



INVITATION FOR PREQUALIFICATION FOR REPAIRING & SUPPLY OF LAPTOPS, DESKTOPS, SERVERS, PRINTERS, SCANNERS, NETWORKING EQUIPMENTS & MISCELLENEOUS IT ITEMS THROUGH OPEN FRAMEWORK AGREEMENT

Tender No. 11/2025

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



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

NEPRA Tender No. 11

Invitation for prequalification for repairing & supply of Laptops, Desktops, Servers, Printers, Scanners, Networking Equipment's & Miscellaneous IT Items through Open Framework Agreement

National Electric Power Regulatory Authority (NEPRA), a statutory body constituted under Regulation of Generation, Transmission and Distribution of Electric Power Act, 1997 (XL of 1997) to regulate the provisions of electric power sector, Invitation for prequalification for repairing & supply of Laptops, Desktops, Servers, Printers, Scanners, Networking Equipment's & Miscellaneous IT Items through open framework agreement.

2. Prequalification documents containing detailed requirements, terms and conditions are available on NEPRA and PPRA website.

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.

3. The Proposal, prepared in accordance with the instructions in the PQD documents, must reach at given below address on or before 15th July, 2025 @ 1400 hours. The proposals will be opened on the same day at 1430 hours. This advertisement and the RFP documents are also available on NEPRA & PPRA websites at www.nepra.org.pk/tenders and www.ppra.org.pk respectively.

Director General (Administration/HR)

NEPRA Tower, Ataturk Avenue (East) G-5/1, Islamabad

Ph: 051-2013200, Fax: 051-9210215

www.nepra.org.pk, info@nepra.org.pk

SECTION – I

Schedule to Tender

Sr.#	Activity Description	Schedule
1	Tender No.	No.11/2025
2	Collection of Pre-Qualification Document (PQD)	29 th day of June, 2025 to 15 th day of July, 2025 Pre-Qualification document may be downloaded from PPRA/NEPRA website free of cost.
3	Time & Last Date of Depositing PQD	15 th day of July , 2025 upto 1400 hrs
4	Prebid Meeting	7 th July, 2025 up to 1430 hrs. The queries must be submitted in writing or via e-mail or post only at the address. given below: Assistant Director (Admin), heera.shehzad@nepra.org.pk Please include the following reference as the subject of your email/letter: “ Prequalification for repairing & supply of Laptops, Desktops, Servers, Printers, Scanners, Networking Equipment’s & Miscellaneous IT Items through open framework agreement Method ”
5	Time & Date of Opening of Tender Bid	15 th day of July, 2025 at 1430 hrs
6	Services to be offered	Repairing & supply of Laptops, Desktops, Servers, Printers, Scanners, Networking Equipment’s & Miscellaneous IT Items through Open Framework Agreement Method
7	Submission of Pre-Qualification Documents	PQD are to be submitted on the following address with bid security on or before the closing date/time of the submission through courier: Director General (Administration) National Power Regulatory Authority (NEPRA) Ataturk Avenue (East) G-5/1, Islamabad.
8	Period of Contract	3 years from the date of award of contract.
9	Amount of Bid Security to be Deposited	Rs. 20,000/-; in the form of Pay Order/Call Deposit in favour of NEPRA
10	Amount of Performance Security	<ul style="list-style-type: none"> • Bid Security 2-5 % of estimated LOT cost. • Performance Security up to 5% of work awarded as per the estimated cost of LOT Items.

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 IT Registered Company / Firm / Suppliers for placement on NEPRA's Panel for the Repairing & Supply of Laptops, Desktops, Printers (Network/Multifunction/Simple) Scanners, LEDs, Miscellaneous Items (Hard Drive, Battery, Networking items etc.) through Open Framework Agreement. Interested Bidder (s) is required to provide information as mentioned vide **Annex-A** of these documents.

2. OBJECTIVE:

Enlistment of IT Registered Company / Firm / Suppliers for Repairing & Supply of Laptops, Desktops, Printers (Network/Multifunction/Simple) Scanners, LEDs, Miscellaneous Items (Hard Drive, Battery, Networking items etc.) through Open Framework Agreement.

