

Pre-Qualification Document

SEECs: E-159090 Hiring of Photocopier Services Contractor FY Annual
Budget
(Non-Consultancy Services)

National

Single Stage-One Envelope



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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF NON-CONSULTING SERVICES

1. The **School of Electical Engineering & Computer Science (SEECs) (National University of Science & Technology (NUST))** has reserved Funds for the procurement planned for FY **2025-26**. The **School of Electical Engineering & Computer Science (SEECs) (National University of Science & Technology (NUST))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**SEECs: E-159090 Hiring of Photocopier Services Contractor FY Annual Budget**".
2. The **School of Electical Engineering & Computer Science (SEECs) (National University of Science & Technology (NUST))** intends to pre-qualify service providers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to the bidding process.
3. The objective of the intended pre-qualification is the provision of "**SEECs: E-159090 Hiring of Photocopier Services Contractor FY Annual Budget**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants in [insert month and year] and Contract Agreement(s) will be signed between the Procuring Agency and the successful bidder(s) in [insert month and year] for the period of [insert year(s) and month(s)].
5. The pre-qualification process is open to all [insert national or international] Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the School of Electical Engineering & Computer Science (SEECs) (National University of Science & Technology (NUST)) through **{SYSTEMSHORTITLE}** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through

{SYSTEMSHORTTITLE}.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **{SYSTEMSHORTTITLE}** on or before **Tuesday, April 21, 2026 02:30 PM**. E-applications will be opened using **{SYSTEMSHORTTITLE}** on the same day at **Tuesday, April 21, 2026 03:00 PM**. Manual submission of applications shall not be entertained. Those service providers who have not yet registered on the new version of **{SYSTEMSHORTTITLE}** may register themselves at <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>.

In terms of Rule 48 of Public Procurement Rules, 2004, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

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 Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

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.

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.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

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 intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

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 contract 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.

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.

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.

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 Contract Agreement. 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:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid 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

1. Sections of Prequalification Documents

1.1. 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.

PART 1 Prequalification Procedures PART 2 Supply Requirements

1.2. Section I - Instructions to Applicants (ITA)

1.3. Section II - Prequalification Data Sheet (PDS)

1.4. Section III - Qualification Criteria and Requirements

1.5. Section IV - Application Forms

1.6. Section V - Eligible Countries

1.7. Section VI - Fraud and Corruption

1.8. Section VII – Schedule of Requirements

1.9. The Procuring Agency accepts no responsibility for the 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 through ePADS shall prevail.

1.10. 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.

2. Clarification of Pre-qualification Documents and Pre-Application Meeting

2.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS 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 through ePADS who have obtained the Prequalification Documents from ePADS, 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 through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

2.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **{SYSTEMSHORTTITLE}** as per 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 Pre-qualification Documents.

2.3. 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 through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification 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 and through **{SYSTEMSHORTTITLE}**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

3. Amendment of Prequalification Documents

3.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **{SYSTEMSHORTTITLE}**

3.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS 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 and **{SYSTEMSHORTTITLE}**.

Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **{SYSTEMSHORTITLE}**.

3.3. 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 16.2:

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.

C. Preparation of Applications

1. Cost of Applications

1.1. 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 Pre-qualification process.

2. Language of Application

2.1. The Application as well as all correspondence and documents relating to the Pre-qualification 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.

3. Documents Comprising the Application

3.1. The Application shall comprise the following:

3.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

3.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

3.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

3.1.4. any other document required as specified in the PDS.

3.2. **Application Submission Letter**

3.2.1. 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.

3.3. **Documents Establishing the Eligibility of the Applicant**

3.3.1. 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).

3.4. **Documents Establishing the Qualifications of the Applicant**

3.4.1. 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)**.

3.4.2. 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:

3.4.2.1. 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).

3.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

3.4.3. 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.

3.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

3.4.4.1. 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;

3.4.4.2. 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, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

1. **Submission of the Applications through {SYSTEMSHORTTITLE}**

1.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

1.2. In case the Applicant is a JV, the Application shall submit 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.

2. **Deadline for Submission of Applications**

2.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

2.2. 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.

2.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **{SYSTEMSHORTTITLE}**.

3. **Opening of Applications**

3.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **{SYSTEMSHORTTITLE}**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

1. **Confidentiality**

1.1. 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 26 through **{SYSTEMSHORTTITLE}**.

1.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **{SYSTEMSHORTTITLE}**

2. Clarification of Applications

2.1. 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 clarifications from the Applicant shall be in writing through **{SYSTEMSHORTITLE}**

2.2. 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.

3. Responsiveness of Applications

3.1. 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 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

4. Margin of Preference

4.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

5. Sub-contractors

5.1. 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

1. Evaluation of Applications

1.1. 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 25.

1.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

1.3. 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.

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.

2. Procuring Agency's Right to Accept or Reject Applications

2.1. 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. However, the procuring agency shall record its reasons and justifications on **{SYSTEMSHORTITLE}**, duly approved by the Principal Accounting Officer or Head of Organization.

3. Pre-qualification of Applicants

3.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

3.2. 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.

3.3. 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.

4. Notification of Prequalification

4.1. The Procuring Agency shall notify all Applicants in writing through **{SYSTEMSHORTITLE}** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **{SYSTEMSHORTITLE}**.

4.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **{SYSTEMSHORTITLE}**

5. Request for Bids

5.1. 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 through **{SYSTEMSHORTITLE}**.

6. Changes in Qualifications of Applicants

6.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 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:

6.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

6.1.2. 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

6.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

6.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

7. Redressal of Grievances

7.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

7.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

8. Mechanism of Blacklisting

8.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".

