

Tender No. 04/2024



**INVITATION TO PRE-QUALIFY NEW SUPPLIERS IN EXISTING  
OPEN FRAMEWORK AGREEMENT FOR PROVISION OF  
PRINTED STATIONERY ITEMS AT NEPRA TOWER**

**Tender No.-04/2024**

**National Electric Power Regulatory Authority**

**NEPRA Tower, Attaturk Avenue**

**G-5/1, Islamabad**

**Phone: 051-2013200, Fax: 051-9210215**

**[www.nepra.org.pk](http://www.nepra.org.pk)**



**SECTION – I**  
**Schedule to Tender**

<b>Sr.#</b>	<b>Activity Description</b>	<b>Schedule</b>
1	Tender No.	04/2024 extension of tender No. 03/2023
2	Sale of Pre-Qualification Document (PQD)	8 <sup>th</sup> April, 2024 to 7 <sup>th</sup> May, 2024 Pre-Qualification document can be downloaded through NEPRA & PPRA websites besides EPADS
3	Time & Last Date of Depositing EOI	May 7, 2024 upto 1400 hrs
4	Time & Date of Opening of Tender Bid	May 7, 2024 at 1430 hrs
5	Services to be offered	Invitation to pre-qualify new suppliers in existing framework agreement for provision of printed stationery items at NEPRA tower
6	Period of Contract	date of signing of the agreement until 20.07.2026
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/-



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 Suppliers / Stationers / General Order Suppliers / Companies for placement on NEPRA's Panel to supply Printed Stationery Items during continuity Open Framework Agreements with previously pre-qualified suppliers. Bidder is required to provide information as mentioned vide **Annexure-A** of these documents.

2. **OBJECTIVE:**

Enlistment of new Suppliers / Stationers / General Order Suppliers / Companies for Provision of Printed Stationery Items during continuity of Open Framework Agreements with previously pre-qualified suppliers

3. **SCOPE OF WORK:**

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

- **File Covers**
- **Visiting Cards**
- **Annual Reports**
- **State of Industry Reports**
- **Letter heads**
- **Envelop (9x4)**
- **Other Printed Items etc.**

4. **ELIGIBLE BIDDERS:**

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

5. **ELIGIBILITY CRITERIA:**

**MANDATORY REQUIREMENTS FOR BIDDERS**

Sr. No.	Parameter	Yes	No
i.	Tax Registration		
ii.	Active Filer Status		
iii.	Copy of NTN & STN		
iv.	Bidder(s) having at least experience of 3 years		
v.	Affidavit for Non-Black listing of firm on Rs. (10-100) Stamp paper as per specimen provided at <b>Annex-A</b>		
vi.	Conflict of Interest undertaking as per specimen provided at <b>Annex-D</b>		



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.

**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 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 Stationery Items shall be made by the successful bidder(s) at NEPRA Tower or at the Provincial/Regional Offices of NEPRA 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 with the bid substantial evidence regarding their registration with FBR for income tax and GST, active tax payer and minimum three years' experience and an affidavit that the firm has not been blacklisted by any Government/Semi Government organization.
11. NEPRA shall evaluate the Prequalification Proposals in a manner prescribed in advance, without reference to the price, and 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 prequalified suppliers on its panel and award the work to the supplier who has quoted the lowest rates; however, if two or more prequalified suppliers quote



same rates for the provision of Printed Stationery Items, **the bidder/firm who may provide the Printed Stationery Items in the shortest possible time will be given preference.**

13. After the prequalification, the shortlisted suppliers will have to sign the agreements within 7 days after intimation by NEPRA; otherwise, will be debarred from the right of placement in NEPRA's panel.
14. Payment will be made by NEPRA within two weeks on production of the following subject to deduction of all taxes as per government law.
  - (a) Bill(s) in original
  - (b) Delivery Challan(s)
  - (c) NEPRA Purchase Order(s)
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 by 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 24<sup>th</sup> April, 2024 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 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:

○ <b>File Covers</b>	x	<b>20,000 per year</b>
○ <b>Visiting Cards</b>	x	<b>5,000 per year</b>
○ <b>Annual Reports</b>	x	<b>500 per year</b>
○ <b>State of Industry Reports</b>	x	<b>500 per year</b>
○ <b>Letter Heads</b>	x	<b>10,000 per year</b>
○ <b>Envelops etc.</b>	x	<b>20,000 per year</b>



