



**INVITATION FOR PRE-QUALIFICATION FOR PROCUREMENT
OF PRINTED STATIONERY ITEMS THROUGH OPEN
FRAMEWORK AGREEMENT(S)**

Tender No. 03/2023

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





**National Electric Power Regulatory Authority
(NEPRA)**

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PRINTED STATIONERY ITEMS THROUGH OPEN FRAMEWORK
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National Electric Power Regulatory Authority (NEPRA), a statutory body constituted under Act of Parliament (XL of 1997) to regulate the provisions of electric power sector. NEPRA invites applications from the Printers / Stationers / General Order Suppliers / Companies for supply of printed Stationery items (Letterheads, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops and Annual Report & State of Industry Report) through Open Framework Agreement having set up at Rawalpindi/Islamabad and are:

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

2. Pre-qualification documents, containing detailed terms and conditions are available for the interested parties at the office of the Assistant Director (Administration), NEPRA Tower, G-5/1 Islamabad. Price of the pre-qualification documents is Rs. 500/- (Rupees Five Hundred only).

3. Only the pre-qualified firms shall be entitled to participate in the procurement proceedings after signing the open framework Agreements with the procuring agency for a period of three years, and the Invitation to Bids will also be sent to the Pre-qualified Applicants subsequently.

4. The proposals, prepared in accordance with the instructions in the pre-qualification documents, must reach at the Office of the Director General (Admin/HR), NEPRA on or before 4th day of April, 2023 @ 1200 hours. The proposals will be opened on the same day at 1230 hours. This advertisement and necessary tender documents are also available on NEPRA & PPRA websites at www.nepra.org.pk/tenders and www.ppra.org.pk respectively and may be downloaded free of cost.

Director General (Administration/HR)
NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad
PABX: +92 51 2013200, Fax: 051-9210215,
www.nepra.org.pk, info@nepra.org.pk



SECTION – I**Schedule to Tender**

Sr.#	Activity Description	Schedule
1	Tender No.	No.03/2023
2	Sale of Pre-Qualification Document (PQD)	20 th day of March, 2023 to 4 th day of April, 2023 Pre-Qualification document can be collected from the office of Assistant Director (Admin), NEPRA or downloaded from PPRA / NEPRA websites free of cost.
3	Time & Last Date of Depositing EOI	4 th day of April, 2023 upto 1200 hrs
4	Time & Date of Opening of Tender Bid	4 th day of April, 2023 at 1230 hrs
5	Services to be offered	Printing & Supply of Letterheads, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops, Annual Reports and State of Industry (SoI) Reports etc through Open Framework Agreement
6	Period of Contract	3 years from the date of award of contract.
7	Amount of Bid Security to be Deposited	Rs. 20,000/-; in the form of Pay Order/Call Deposit in favour of NEPRA
8	Amount of Performance Security	Rs. 50,000/-
9	Cost of Pre-Qualification Document	Rs. 500/-



1. **INTRODUCTION:**

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

This Pre-Qualification Document (PQD) enlists the criteria for Printers / Stationers / General Order Suppliers / Companies to place them on NEPRA's Panel for Printing of Letterheads, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops, Annual Reports and State of Industry (SoI) Reports etc through Open Framework Agreement(s). Bidders are required to provide information as mentioned vide **Annex-A** of these documents.

2. **OBJECTIVE:**

Enlistment of Stationers / General Order Suppliers / Companies for Printing & Supply of Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops, Annual Reports and State of Industry (SoI) Reports etc through Open Framework Agreement.

3. **SCOPE OF WORK:**

Printing & Supply of Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops, Annual Reports and State of Industry (SoI) Reports etc are common use items and are required by the NEPRA on recurrent basis; hence, suppliers are required, who can provide same on requirement/demand basis within seven (07) days of issuance of work order / call-off order.

The interested bidders may visit NEPRA for checking the quality of paper.

4. **ELIGIBLE BIDDERS:**

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

5. **ELIGIBILITY CRITERIA:**

MANDATORY REQUIREMENTS FOR BIDDERS

Sr. No.	Parameter	Yes	No
i.	Tax Registration		
ii.	Active Filer Status		
iii.	Copy of NTN & STN		
iv.	Bidder(s) having at least experience of 3 years		
v.	Litigation History (if any)		

Note:

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



Name of the Bidder: _____

6. **Undertaking:**

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

Seal and Signature of the bidder with date:

.....
General Terms and Conditions

7. Bid Security amounting to Rs. 20,000/- (refundable) in the form of Pay Order/ Call Deposit in favour of NEPRA must be attached with the submitted bid(s). No bid will be accepted without the bid security.
8. Successful bidder(s) will submit an amount of Rs. **50,000/-**, as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
9. Delivery of printed Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers and Envelops, Annual Reports and State of Industry (SoI) Reports etc through Open Framework Agreement shall be made by the successful bidder(s) at NEPRA Tower without any extra/additional charges within 7 days of issuance of call off order/purchase order/work order. In case of non-compliance, Rs. 500/- will be deducted per day from the payable amount.
10. The bidder(s) must attach substantial evidence with the bid regarding their registration with FBR for income tax and GST, active tax payer and minimum three years' experience and an affidavit that the firm has not been blacklisted by any Government/Semi Government organization.
11. NEPRA shall evaluate the Prequalification Proposals in a manner prescribed in advance and may reject any Proposal which doesn't conform to the specified requirements.
12. For each call off order, NEPRA shall call up quotations in sealed envelope as annexed (**Annex-C**) to this document from the pre-qualified suppliers on its panel and award the work to the supplier who quoted the lowest rates; however, if two or more pre-qualified suppliers quote same rates for either of the job assignments, **the bidder/firm who may provide the required supplies in the shortest possible time, will be given preference.**
13. After the pre-qualification, the shortlisted suppliers will have to sign the agreements within 7 days after intimation by NEPRA; otherwise, will be debarred from the right of placement on NEPRA's panel.



14. Payment to the selected vendor will be made by NEPRA within two weeks on production of the following subject to deduction of all taxes as per government law:
- (a) Bill(s) in original
 - (b) Delivery Challan(s)
 - (c) NEPRA Purchase Order(s)
15. The bidder himself will be responsible for ensuring that the EOI submitted is in accordance with the instructions stated herein. Any EOIs not submitted within the prescribed deadline will not be considered / entertained.
16. The bidder cannot modify or withdraw his bid after submission.
17. NEPRA reserves the right to forfeit the performance security deposit in case of breach of any clause of the contract by the contractor.
18. Sealed PQD along-with required documents must be delivered to this office by 4th day of March, 2023 before 1400 hrs and will be opened the same day at 1430 hrs in the presence of available participants.
19. NEPRA may on need basis pre-qualify new suppliers or service providers during continuity of framework agreements in terms of Regulation 16(A)(5) of PPRA Rules, with previously pre-qualified suppliers or service providers.
20. NEPRA reserves the right to accept or reject all bids as per PPRA rules.
21. Bidders are also required to submit the details on the prescribed proforma attached herewith the tender documents for correspondence. Moreover, the bidders are also required to provide complete profile, product line details and names of the clients on bidder's approved panel.
22. **Provisional Annual Estimate**

The provisional annual estimates including description, specification, statement of requirements and quantities, based on rational demand estimates would be as per below:

○ Printing of Letterhead	x	13000 per year (approximately)
○ File Covers	x	15000 per year (approximately)
○ Visiting Cards	x	on the basis of need
○ File Tagging Flags	x	on the basis of need
○ Flappers	x	on the basis of need
○ Envelops 9 x 4	x	7000 per year (approximately)
○ Annual report	x	500 per year (approximately)
○ State of Industry Report	x	500 per year (approximately)



Pre-qualification Criteria

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

Description	Maximum Marks
Registration/Certification (i) SECP Registration/Registration Certificate of Incorporation (attach copy) (ii) ISO Certification (attach copy)	10 Marks 05 Marks 05 Marks
Financial Strength/Compliance (Proof must be provided) (i) Audited Financial Statements along with Auditor's Report for the last four years (ii) Income Tax Status: Filer/Non-Filer (iii) Sales Tax Status: Filer/Non-Filer	10 Marks 04 Marks 04 Marks 02 Marks
Litigation History (i) Never Blacklisted Certificate (Proforma of Affidavit is attached as Annex-B) (ii) Conflict of Interest Certificate (Annex-D)	10 Marks 05 Marks 05 Marks
Company Profile: Experience for supply of printed material: (i) *Operational Experience (a) 05 years (b) 06 years (c) 07 years (d) 08 years (e) 09 years & above [* Supply of printed Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers , Envelops, Annual Reports and State of Industry (SoI) Reports would only be considered from the submitted copies of work orders]	30 Marks 10 Marks 15 Marks 20 Marks 25 Marks 30 Marks
*Projects Handled with respect to supply of printed material: Supply of printed material to Government/Autonomous Bodies during last 03 years (a) Upto 05 Projects (b) 06 to 10 Projects (c) 11 to 15 Projects (d) 16 to 20 Projects (e) 21 & above Only such projects will be considered where Annual supply of printed Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers and Envelops have been executed.	30 Marks 05 Marks 10 Marks 15 Marks 20 Marks 30 Marks
*Subject to provision of work orders, supply orders and delivery challan	
Total Marks	90
Passing Marks	60%

The proposals without evidence/supporting documents will be rejected. Minimum marks for pre-qualification are 60% in all five aspects of criteria.