EPADS



Pre-qualification Data Sheet

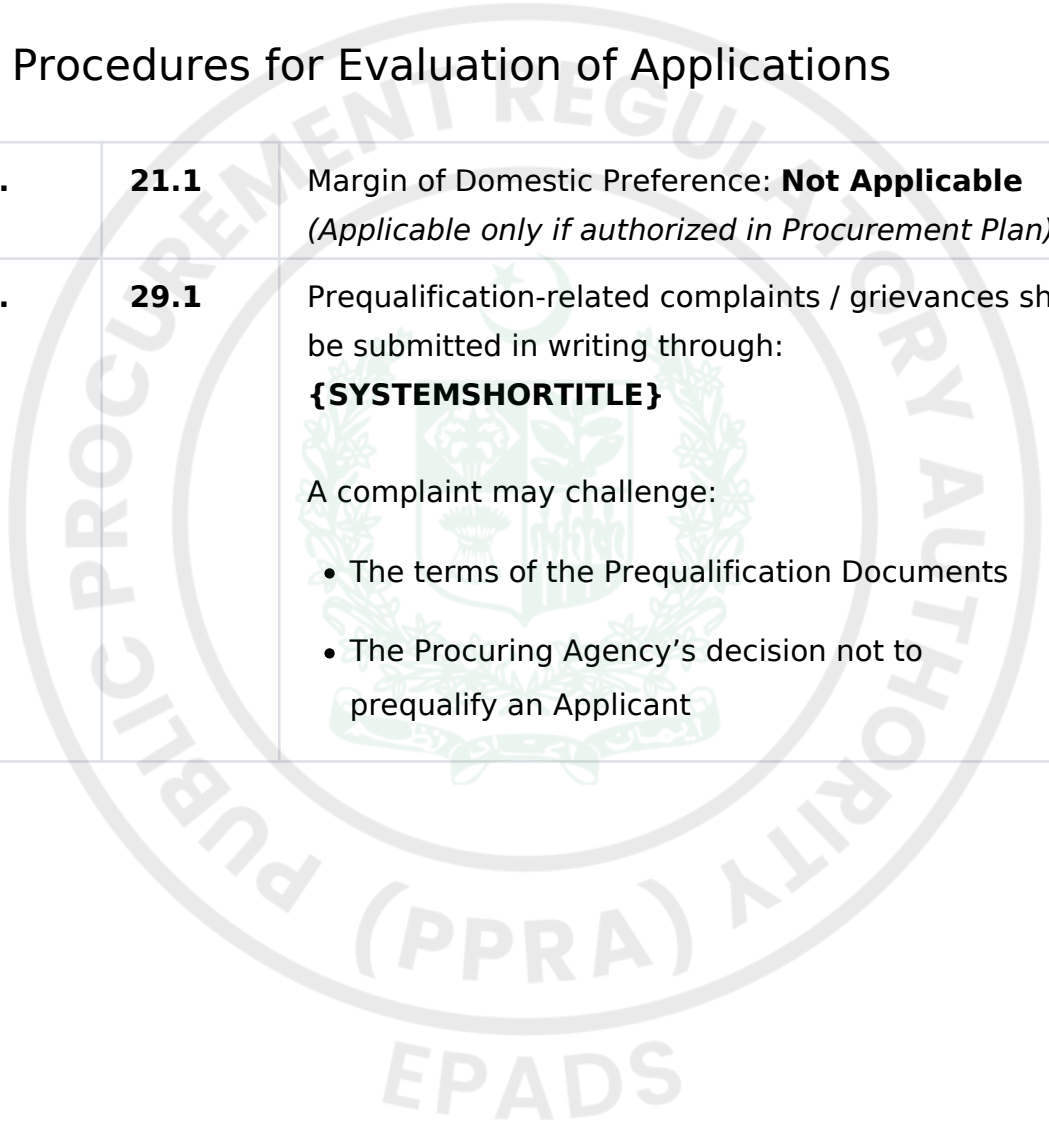
Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No.	ITA No.	Amendments of, and Supplements to, Clauses in the Instructions to Applicants
A. General		
1.	1.1	<p>Identification Number of the Invitation for Prequalification: P17435</p> <p>The Procuring Agency is: School of Electrical Engineering & Computer Science (SEECs) (National University of Science & Technology (NUST))</p> <p>List of Service Contracts: <i>See section services and Lots</i></p>
2.	2.1	<p>The name of Procuring Agency is: School of Electrical Engineering & Computer Science (SEECs) (National University of Science & Technology (NUST))</p> <p>The name of Project / Procurement is: SEECs: E-159090 Hiring of Photocopier Services Contractor FY Annual Budget</p>
3.	4.2	Maximum number of members in a Joint Venture (JV): 2
4.	4.5	A list of debarred firms and individuals is available on PPRA website: https://ppra.gov.pk
B. Contents of the Prequalification Document		

5.	7.1	For clarification, the Applicant shall seek clarifications through: {SYSTEMSHORTTITLE}
6.	7.1 & 8.2	Information related to Prequalification shall be published on: {SYSTEMSHORTTITLE}
7.	7.2	Pre-Application Meeting: Clarification Date: Monday, April 13, 2026 Pre-Bid Meeting: Tuesday, April 14, 2026 02:30 AM Venue: NUST - SEECS, NUST Campus Sector H-12 Islamabad.
C. Preparation of Applications		
8.	10.1	This Prequalification Document has been issued in the language: English
9.	11.1(d)	Additional documents to be submitted through {SYSTEMSHORTTITLE} : 1. Pre-Qualification documents for evaluation 2. Technical specification as per formate for photocopier machines 3. Financial bid as per format 4. GST Certificate 5. NTN Certificate 6. Bank Statement, Audit Report 7. Copies of award contract/ workorder 9. Satisfaction Certificates for ongoing project of similar nature 10. Non Blacklisting Affiviate on stamp paper of Rs. 100 and other documets as specified in the bidding docs.
10.	14.2	Source for determining exchange rates: Not Applicable
D. Submission of Applications		
11.	16.1	Deadline for Application Submission: Day: Tuesday Date: Tuesday, April 21, 2026 Time: 02:30 PM

