



**INVITATION FOR HIRING OF SUPPLIERS FOR SUPPLY OF  
PAPER REAMS AT NEPRA TOWER THROUGH OPEN  
FRAMEWORK AGREEMENT**

Tender No. 13/2025

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



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

**Tender No. 13/2025**

**INVITATION TO PRE-QUALIFY SUPPLIERS**  
**THROUGH OPEN FRAMEWORK AGREEMENT**  
**FOR SUPPLY OF PAPER REAMS AT NEPRA**  
**TOWER**

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 Stationers / General Order Suppliers / Companies to pre-qualify through open framework agreement for supply of Paper Reams at NEPRA Tower having sale offices / warehouses at Rawalpindi/Islamabad and are:

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

2. Pre-qualification/hiring documents, containing detailed terms and conditions, method of hiring, procedure for submission of documents, bid security, opening of proposals, evaluation criteria, clarification/rejection of proposals etc. are available for the interested bidders for free of cost at the Office of Assistant Director (Admin), NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad

3. Only the hired 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 for call of Quotation will also be sent to the Pre-qualified Applicants subsequently.

4. The proposals, prepared in accordance with instructions in the documents must reach at the Office of Assistant Director (Admin), NEPRA Tower Ataturk Avenue (East), G-5/1, Islamabad by **1400 hrs on 30.09.2025** or before. Proposal will be opened on **same day at 1430 hrs** in the presence of the bidders, who may choose to be present.

5- This advertisement and tender document are also available on NEPRA & PPRA websites at [www.nepra.org.pk/tenders](http://www.nepra.org.pk/tenders) and [www.ppra.org.pk](http://www.ppra.org.pk) respectively.

**WASIM ANWAR BHINDER**

**Director General (Admin & HR)**

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

**PABX: +92 51 2013200, Fax: 051-9210215,**

**[www.nepra.org.pk](http://www.nepra.org.pk), [info@nepra.org.pk](mailto:info@nepra.org.pk)**

## SECTION – I

### Schedule to Tender

| Sr.# | Activity Description                   | Schedule   |
|------|--|--|
| 1    | Tender No.                             | <b><u>No. 13/2025</u></b>  |
| 2    | Pre-Qualification Document (PQD)       | <ul style="list-style-type: none"><li>• The hard copy of the PQDs be submitted along with the original bid security in sealed envelope with NEPRA.</li></ul>   |
| 3    | Time & Last Date of Depositing PQD     | 30 <sup>th</sup> day of September , 2025 upto 1400 hrs   |
| 4    | Time & Date of Opening of Tender Bid   | 30 <sup>th</sup> day of September, 2025 at 1430 hrs  |
| 5    | Period of Contract                     | 3 years from the date of award of contract.  |
| 6    | Amount of Bid Security to be Deposited | <ul style="list-style-type: none"><li>• Rs. 20,000/-; in the form of Pay Order/Call Deposit in favour of NEPRA</li><li>• The original bid security must be submitted to NEPRA office</li><li>• The bid security of the successful bidder will be released upon furnishing the performance security.</li><li>• The bid security of unsuccessful bidders will be released after hiring of bidders.</li></ul> |
| 7    | Amount of Performance Security         | <ul style="list-style-type: none"><li>• Rs. 50,000/- (In the form of Pay Order/Call Deposit in favour of NEPRA)</li><li>• The Performance Security will be released upon successful completion of the contract period.</li></ul>   |

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 Paper Reams through Open Framework Agreements. Bidder is required to provide information as mentioned vide **Annex-A** of these documents.

2. **OBJECTIVE:**

Enlistment of Suppliers / Stationers / General Order Suppliers / Companies for Provision of Paper Reams through Open Framework Agreements.