23. NEPRA shall pre-qualify all or top five (05) bidders for the supply of printed Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops, Annual Reports and State of Industry (SoI) Reports and other printing items through Open Framework Agreement at NEPRA for a period of three (03) years; whereby, call off orders will be placed as per the specimen attached to this document.



24. **GENERAL INSTRUCTIONS TO THE BIDDERS**

- i. The interested Printers / Stationers / General Order Suppliers / Companies for Provision of printed Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops, Annual Reports and State of Industry (SoI) Reports through Open Framework Agreement having the requisite registration(s) and a proper setup in Rawalpindi /Islamabad can submit their documents for pre-qualification.
- ii. The interested firms themselves will be responsible for ensuring that the PQDs submitted are in accordance with the instructions stated herein. Any proposal not submitted within the prescribed deadline will not be considered / entertained.
- iii. The intended firm cannot modify or withdraw its proposal after submission.
- iv. This Pre-Qualification Process is only for shortlisting the Suppliers / Stationers / General Order Suppliers / Companies for Provision of printed Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops, Annual Reports and State of Industry (SoI) Reports etc through Open Framework Agreement on recurring supply basis. A meeting of all the participants **may** be held before the finalization of the list of Pre-Qualified suppliers.
- v. The proposals submitted by the firms shall be evaluated as per the criteria mentioned above for pre-qualification of Stationers/ General Order Suppliers/ Companies for placement on NEPRA's Panel as supplier of printed Letterhead, File Covers, Visiting Cards, Tagging Flags, Flappers, Envelops, Annual Reports and State of Industry (SoI) Reports etc through Open Framework Agreement(s).
- vi. NEPRA reserves the right to de-list all the of Pre-Qualified Suppliers from its panel at any stage as per PPRA Rules.
- vii. In case, any pre-qualified supplier is placed on NEPRA's Panel, it would not confer any right whatsoever for any payment unless they have delivered the supplies as per the purchase order.
- viii. Upon pre-qualification, the pre-qualified supplier shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other Service Provider or organization by whatever name be called without the prior written consent of the designated NEPRA Official.
- ix. NEPRA reserves the right to cancel/nullify the received quotes on the basis of rates reasonability.
- x. Each successful bidder will have to submit the conflict-of-interest certificate to NEPRA on the prescribed format along-with the signed Open Framework Contract Agreement.



BASIC INFORMATION OF APPLICANT

Prospective Applicant

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

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

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

Signature & Seal of Authorized Representative



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

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

Date: _____

AFFIDAVIT

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

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

(Stamp of Company)

(Signatures of Authorized Rep)

Company Name

Attestation by Oath Commissioner and/or Notary Public



CALL OFF ORDER

To,
ABC, Resident Off,
Islamabad/Rawalpindi.
Tel:

Subject: **CALL OFF QUOTATION FOR PRINTED MATERIAL**

In pursuance of Pre-Qualification Document No. ____/2023 and the Open Framework Contract Agreement between NEPRA and your Company/Firm, the call off order is placed for the supply of following items in terms of relevant provisions of the pre-qualification documents and contract agreement:

Sr. No.	Parameter	Qty	Unit Price without GST	GST	Total Price inclusive of Tax
1.	Printing of Letterhead (03 Colour, Paper 80 gm, imported)				
2.	File Covers (Art card 300 gm, 03 Colour, Two side lamination)				
3.	Visiting Cards (Fancy/art card, 300/350 gm, 3 colour)				
4.	File Tagging Flags (Boxboard Card, single colour)				
5.	Flappers (green colour with golden printing)				
6.	Envelops 9 x 4 (single colour, paper 80 gm, imported)				
7.	Annual Report Title 350 gm Art Card with UV Printing, Inner pages 128 gm Art Paper with 04 colour printing				
8.	State of Industry Report Title 350 gm Art Card with UV Printing, Inner pages 128 gm Art Paper with 04 colour printing				
Total Price without Tax					
Total GST					
Total Price Inclusive of Taxes					

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

Director (Administration.)

Submission:

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



Seal of Bidder
(Name of Bidder)
Date: _____

CONFLICT OF INTEREST UNDERTAKING

Undertaking

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

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

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

Name & Signature of Vendor: _____

Date: _____

CNIC /NTN No: _____

Witness Information:

1. Name: _____
CNIC No.: _____

2. Name: _____
CNIC No.: _____