12.	17.1	<p>Opening of Applications shall be conducted through: {SYSTEMSHORTTITLE}</p> <p>Day: Tuesday Date: Tuesday, April 21, 2026 Time: 03:00 PM</p> <p>Virtual participation link: https://vendors.epads.gov.pk/</p>
<h3>E. Procedures for Evaluation of Applications</h3>		
13.	21.1	<p>Margin of Domestic Preference: Not Applicable <i>(Applicable only if authorized in Procurement Plan)</i></p>
14.	29.1	<p>Prequalification-related complaints / grievances shall be submitted in writing through: {SYSTEMSHORTTITLE}</p> <p>A complaint may challenge:</p> <ul style="list-style-type: none"> • The terms of the Prequalification Documents • The Procuring Agency's decision not to prequalify an Applicant



Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP

Evaluation Criteria

Quality Based Selection (QBS)

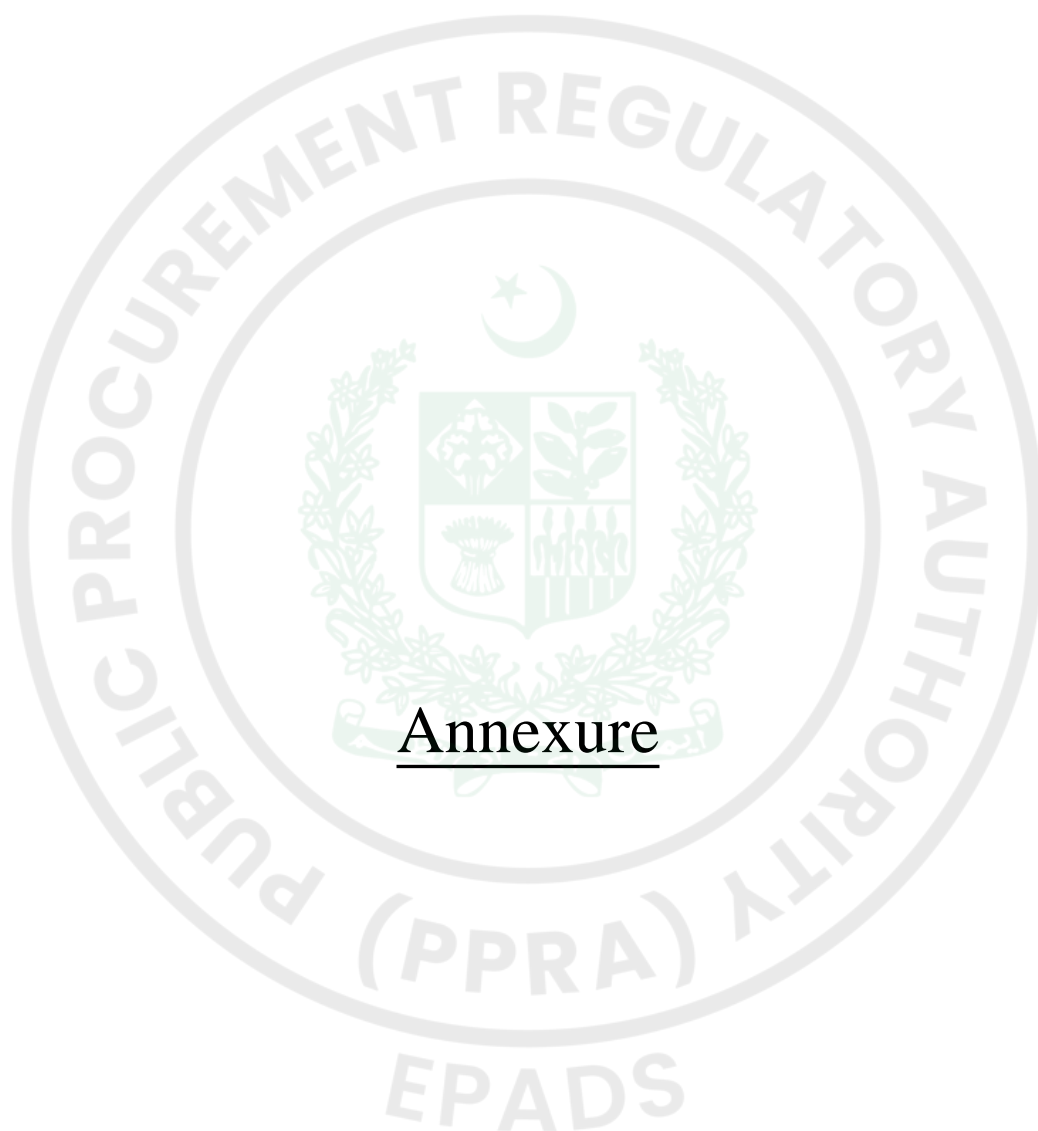
Technical Marks	50
Passing Marks	70
Primary Evaluation	
Basic Tender Confirmance meeting minimum requirement - Acceptance (Quantitative)(Doc Required)	35

Brand Origin of Machines (Quantitative)(Doc Required)	5
Japan, USA, Europe (5)	
Malaysia Singapore, Korea and China (4)	
Others (2)	
Data Sheet, User Manual, Literature provided (Quantitative)(Doc Required)	2
ISO Certification provided evidence (Quantitative)(Doc Required)	5
Office location at Rawalpindi and Islamabad (Quantitative)(Doc Required)	3
Secondary Evaluation Criteria	
Entit Status of Bidder (Quantitative)(Doc Required)	3
Pvt Ltd Company (3)	
Firm, AOP, (2)	
Individual and Sole Proprietor (1)	
Management Profile Detail (Quantitative)(Doc Required)	5
Provide Management Profile Detail (5)	
Provide team detail (non technical) Manager, MD etc (3)	
Other Fin, Marketing personals (2)	
Past Experience with NUST (Satisfactory) (Quantitative)(Doc Required)	5