3. SCOPE OF WORK:

S/No.	Items Detail	Yes
Lot # 1 (Supply)		
1	Laptops / Desktops	
2	Hard Drives, SSDs, SAS & Portable Drives (256GB, 512GB, 1TB, 2TB)	
3	LED & Screens	
4	Mouse (wireless / wired)	
5	Keyboards (Desktop / Laptop)	
6	Mother Board (Desktop / Laptop)	
7	RAMs (Desktop / Laptop)	
8	Batteries , Power Bank	
9	Adapter (Laptops/ Desktops Other's)	
10	Hinges, Wireless Pointer & Slides Presenter	
11	Laptop Stands, Video Conferencing Equipment Remotes	
12	Other Allied Equipment's	
Lot # 2 (Supply)		
1	Printers : (Network/ Simple/ Multifunction/ Colour)	
2	Scanners	
3	ADF Roller Kits	
Lot # 3 (Supply)		
1	Networking Cable Role	
2	Networking Tools	
3	Switches	
4	Access Points , Routers	
5	Converters (Ethernet to USB/HDMI/USB-C/)	
6	Connecting Jack (Power , Others)	
7	Recording Devices , Mics , Laptop Stands	
8	Speakers, Memory Cards, USB Flash Drives	
9	Webcams, Cameras	
10	Power Supply	
11	Bags & Covers (Laptops/Tablets)	

12	Headphones (Wireless, Wired)	
12	Ethernet Patch Cords, HDMI Cables, Fiber Patch Cords,	
13	Cables (C to C Type , Usb to C Type,)	
Lot # 4 (Repair & Maintenance)		
1	Laptops / Desktops/ Servers	
2	Printers / Scanners	
3	Other	

Above items are common use items and are required by the NEPRA on recurrent basis; hence, suppliers are required, who can provide same on need/demand basis within Four (04) days of issuance of work order / call-off order.

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.

ELIGIBILITY CRITERIA:

4. MANDATORY REQUIREMENTS FOR BIDDERS

Sr. No.	Parameter	Yes	No
i.	Company/Firm Must be registered with FBR for Income Tax & General Sales Tax in the category i.e. IT Company/Firm etc.		
ii.	Active Filer Status		
iii.	Copy of NTN & STN		
iv.	Bidder(s) having at least experience of 5 years		
v.	Litigation History (if any)/ Affidavit from the firm that it is not black listed		
vi.	Conflict of interest Undertaking		

Note:

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

Name of the Bidder: _____

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:

.....

5. General Terms and Conditions

1. Copy of the Bid Security amounting to **Rs. 20,000/-** (refundable) in the form of Pay Order in favor of **NEPRA** must be attached with **PQD** and hard copy/original instrument with the submitted bid(s). No bid will be accepted without the bid security.
2. Successful bidder(s) will submit an amount of **Rs. 100,000/-**, as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
3. Delivery of Laptops, Desktops, Printers (Network/Multifunction/Simple), Scanners, LEDs, Miscellaneous Items (Hard Drive, Battery, Networking items, Switch, Access Point etc.) & Repairing of all IT Items to be Purchased or Repair shall be Delivered by the successful bidder(s) at **NEPRA Tower or at the Provincial/ Regional Offices of NEPRA** without any extra/additional charges within 4 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.
4. 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.
5. 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.
6. 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 either of the job assignments, **the bidder/firm who may provide the required supplies in the shortest possible time will be given preference.**
7. After the prequalification, the shortlisted suppliers will have to sign the agreements within 7 days after intimation by **NEPRA** along with performance security otherwise, will be debarred from the right of placement in **NEPRA's** panel.
8. 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)
9. The bidder himself will be responsible for ensuring that the **PQD** submitted is in accordance with the instructions stated herein. Any **PQD** not submitted by the prescribed deadline will not be considered / entertained.
10. The bidder cannot modify or withdraw his bid after submission.
11. NEPRA reserves the right to forfeit the performance security deposit in case of breach of any clause of the contract by the contractor.

12. **PQD** along-with required documents must reach on address given below by 15th day of July, 2025 before 1400 hrs. and will be opened the same day at 1430 hrs. in the presence of available participants.
Director General (Administration)
National Power Regulatory Authority (**NEPRA**),
Ataturk Avenue (East) G-5/1, Islamabad.
13. 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.
14. NEPRA reserves the right to accept or reject all bids as per **PPRA** rules.
15. 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.

6. Provisional Annual Items :

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

○ Laptops / Desktops	x	on the basis of need
○ RAMs	x	on the basis of need
○ Hard Drives	x	on the basis of need
○ LEDs & Screens	x	on the basis of need
○ Keyboard & Mouse	x	on the basis of need
○ Scanners	x	on the basis of need
○ Printer (Network/Simple/Multifunction)	x	on the basis of need
○ Battery's (Laptop /Desktops)	x	on the basis of need
○ Networking Cable Role & Networking Items	x	on the basis of need
○ Switches, Routers, Access Points	x	on the basis of need
○ Access Points	x	on the basis of need
○ Cable's HDMI, C to C Type, USB to C Type	x	on the basis of need
○ Headphones , Bag's & Stands	x	on the basis of need
○ Camera's & Webcam's	x	on the basis of need
○ Repairing of (Laptop's/ Desktop's/ Printer's/ Scanners)	x	on the basis of need

Note: The Quality of said Items to be supplied must be good, new and not refurbished/repaired.