## Prequalification Criteria

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

Description	Maximum Marks
<p><b>1. Relevant Experience &amp; Past Performance*</b></p> <p><b>A. Supply of printed material to Government/Autonomous Bodies during last 03 years (Projects Handled/in hand @ each project's worth Rs. 100,000/- and above)</b></p> <p>(a) Upto 05 Projects            (b) 06 to 10 Projects            (c) 11 to 15 Projects            (d) 16 to 20 Projects            (e) 21 &amp; above</p> <p>*Subject to provision of copies of the work orders/supply orders issued.</p> <p><b>B. Similar Job/Contract Completed (Annual Reports/any other 04 colors book during last 05 years)*</b></p> <p>(a) 02 projects            (b) 04 projects            (c) Above 04 Projects</p> <p>*Sample/Proof must be provided (work order/purchase order)</p>	<p><b>25 Marks</b></p> <p>05 Marks 10 Marks 15 Marks 20 Marks 25 Marks</p> <p><b>25 Marks</b></p> <p>10 Marks 20 Marks 25 Marks</p>
<p><b>2. Capabilities with respect to Personnel, Equipment and Plant*:</b></p> <p><b>A. Equipment/Machinery (Baby Rota/GTO/Solna/Heidelberg/Cutting &amp; Binding etc setup under one roof):</b> <span style="float: right;"><b>15 Marks</b></span></p> <p>Latest Machinery/Equipment (Solna/Heidelberg) <span style="float: right;">05 Marks</span>            Old Machinery/Equipment (Baby Rota/GTO) <span style="float: right;">05 Marks</span>            Cutting &amp; binding setup <span style="float: right;">05 Marks</span></p> <p><b>B. Personnel (skilled of employees/labour workforce)</b> <span style="float: right;"><b>10 Marks</b></span></p> <p>Upto 10 <span style="float: right;">07 Marks</span>            More than 10 <span style="float: right;">10 Marks</span></p> <p>*The detail of equipment &amp; work force must be attached.</p>	<p><b>25 Marks</b></p> <p>05 Marks 05 Marks 05 Marks</p> <p>07 Marks 10 Marks</p>
<p><b>3. Financial Strength/Compliance (Proof must be provided)</b></p> <p>(i) Audited Financial Statements along with Auditor's Report for the last three years <span style="float: right;">7.5 Marks</span>            (ii) Financial/Bank Statement (last three years) <span style="float: right;">7.5 Marks</span></p>	<p><b>15 Marks</b></p> <p>7.5 Marks 7.5 Marks</p>
<p><b>4. Sample Design of Reports (Title Cover)</b></p> <p>02 x NEPRA Annual Report sample <span style="float: right;">05 Marks</span>            02 x NEPRA State of Industry Report sample <span style="float: right;">05 Marks</span>            (Only latest and attractive designs will be accepted)</p>	<p><b>10 Marks</b></p> <p>05 Marks 05 Marks</p>
<b>Total Marks</b>	<b>100</b>
<b>Passing Marks</b>	<b>75%</b>

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The proposals without evidence/supporting documents will be rejected. Minimum marks for pre-qualification are 75%.

23. NEPRA shall pre-qualify top two (02) to four (04) bidders for provision of Printed Stationery Items at NEPRA Tower under open framework agreement for a period of three (03) years; whereby, call off quotation will be placed as per the specimen attached to this document.

24. **GENERAL INSTRUCTIONS TO THE BIDDERS**

- i. The interested Suppliers / Stationers / General Order Suppliers / Companies for Provision of Printed Stationery Items having the requisite registration(s) and a proper registered office(s) in Rawalpindi /Islamabad can submit their documents for prequalification.
- ii. The interested firm itself will be responsible for ensuring that the PQDs submitted are in accordance with the instructions stated herein. Any proposal not submitted within the prescribed deadline 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 Stationery Items on recurring supply basis. A meeting of all the applicants **may** be held before the finalization of the list of Pre-Qualified List of suppliers.
- v. The proposals submitted by the firms shall be evaluated as per the criteria mentioned above and the pre-qualified Suppliers / Stationers / General Order Suppliers / Companies for placement on NEPRA's Panel as Suppliers for Printed Stationery Items.
- vi. NEPRA reserves the right to de-list all 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 work 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.



**BASIC INFORMATION OF APPLICANT**

**Prospective Applicant**

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

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

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

Signature & Seal of Authorize Representative



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

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

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

**AFFIDAVIT**

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

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

(Stamp of Company)  
(Signatures of Authorized Rep)

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

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



**CALL OFF QUOTATION**

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

Subject: **CALL OFF QUOTATION FOR PRINTED STATIONERY ITEMS**

In pursuance of Pre-Qualification Document No. 02/2023 and the Open Framework Contract Agreement between NEPRA and your Company/Firm, the call off order is placed for provision 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.	File Covers				
2.	Annual Reports				
3.	State of Industry Reports				
4.	Visiting Cards				
5.	Letter Heads				
6.	Envelops & other items etc.				
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.



**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.: \_\_\_\_\_