<p>Technical Resource Persons (Quantitative)(Doc Required)</p> <p>Five and Above Technical resouce Persons (Proivde CV of each) (10)</p> <p>Each Technical Resource Person asign 2 marks upto 5 members (2)</p>	10
<p>Experience in year at Business (Quantitative)(Doc Required)</p> <p>5 years experence and above (10)</p> <p>3 years experence less than 5 (5)</p> <p>2 years experence less than 3 (3)</p> <p>less than 2 years (0)</p>	10
<p>Provided Acceptance Certificate as per Annex attached (Quantitative)(Doc Required)</p> <p>Provided acceptance certificate (10)</p> <p>Not provided acceptance certificate (0)</p>	10
<p>Provided non blacklisting certificate as per formte attached on stamp paper (Quantitative)(Doc Required)</p> <p>Provided non blacklisting certificate as per formte attached on stamp paper (5)</p> <p>Not provided non blacklisting certificate (0)</p>	5

Provide Company Profile (Quantitative)(Doc Required)		2
Provide Company Profile (2)		
Not Provided Company Profile (0)		
Financial Marks		50
Financial Evaluation Criteria		
Financial Bid as per provided format	–	10
Tax Deposits record for the last 6 months, GST and Income Tax	–	25
Provide evidence of bid money in technical bid	–	10
Tender Fee of Rs. 1000 in the shape of bank instrument provided physically at the time of bid opening	–	10
Financial Strength	–	30
Annual Turnover or bank balance	–	15





Annexure

Contract agreement sample for contractor

1. Undertaking checklist Annex-2
2. Acceptance Certificate of Tender terms and condition Annex-3
3. Sample of non Blacklisting Affidivate (Reqd on stamp paper of Rs. 100 Annex-4
4. Format of Technical Bid Annex-5
5. Format of Financial Bid Annex-6

Contract Agreement Sample (Annex-1)

Upload Document

Document Required

See Form Under Additional Forms and Documents: **Contract Agreement Sample (Annex-1)** (page number: 32)

Annexures - for Technical evaluation

Upload Document

Document Required

See Form Under Additional Forms and Documents: **Annexures - for Technical evaluation** (page number: 38)



Procurement Forms

Past Experience and Completed Contracts

Provide detail as per attached form. Any three Govt departments for similar services. Provide documentary evidence to qualify this mandatory field.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 43)

Current Contracts and Their Progress

Fill out form as attached and provide documentary evidence for ongoing similar project with any Govt/ Semi Govt and Autonomous body org in Pakistan

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 44)

Financial Capacity and Net Worth Evaluation Form

Provide Financial capacity. Provide Bank statement for the last 6 months or Audit Report the the last year. Capacity shall be determined on the basis of annual estimated contract value i.e more than 1 Million Rupees.

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 45)

Average Annual Turnover

Provide detail as per attached form

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 47)





Additional Forms and Documents

CONTRACT AGREEMENT
(NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY, ISLAMABAD)

Contract No: 0986/03/LP/SEECS/E159090)

Dated: ___ April 2026

This Agreement is made at Islamabad on this ____ day of April 2026

BETWEEN

National University of Sciences and Technology (NUST), acting through its duly authorized representative, President Local Purchase Committee SEECS (Usman Ghani), School of Electrical Engineering and Computer Science (SEECS), Islamabad, hereinafter referred to as the 'Purchaser', which expression shall include its successors and assigns, of the one part,

AND

M/s (name of firm and address), acting through its duly authorized representative, (Name of person), hereinafter referred to as the 'Contractor', which expression shall include its successors and permitted assigns, of the other part.

RECITALS

Whereas the Purchaser invited bids for an Annual Photocopier Service Contract at SEECS premises through pre-qualification processed through EPADS tendering.

Whereas the contract shall be for a period of three (03) years from 01 July 2026 to 30 June 2029, with annual increase of 5% on basic rates and 10% increase applicable from the 3rd year on basic rates.

Whereas the Contractor has agreed to provide services at the rate of Rs. ___ per copy, inclusive of all applicable taxes.

Now, therefore, both parties agree as follows:

SCOPE OF SERVICE

The Contractor shall install and operate photocopier machines at SEECS premises. The contractor shall provide 3 photocopier machines + 1 standby machine. The contractor shall ensure all services as per Annex-A. The Contractor shall also provide Toners, consumables (except paper), repair & maintenance of deployed machines, replacement of spare parts

and technical supports. The Contractor shall not be responsible for additional works unless agreed in writing.

CONTRACT PERIOD

The contract shall remain valid for three (03) years, from 01 July 2026 to 30 June 2029, unless terminated earlier.

CONTRACT PRICE & ADJUSTMENT

Rates are per copy basis and inclusive of all taxes, prices shall remain firm except new govt taxes may be adjusted according and no extra charges (installation, labor, delivery, etc.) shall be payable .

PAYMENT TERMS

Payment shall be made monthly based on meter readings. Contactor shall submit, Invoice/ Bill, GST Invoice (if applicable) and verified meter reading signed by user department. No advance payment shall be made and applicable taxes shall be deducted as per government rules.

PERFORMANCE SECURITY

5% of annual estimated cost i. e Rs. 51,750/- shall be retained as Performance Security and shall be refundable after successful completion of contract.

OBLIGATIONS OF THE CONTRACTOR

The Contractor shall maintain machines in fully operational condition, ensure quality photocopy output and provide preventive maintenance on quarterly basis. Contractor shall be responsible for immediate repair services, availability of Technical staff during exams, provide training to operator and replacement of faulty machines parts promptly.

OBLIGATIONS OF THE PURCHASER

The Purchaser shall provide, Space, Electricity, paper and Operator. The purchaser shall also bear risk of theft, Fire, Physical damage of the machines.