3. **SCOPE OF WORK:**

The Paper Reams (500 sheets) are common use items and are required by the NEPRA on recurrent basis; hence, suppliers are required who can provide the following paper reams as and when required through Open Framework Agreement:

- **A4 size Paper Reams 80 g (imported)**
- **A4 size Paper Reams 100 g (imported)**
- **Legal size Paper Reams 80 g (imported)**
- **Legal size Paper Reams 100 g (imported)**

**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 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 05 years   |     |    |
| v.      | Affidavit for Non-Black listing of firm on Rs. (10-100) Stamp paper as per specimen provided at <b>Annex-B</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 (**Annex-E**), which will be released only upon successful completion of the contract period.
9. Delivery of Paper Reams 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 noncompliance 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 five (05) 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 supply of paper reams, **the bidder/firm who may provide the supplies of paper reams 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 bid submitted is in accordance with the instructions stated herein. Any bid 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. 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
19. NEPRA reserves the right to accept or reject all bids as per PPRA rules.
20. 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.
21. **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>A4 size Paper Reams 80 g</b>    | <b>x</b> | <b>3500 reams per year</b> |
| ○ <b>A4 size Paper Reams 100 g</b>   | <b>x</b> | <b>10 reams per year</b>   |
| ○ <b>Legal size Paper Reams 80 g</b> | <b>x</b> | <b>80 reams per year</b>   |

Note: The papers must have high opacity, high brightness, high thickness and smooth surface.

## Prequalification Criteria

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

| Description  |                     |    | Maximum Marks   |
|--|---------------------|----|-----------------|
| Year of Establishment/Experience<br>Five (05) years<br>Date of establishment will be taken from NTN certificate.   | More than 08 years  | 10 | 10 Marks        |
|  | Between 06-08 years | 08 |                 |
|  | Upto 5 years        | 05 |                 |
| <b>Company Profile: Experience for supply of Paper Ream:</b>   |                     |    | <b>25 Marks</b> |
| (a) 10 & above   |                     |    | 25 Marks        |
| (b) 08 Projects  |                     |    | 20 Marks        |
| (c) 06 Projects  |                     |    | 15 Marks        |
| (d) 04 Projects  |                     |    | 10 Marks        |
| (e) 02 Projects  |                     |    | 05 Marks        |
| *Subject to provision of copies of the work orders/supply orders issued of worth minimum (Rs. 50,000/-).   |                     |    |                 |
| Enlisted/ framework agreement(s) for paper reams.<br><b>Note:</b> 5 marks of each agreement/enlistment of government organization  |                     |    | <b>10 Marks</b> |
| <b>Financial Strength/Compliance</b> (Proof must be provided)  |                     |    |                 |
| <b>Financial/Bank Statement (last two years)</b><br>Full Marks will be given to the firm providing Financial Statements last two years of worth at least 1 million a year. However, 5 marks will be given for half Million per year. |                     |    | <b>10 Marks</b> |
| <b>* Papers Shop</b><br>The vendors who has physically setup/warehouse in Islamabad/Rawalpindi.  |                     |    | <b>10 Marks</b> |
| <b>* importer</b><br>The vendors who has import direct.  |                     |    | <b>05 Marks</b> |
| <b>Total Marks</b>   |                     |    | <b>70</b>       |
| <b>Passing Marks</b>   |                     |    | <b>42</b>       |

*The proposals without evidence/supporting documents will be rejected. Minimum marks for pre-qualification are 42.*

22. NEPRA shall pre-qualify top six (06) to eight (08) bidders for the supply of paper at NEPRA 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.

23. **GENERAL INSTRUCTIONS TO THE BIDDERS**

- i. The interested Suppliers / Stationers / General Order Suppliers / Companies for Provision of Paper Reams 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 Paper Ream 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 Paper Ream.
- 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 PAPER REAMS (500 SHEETS-imported)**

In pursuance of Pre-Qualification Document No. 12/2025 and the Open Framework Contract Agreement between NEPRA and your Company/Firm, the call off quotation 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 GST | Total Price inclusive of Tax |
|--------------------------------|------------------------------|-----|----------------|------------------------------|
| 1.                             | A4 size Paper Reams 80g      |     |                |                              |
| 2.                             | A4 size Paper Reams 100g     |     |                |                              |
| 3.                             | Legal size Paper Reams 80 g  |     |                |                              |
| 4.                             | Legal size Paper Reams 100 g |     |                |                              |
| 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 quotation 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.: \_\_\_\_\_

# **OPEN FRAMEWORK CONTRACT AGREEMENT**

## **OPEN FRAMEWORK AGREEMENT FOR SUPPLY OF PAPER REAMS AT NEPRA TOWER**

THIS open framework contract Agreement for supply of Paper Reams, (hereinafter called the “Agreement”) is made on \_\_\_\_\_ of -----.

