADRA for necessary record.
- h. The Security Company shall observe its undertaking that they shall not transfer/handover/sub-let the company or its services to any other person / party in any form during the contract period.
- i. Security Company will certify in writing adherence of government applicable minimum wage rate on all security personnel provided to RHO NADRA Multan which includes insurance, social security, EOBI and all applicable federal and provincial taxes. It will be total responsibility of concerned Security Company to manage these expenses at its own end.
- j. Management of the Security Company shall be responsible for the conduct / discipline of the guards provided.
- k. Written instructions / SOP will be made available to the guards by the Security Company in Urdu for its true implementation.
- l. Security Company will ensure that Guards have valid licenses for the weapons provided to them along with authority letters. Renewal of weapons licenses would also be the responsibility of the Security Company and NADRA RHO Multan would also have the right to check the same from the Guards.

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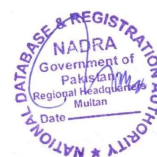
- m. Security Company will ensure that the weapons provided to the Security Guards are in good working condition.
- n. All Security Guards deputed will be tested by NADRA team for physical fitness and expertise in weapon handling.
- o. III-disciplined and court martial Ex-Service man will not be eligible.
- p. Security Company will also be responsible to arrange immediate relief under intimation to NADRA RHO Multan, once a Guard is removed, falls sick or proceeds on leave etc. In case of absence of any Guard from his / her place of duty, the same shall be considered misconduct and failure of the Security Company as NADRA cannot afford the Offices / sites to be without a guard.
- q. In case, if Company Guard is absent from office / site of NADRA Multan Region without a Guard, NADRA RHO Multan will impose double deduction of daily Guard cost being charged by the Security Company. Deduction will also be imposed for intentional absences of Guards and over stayed leaves without permission.
- r. During the absence of any Guard from his place of duty or lack of alertness on the part of Security Guard on duty, resulting in damage caused to NADRA premises, staff, equipment, property and other valuables due to theft / vandalism etc., the said loss would be borne by the Security Company. If required, a Joint court of inquiry can be held to ascertain the facts / realities to adopt next course of action.
- s. It is the wholesome obligation of the Security Company to handle all legal proceedings on occurrence of any incident like dacoity or robbery on premises / property rented / own by NADRA RHO Multan where Company Security Guard was deputed.
- t. That upon the termination of this agreement, the Security Company shall be permitted to withdraw all of its guards gradually as per directions of NADRA RHO Multan, which were deployed at various NADRA Offices / sites from time to time.
- u. In case of any dispute, arising between the NADRA and the security company, the decision of the Director General of NADRA RHO Multan or his nominee shall be final and binding on both the parties. The Security Company cannot sue NADRA in any Court of Law.
- v. Affidavit will be provided by the Security Company stating that the Security Guards provided by them will not interfere in matters pertaining to NADRA Registration Centers functioning.
- w. Security Guard deputed at any Center shall not facilitate any applicant nor will he interact with any employee and operational matters. Anyone found involved will be served with a warning and consequently after two warnings, Security Company will have to replace that Security Guard and NADRA may impose penalty maximum up to 1x gross salary.
- x. NADRA reserves the right, if Company Security Guards performance is un-satisfactory and despite warnings, Company is unable to improve the performance, NADRA would then not only impose the penalty but also black list the Security Company.
- y. Cartel of different Companies for winning the tender or participation of different Companies from same owner is strictly discouraged by NADRA. Any type of such observation will dealt as per guidelines of PPRA for Black listing.

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- z. NADRA RHO Multan reserve the right to initiate proceedings for blacklisting as per Rule-19 of PPRA, if a firm/company consistently fail to provide satisfactory performance or is found to be indulging in corrupt or fraudulent practices.
- aa. The COMPANY shall also have the right to withdraw from the contract with NADRA RHO Multan by giving a notice of sixty (60) days if the COMPANY fails to comply or is incapable to perform as per the standards / defined scope of works by NADRA RHO Multan.
- bb. NADRA RHO Multan will have the right to forfeit the performance guarantee in this / above scenarios of withdrawal / termination of contract and blacklisting of the company as per Public Procurement Rules.
- cc. In case, Govt. of Pakistan/Punjab issues notification for increase in minimum wage rate of security guard, then security company can submit written request for consideration/revision of security guard cost as per Govt. notification accordingly otherwise will remain same for contract period.

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Section VII – Schedule of Requirements For Security Services

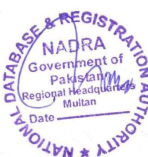
(Provision of Ex-Service Men with Weapons)

Sr	Description	Quantity (Estimated)	Tentative Date of Supply/Order	Tentative Delivery Date	Delivery Locations
1	Ex-Service Men with Weapons (30 bore/9mm Caliber Pistols)/ Shotguns (Pump Action)/ SMG)	102	As per release of funds and identification of need.	07 days after order.	RHO NADRA Multan Region (as per Delivery Schedule)

2. Delivery Schedule

The successful bidder shall be liable to provide Security Services at their own expenses and within the specified time which shall be mentioned by RHO NADRA Multan in respective “Call-off Orders” that shall be issued from time to time, by RHO NADRA Multan. Security Guards will be required at any office within the jurisdiction of NADRA RHO Multan. (Multan, Bahawalpur, DG Khan and Sahiwal Division except Okara District).

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HBL HABIB BANK		Deposit Slip Customer Copy	
Branch:		Date:	04/06/2025
Account Title	Public Procurement Regulatory Authority (PPRA)		
IBAN:	PK H A B B 0 0 0 4 5 4 0 0 1 3 1 0 0 7 0 1		
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		
BANK / BRANCH	CHEQUE/INSTRUMENT NO.	27300/-	
	08071602	1	
TOTAL AMOUNT		27300/-	
Total Amount in Words:		Twenty seven thousand three hundred only	
Commission (if any)			
Depositor's Name	Zain Rane.		
Contact No.	0300-6365806		
Depositor's CNIC No.	36302-1324988-1		
Depositor's Account No.	11097901257303		
(For non-HBL/Walk-in Customers, Also attach CNIC Copy) (For HBL Customers / Account Holders)			
Received By:	Depositor's Signature		
Fund Transfer Customer Account Branch: 2225-SHAH RUKN-E-ALAM CBL From Account: PK91HAB0002225XXXXXX903 To Account: PK17HAB00004540013100701 Amount: *****27,300.00 PKR Charges: *****00 Date: 2025-06-04 Teller TG99 Time 11:52:52.020000			
(As per Terms & Conditions on reverse) (Not official unless validated)			

Sign and Stamp of Security Company/Contractor for Prequalification