INSPECTION & ACCEPTANCE

Inspection shall be conducted within **15 days of installation**, If no objection is raised, services shall be deemed accepted and Rejection must be justified in writing

LIQUIDATED DAMAGES / PENALTIES

In case of poor performance or delay, penalty up to 1% per day based on annual contract value shall be deducted from monthly bill upto the maximum penalty @ 10% on annual contract value in case of repeatedly occurrence of delay on written complains of user/initiator. Persistent poor performance may lead to termination of termination and forfeited of performance guarantees.

RISK & EXPENSE PURCHASE

If the Contractor fails to perform, Purchaser may cancel the contract, arrange services at Contractor's risk and cost and may initiate blacklisting proceedings against the contractor.

WARRANTY & MAINTENANCE

Machines shall remain in proper working condition throughout contract, all repairs, parts, and consumables (except paper) are Contractor's responsibility.

OWNERSHIP OF EQUIPMENT

Machines shall remain property of the Contractor and shall be returned after completion of contract.

LIMITATION OF LIABILITY

Contractor's liability shall not exceed total contract value and no liability for indirect or consequential damages

FORCE MAJEURE

Neither party shall be liable for delays due to natural disasters, government actions and war or strikes. Affected party must notify within 7 days.

DISPUTE RESOLUTION

Disputes shall be resolved under Arbitration Act, 1940. Pro-Rector (P&R), NUST shall act as sole arbitrator NUST Islamabad

INDEMNITY

Each party shall indemnify the other against losses arising from its own breach or negligence.

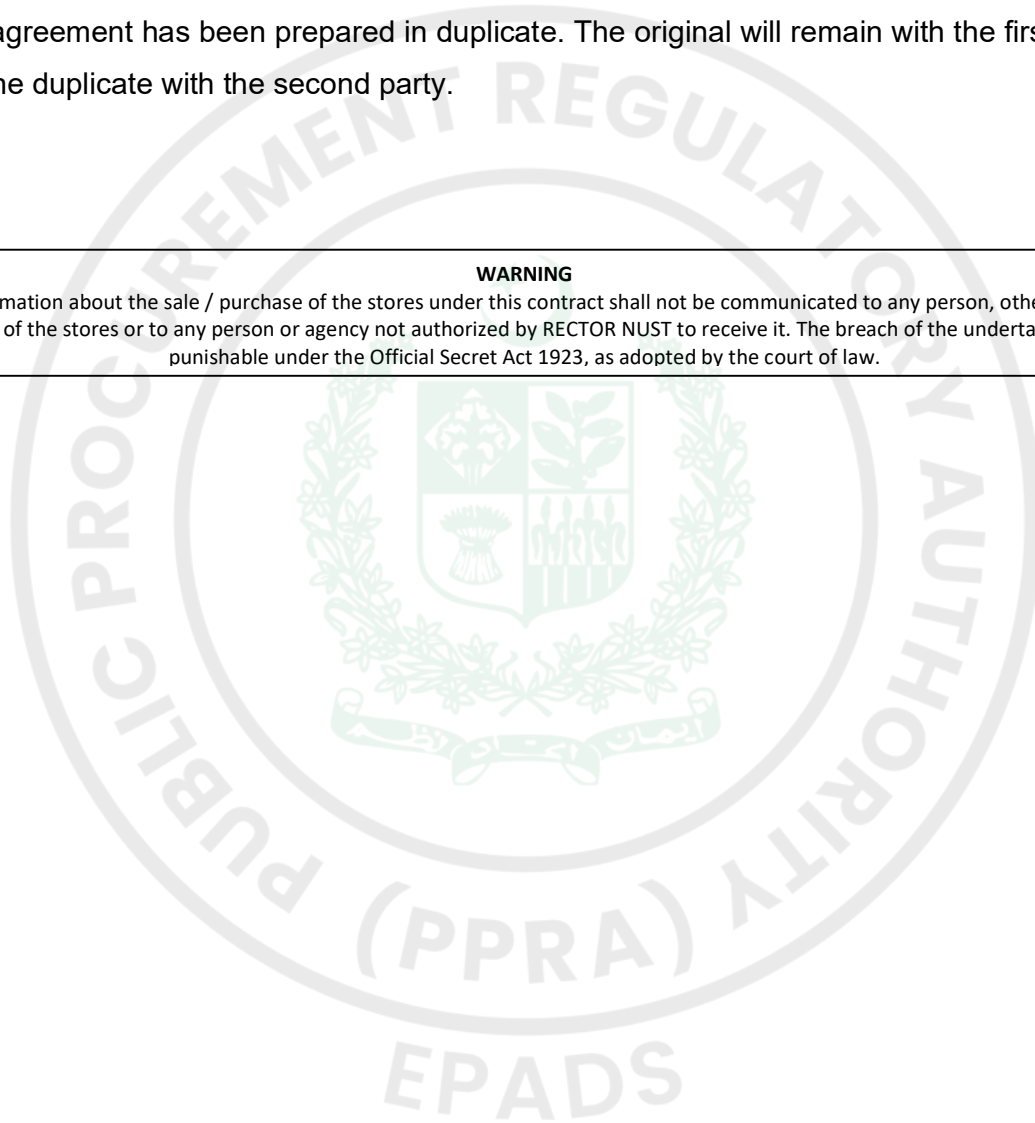
ENTIRE AGREEMENT

This Agreement, along with Annex-A, constitutes the entire agreement. Any amendment must be in writing and signed by both parties.

This agreement has been prepared in duplicate. The original will remain with the first party and the duplicate with the second party.

WARNING

Any information about the sale / purchase of the stores under this contract shall not be communicated to any person, other than the Contractor of the stores or to any person or agency not authorized by RECTOR NUST to receive it. The breach of the undertaking shall be punishable under the Official Secret Act 1923, as adopted by the court of law.