### **BY AND BETWEEN**

**National Electric Power Regulatory Authority (NEPRA)** having its registered office at NEPRA Office building, Ataturk Avenue East, G-5/1 Islamabad, through Mr. Tufail Ahmed, Director (Administration) (hereinafter referred to as the “Client”, which expression shall where the context so permits, be deemed to include its successor-in-interest and pennitted assigns) of the one part;

### **AND**

M/s ..... having its registered office at .....(hereinafter referred to as the “Contractor”) which expression shall where the context so permits, be deemed to include its successor-in-interest and pennitted assigns) of the other part;

The Client and the Contractor shall, hereinafter collectively be referred to as the “Parties” and individually as the “Party”.

### **RECITALS**

- i. Whereas, the Contractor intends to provide services for provision of Paper Reams (“Services”) at the NEPRA Tower, Attaturk Avenue (East) G-5/1, Islamabad as per open framework agreement in line with approved tender document and the Contractor has been short-listed as prequalified ip the bidding process;
- ii. Whereas, the Client is desirous to hire the Services of the Contractor and the Contractor has agreed to provide the same to the Client for such time period and on such terms and conditions as agreed herein

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which hereby acknowledged, the Parties agree and covenant as follows:

### **SCOPE OF WORK**

1. The Contractor shall supply the paper reams at the NEPRA Tower, Attaturk Avenue (East) (G-5/1, Islamabad (“Client’s Premises”) after receiving a call off quotation for Paper Reams from the Client and shall not charge any supply/transportation charges, as stated in the tender documents.
2. For each call off quotation, NEPRA shall call up quotations in sealed envelope to the contractors on its panel and award the work to the supplier who has quoted the lowest rates.
3. If two or more contractors quote same rates for the supply of Paper Reams the contractor who has provided the supply of in the shortest possible time will be awarded the job in hand.
4. In case the Contractor fails to supply assignment in the stipulated time as mentioned in the call off quotation, the Contractor shall be penalized with the fine of Rs. 500/- per day beyond the specified time
5. Quality and quantity of the items demanded by the Client shall not be compromised by the Contractor, same shall be checked and approved by the representative of the Client.
6. NEPRA may on need basis pre-qualify new suppliers or service providers or contractors during continuity of famework agreements with previously pre-qualified suppliers or service providers or contractors .

7. NEPRA reserves the right to de-list all the of Pre-Qualified Suppliers from its panel at any stage as per PPRA Rules.
8. 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 call off quotation.
9. NEPRA reserves the right to cancel/nullify the received quotes on the basis of rates reasonability.
10. This Agreement shall remain valid three years.

## **Section – 2**

### **General Terms and Conditions**

1. This stipulations mentioned in the advertisement, tender documents, call off quotation shall be part & parcel of this Agreement.
2. The Contractor will submit the bid security of Rs. 50,000/- (Rupees One Hundred Thousand only) (refundable) in the form of pay order in favour of NEPRA as performance security deposit along-with signed agreement. The security amount will be released on completion of contract period.
3. The Contractor will not transfer, assign, pledge or subcontract the assigned job to any other firm.
4. The Contractor con not modify or withdraw the rate list after submission of the quotation.
5. Supply of the paper reams should be made in the presence of the Client's representative and receipt(s) of each delivery may be signed and verified by both the Parties. Dedicated representatives of the Contractor shall provide their names and contact numbers to the Client for the purpose.
6. The Client shall make payments to the Contractor as per actual bill after successful delivery of original sale tax invoice, bill, delivery challan and copy of the purchase order (given by the client).
7. In case of any dispute or difference, the case will be settled amicably between both the parties.
8. In the event of failure of amicable settlement of dispute as above, either Party of this Agreement may refer the matter of dispute to arbitration under the provision of Arbitration Act, 1940 and the rules issued thereunder, at Islamabad, Pakistan.
9. The Client can include/exclude terms and conditions if required.
10. The Client reserves the right to forfeit the bid security in case of breach of any term of this Agreement by the Contractor.

**Section – 3**  
**Currency of Agreement**

The Agreement shall come into force immediately upon signing by both parties.

**For and on behalf of Client (NEPRA)**

**For and on behalf of Contractor**

**Name: Tufail Ahmed**  
**Designation: Director (Administration)**  
NEPRA, Islamabad

**Name:**  
**Designation:**  
Signature & Stamp

1. **WITNESS**

2. **WITNESS**

**Name:** \_\_\_\_\_  
**CNIC No.** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**CNIC No.** \_\_\_\_\_