7. Prequalification Criteria

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

Description	Maximum Marks
Company Profile: Experience for supply of IT Equipment's : (i) *Operational Experience (a) 05 years (b) 06 years (c) 07 years (d) 08 years (e) 09 years & above [*Supply of Laptops, Desktops, Printers (Network/Multifunction/Simple), Scanners, LEDs, Miscellaneous Items (Hard Drive, Battery, Networking items Point etc.) & of all IT Items would only be considered from the submitted copies of work orders] Proof must be attached.	30 Marks 10 Marks 15 Marks 20 Marks 25 Marks 30 Marks
*Projects Handled with respect to supply of IT Equipment's : Supply of IT Equipments 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 *Subject to provision of work orders, supply orders and delivery challan	30 Marks 05 Marks 10 Marks 15 Marks 20 Marks 30 Marks
* Store/Stock/Warehousing of IT Equipment's: (a) Authorized Service Centre, Dealership Certificates Of (02) Products. (b) Authorized Service Centre, Dealership Certificates Of (05) Products. (c) Authorized Service Centre, Dealership Certificates Of (10 & Above) Products. *A team of NEPRA will visit to review store/stock/warehouse	20 Marks 05 Marks 10 Marks 20 Marks
Similar Job /Contract (Completed) having minimum worth of Rs. 0.5 million each [05 Marks each job, maximum 05 contracts/jobs will be considered]	20 Marks
Total Marks	100
Passing Marks	70

- The proposals without evidence/supporting documents will be rejected. Minimum marks for pre-qualification are **70%** .i.e. **70**
- NEPRA shall pre-qualify top three (03) to five (05) bidders for the Supply of Laptops, Desktops, Printers (Network/Multifunction/Simple), Scanners, LEDs, Miscellaneous Items (Hard Drive, Battery, Networking items, Switch, Access Point etc.) & Repairing of all IT Items for each lot under open framework agreement for a period of three (03) years; whereby, call off orders will be placed as per the specimen attached to this document.

8. GENERAL INSTRUCTIONS TO THE BIDDERS

- i. The interested IT Registered Company / Firm / Suppliers for Supply of Laptops, Desktops, Printers (Network/Multifunction/Simple), Scanners, LEDs, Miscellaneous Items (Hard Drive, Battery, Networking items, Switch, Access Point etc.) & Repairing of all IT 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 himself 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 his proposal after submission.
- iv. This Pre-Qualification Process is only for shortlisting the IT Registered Company / Firm / Suppliers for Supply of Laptops, Desktops, Printers (Network/Multifunction/Simple), Scanners, LEDs, Miscellaneous Items (Hard Drive, Battery, Networking items, Switch, Access Point etc.) & Repairing of all IT 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 IT Registered Company / Firm / Suppliers for placement on NEPRA's Panel as Supply of Laptops, Desktops, Printers (Network/Multifunction/Simple), Scanners, LEDs, Miscellaneous Items (Hard Drive, Battery, Networking items, Switch, Access Point etc.) & Repairing of all IT Items.
- 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 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.
- x. Each successful bidder will have to submit the conflict-of-interest certificate Performa must be attached (**Annex-D**) to NEPRA on the prescribed format along-with the signed open framework contract agreement and performance security.

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

Annex-B

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

SAMPLE CALL OFF ORDER

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

Subject: **CALL OFF ORDER FOR IT EQUIPMENT**

In pursuance of Pre-Qualification Document No. ____/2025 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.	Laptops, Desktops, Servers				
2.	Printer : (Network/Simple/Multifunction)				
3.	Scanners				
4.	LEDs				
5.	Hard Drives				
6.	Battery's				
7.	Networking Cable Role				
8.	Switches, Access Points, Routers				
9.	Repairing Of IT Equipment's				
10.	Other Allied Equipment's				
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 employees 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: _____

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

Name & Signature of Vendor: _____

Date: _____

CNIC /NTN No: _____

Witness Information:

I. Name: _____
CNIC No.: _____

2. Name: _____
CNIC No.: _____