CONTRACTOR (2nd Party)

PURCHASER (1st Party)

Signature _____ & _____
Thumb _____
Impression _____

Mxxxxxxxxxxxxxxxxxxxxxxxx,
xxxxxxxxxxxxxxxxxxxxxxxx,
xxxxxxxxxxxxxxxxxxxxxxxx,

Signature _____

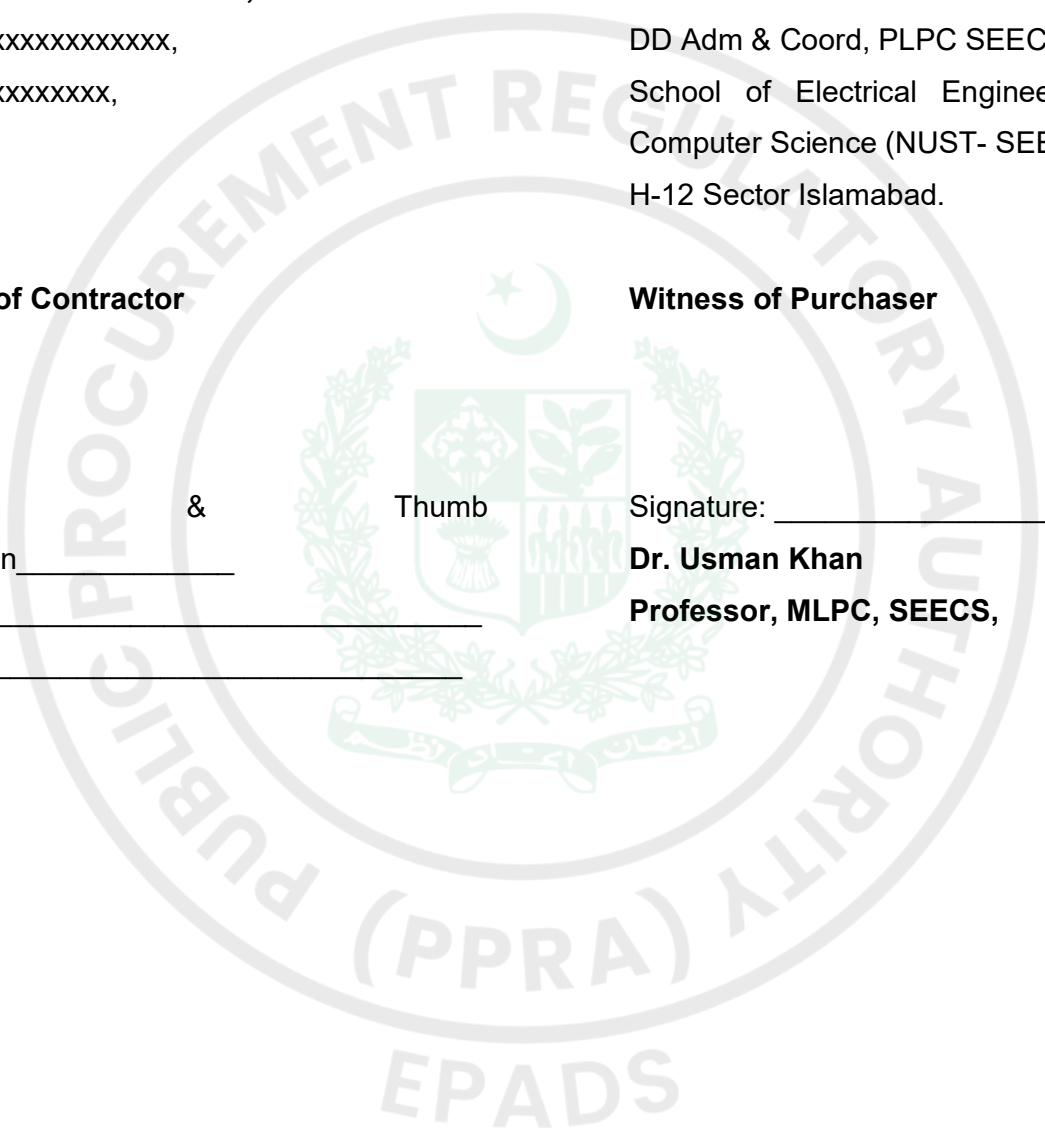
Usman Ghani
DD Adm & Coord, PLPC SEECS
School of Electrical Engineering and
Computer Science (NUST- SEECS)
H-12 Sector Islamabad.

Witness of Contractor

Witness of Purchaser

Signature _____ & _____
Thumb _____
Impression _____
Mr. _____
CNIC: _____

Signature: _____
Dr. Usman Khan
Professor, MLPC, SEECS,



Contract No: 0986/03/LP/SEECS/E-159090

Dated: April 2026

Detail of Photocopier Services

Exam Section - SEECs

NUST H-12 Campus Islamabad

Ser	Name	Detail & Specifications	Cost in PKR (for 100000 copies Per annual)
1.	Photocopier Services	<p><u>Services of Photocopier Machines for (1st July 2026 to 30th June 2029)</u></p> <p><u>For 3 years</u></p> <p>Deployment of 3x Photocopier machines+1x standby</p> <p>Digital Multifunctional Photocopier Model: xxxxxxxx (Printer + Scanner + Copier) speed 75 cpm or higher . Estimated number of copies will be 100000 per year.</p> <p><u>Services Includes:</u></p> <ul style="list-style-type: none"> - Toners during contract as per consumption requirement of NUST - SEECs - Repair & maintenance regular basis as specified - Parts & consumables (except paper) - Availability of Dedicated person from Contractor on exam days 	<p>Per Annum Cost Rs. _____</p> <p>@ Rs. ____ per copy with GST</p> <p><i>GST on services will be added as per Govt rules .</i></p>

CONTRACTOR

Signature _____

Name _____

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Email: XXXXXXXXXXXXXXXXXXXX

Ph: 92-51-XXXXXXXXXXXXXXXX

Undertaking Checklist – Mandatory

Ensure that you have provided the following documents, labeled and referred correctly. Please highlight the relevant information in the attached document.

S/No.	Required Documents	Attached? <input type="checkbox"/>	Placed At
1.	NTN certificate	<input type="checkbox"/>	
2.	Sales Tax certificate	<input type="checkbox"/>	
3.	GST Deposit record for the last 6 months	<input type="checkbox"/>	
4.	Literature of each quoted equipment	<input type="checkbox"/>	
5.	Firm's Registration Certificates Since foundation till date	<input type="checkbox"/>	
6.	Bid Security provide copy with tech proposal by hiding its amount.	<input type="checkbox"/>	
7.	Active Tax Payer Status of Firm on Date of Bid Submission	Active/Not-Active	
8.	Document showing similar equipment/work supplied/completed in last 3 years	<input type="checkbox"/>	
9.	Details, Black-listed, warned/ not black listed, etc	<input type="checkbox"/>	
10.	Financial Position Record (Bank ltr, Bank statement, Audit Report etc)	<input type="checkbox"/>	
11.	Bid is valid for at least 60 days	<input type="checkbox"/>	X
12.	Quoted as per format	<input type="checkbox"/>	
13.	Prices is quoted in FOR NUST H-12 Campus (SEECs)	<input type="checkbox"/>	
14.	Make year, Origin and Manufacturer is as indicated in the quotation	<input type="checkbox"/>	

Name of Owner of the firm: _____

(Company Seal)

Signature: _____
 Name: _____
 Designation: _____
 Date: _____

RFP
Declaration for Acceptance of RFP Terms and Conditions
(Bidder's Letter Head)

To

The President Procurement Committee
School of Electrical Engineering and Computer Science (NUST – SEECS)
NUST Campus, Sector H-12, Islamabad

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP/ Pre-Qualification document for selection of vendor for Request for Proposal for procurement photocopier services on annual rates basis vide tender notice no. Sevices-04-2026-SEECS. I declare that all the provisions of this RFP/ Pre-Qualification documents are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

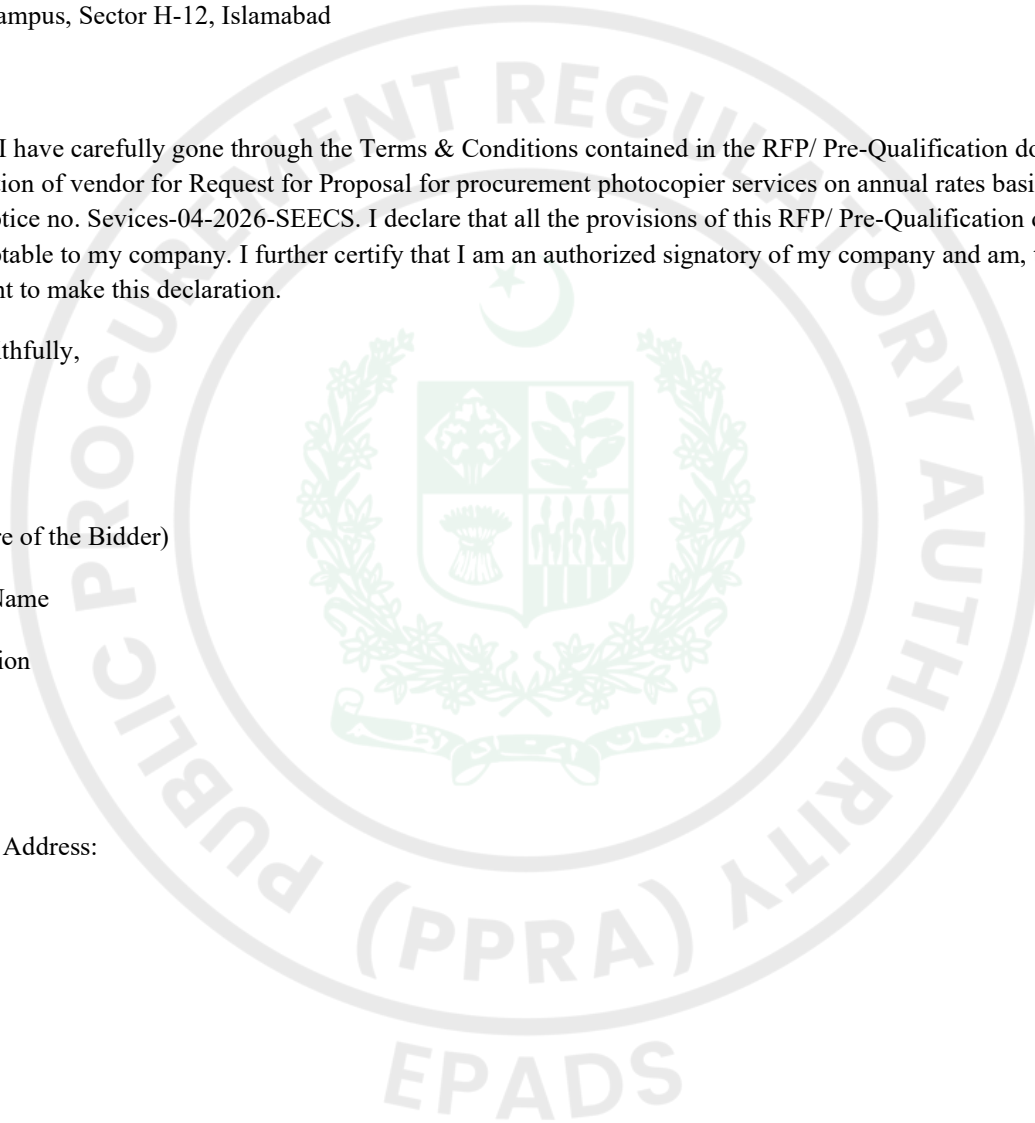
Printed Name

Designation

Seal

Date:

Business Address:



RFP
Declaration for Non Black Listing
(Bidder's Letter Head)

To

The President Procurement Committee
School of Electrical Engineering and Computer Science (NUST – SEECS)
NUST Campus, Sector H-12, Islamabad

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP/ Pre-Qualification document for selection of vendor for Request for Proposal for procurement photocopier services on annual rates basis vide tender notice no. Sevices-04-2026-SEECS. I hereby declare that my company has not been debarred/black listed by any Government / Semi Government / Private organizations in Pakistan / abroad. I further certify that I am competent officer and duly authorized by my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Format of Technical Proposal on letterhead (Lot Wise)

Annex-5

**To: PLPC, NUST – SEECS
NUST Campus, Sector H-12, Islamabad**

Technical Bid (Photocopier Services)

Sr#	<u>Description of Items/ with Make, Model and detailed specs</u>	<u>Qty</u>	<u>Manufacturer Name</u>	<u>Country of Origin</u>
1.	Photocopier Machines (Specs as per Tech Bid)	1		
2.			
3.			
4.			
5. continued			

Terms and Conditions:

Validity: _____
 Delivery Scheduled: _____
 Warranty: _____
 Payment Terms: _____

Name of Authorized Official: _____

Designation: _____

Signature: _____

Company's Seal

Format of Financial Bid on letterhead lot wise (FOR price in PKR)

Annex-6

Ref Tender No: _____
 Ref No. _____ dated _____
 Sales Tax No. _____

To: PLPC, NUST – SEECS
 NUST Campus, Sector H-12, Islamabad

Financial Bid – Photocopier Services

Sr#	Description of Items	Qty	Unit Cost	Total Cost	GST Rate	GST Amount	Total with GST
1.	Number of Photocopies per year	1,000,000					
2.					
3.					
4.					
5. continued					
Total FOR Cost for Lot (Rs)						

Terms and Conditions:

Validity: _____

Delivery Scheduled: _____

Warranty: _____

Payment Terms: _____

Name of Authorized Official: _____

Designation: _____

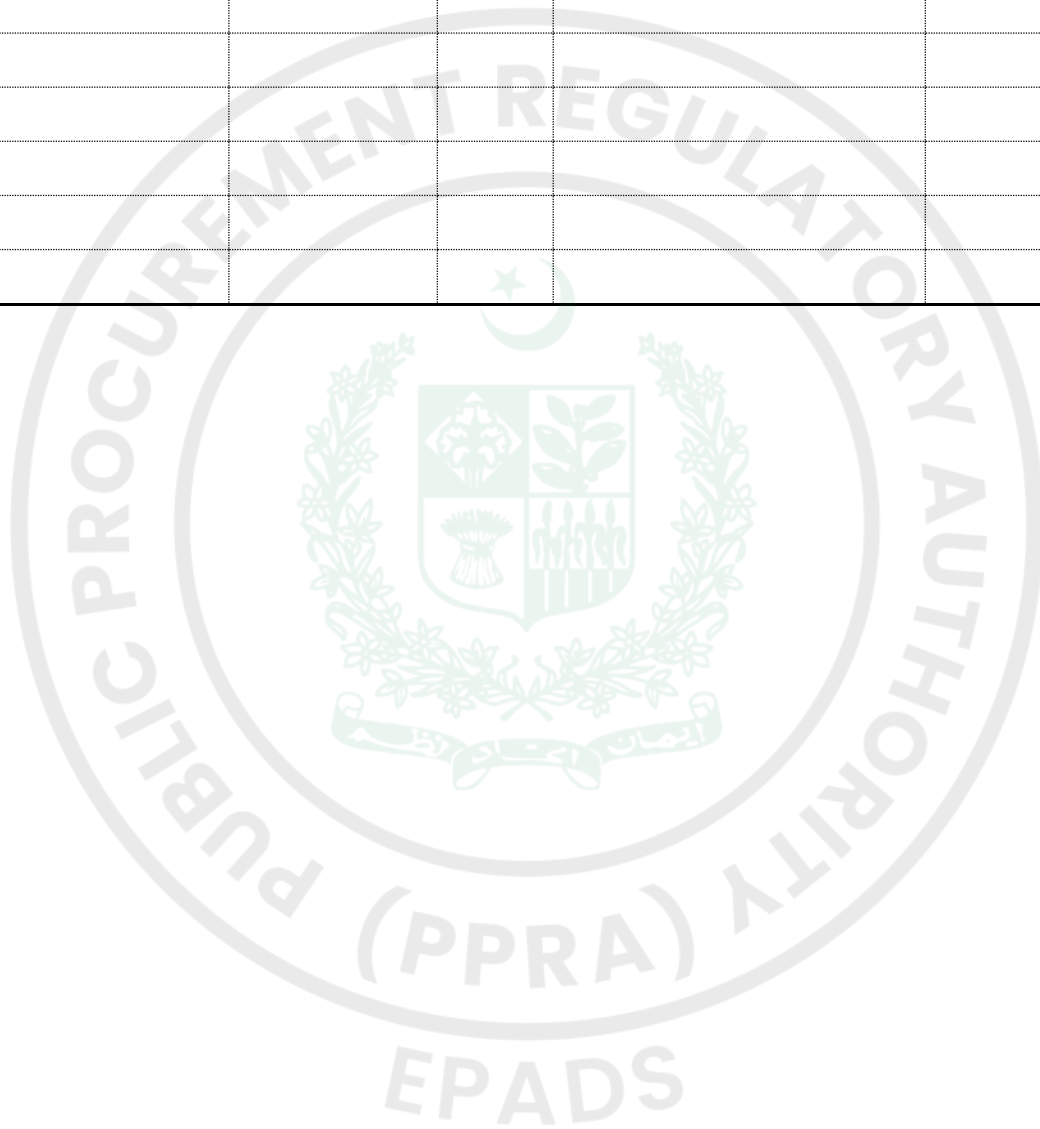
Signature: _____

Company's Seal

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Current Contract Commitments / Contracts in Progress Form

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated Delivery Date
5. Average monthly invoices over the last six months (PKR/mon.)

Financial Situation and Performance

[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: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (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.
- Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[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: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* 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 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.