

# Pre-Qualification Document

Purchase of Stationary Items  
(Goods)

National

Single Stage-One Envelope



*June 30, 2026*

*Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD) (Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD)), Deputy Director  
Park Road, Islamabad Capital Territory  
Phone: +92-332-600-5818, Email: ahkncrd@gmail.com*

# Table of Contents

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<b>Instructions to Applicants</b> .....	3
<b>Pre-qualification Data Sheet</b> .....	17
Prequalification Data Sheet (PDS) .....	18
Eligibility & Qualification Criteria .....	21
Evaluation Criteria .....	21
<b>Annexure</b> .....	24
bidding documents for the PRE-QUALIFICATION OF THE FIRM(S) FOR PROVISIONS OF STATIONARY	25
<b>Procurement Forms</b> .....	26
Financial Resources .....	1
Past Experience and Completed Contracts .....	1
Historical Contract Non-Performance, and Pending Litigation and Litigation History .....	1
Current Contracts and Their Progress .....	1
Financial Capacity and Net Worth Evaluation Form .....	1
Average Annual Turnover .....	1
<b>Additional Forms and Documents</b> .....	29

# INVITATION FOR PRE-QUALIFICATION

## PROCUREMENT OF GOODS

1. The **Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD) (Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD))** has reserved Funds for the procurement planned for FY **2026-27**. The **Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD) (Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Purchase of Stationary Items**".
2. The **Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD) (Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD))** intends to pre-qualify suppliers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended pre-qualification is the on-demand supply of "**Purchase of Stationary Items**" 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 the 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 b/w the Procuring Agency and the successful bidder(s) Suppliers in [insert month and year] for the period of [insert year(s) and month(s)]
5. Pre-qualification process is open for 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 Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD) (Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD)) through **EPADS v2.0** during office hours. A

complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Thursday, July 16, 2026 01:30 PM**. E-bids will be opened using **EPADS v2.0** on the same day at **Thursday, July 16, 2026 02:00 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <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 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD)  
(Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD)),  
Deputy Director  
Park Road, Islamabad Capital Territory  
+92-332-600-5818  
ahkncrd@gmail.com



## 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**

## **6. Sections of Prequalification Documents**

6.1. 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**

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII - Schedule of Requirements

6.9. 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.

6.10. 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.

**7. Clarification of Pre-qualification Documents and Pre-Application Meeting**

7.1. 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.

7.2. 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 / **EPADS v2.0** 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.

7.3. 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 **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

## 8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. 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 **EPADS v2.0**.

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 **EPADS v2.0**.

8.3. 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

### 9. Cost of Applications

9.1. 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.

### 10. Language of Application

10.1. 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.

### 11. Documents Comprising the Application

11.1. The Application shall comprise the following:

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

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

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

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

## 11.2. **Application Submission Letter**

11.2.1. 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.

## 11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. 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).

## 11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. 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)**.

11.4.2. 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:

11.4.2.1. 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).

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

11.4.3. 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.

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

11.4.4.1. 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;

11.4.4.2. 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

### 15. Submission of the Applications through EPADS v2.0

15.1. 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.

15.2. 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.

## 16. **Deadline for Submission of Applications**

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

16.2. 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.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

## 17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

# E. Procedures for Evaluation of Applications

## 18. **Confidentiality**

18.1. 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 **EPADS v2.0**.

18.2. 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 **EPADS v2.0**

## 19. **Clarification of Applications**

19.1. 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 **EPADS v2.0**

19.2. 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.

## **20. Responsiveness of Applications**

20.1. 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.

## **21. Margin of Preference**

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

## **22. Sub-contractors**

22.1. 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**

## **23. Evaluation of Applications**

23.1. 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.

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

23.3. 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.

#### **24. Procuring Agency's Right to Accept or Reject Applications**

24.1. 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 **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

#### **25. Pre-qualification of Applicants**

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

Agency.

25.2. 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.

25.3. 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.

## **26. Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** 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 **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

## **27. Request for Bids**

27.1. 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 **EPADS v2.0**.

## **28. Changes in Qualifications of Applicants**

28.1. 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:

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

28.1.2. 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

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

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

## **29. Redressal of Grievances**

29.1. 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.

29.2. 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.

## **30. Mechanism of Blacklisting**

30.1. 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".



## 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**

#### **PDS Clause No 1**

##### **ITA No 1.1**

Identification Number of the Invitation for Prequalification: **P53180**

The Procuring Agency is: **Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD) (Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD))**

List of Contracts:

*See section items and Lots*

#### **PDS Clause No 2**

##### **ITA No 2.1**

The name of Procuring Agency is: **Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD) (Akhtar Hameed Khan National Center for Rural Development (AHK-NCRD))**

The name of Project / Procurement is: **Purchase of Stationary Items**

#### **PDS Clause No 3**

##### **ITA No 4.2**

Maximum number of members in a Joint Venture (JV): **Nil**

#### **PDS Clause No 4**

##### **ITA No 4.5**

A list of debarred firms and individuals is available on PPRA website:

**<https://ppra.gov.pk>**

## B. Contents of the Prequalification Document

### **PDS Clause No 5**

#### **ITA No 7.1**

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

### **PDS Clause No 6**

#### **ITA No 7.1 & 8.2**

Information related to Prequalification shall be published on: **EPADS v2.0**

### **PDS Clause No 7**

#### **ITA No 7.2**

Pre-Application Meeting: **Clarification Date: Thursday, July 9, 2026**

## C. Preparation of Applications

### **PDS Clause No 8**

#### **ITA No 10.1**

This Prequalification Document has been issued in the language: **English**

### **PDS Clause No 9**

#### **ITA No 11.1(d)**

Additional documents to be submitted through EPADS v2.0:

**No**

### **PDS Clause No 10**

#### **ITA No 14.2**

Source for determining exchange rates: **Not Applicable**

## D. Submission of Applications

### **PDS Clause No 11**

#### **ITA No 16.1**

Deadline for Application Submission:

Day: **Thursday**

Date: **Thursday, July 16, 2026**

Time: **01:30 PM**

**PDS Clause No 12**

**ITA No 17.1**

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Thursday**

Date: **Thursday, July 16, 2026**

Time: **02:00 PM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

## E. Procedures for Evaluation of Applications

**PDS Clause No 13**

**ITA No 21.1**

Margin of Domestic Preference: **Not Applicable**

*(Applicable only if authorized in Procurement Plan)*

**PDS Clause No 14**

**ITA No 29.1**

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

## Eligibility & Qualification Criteria

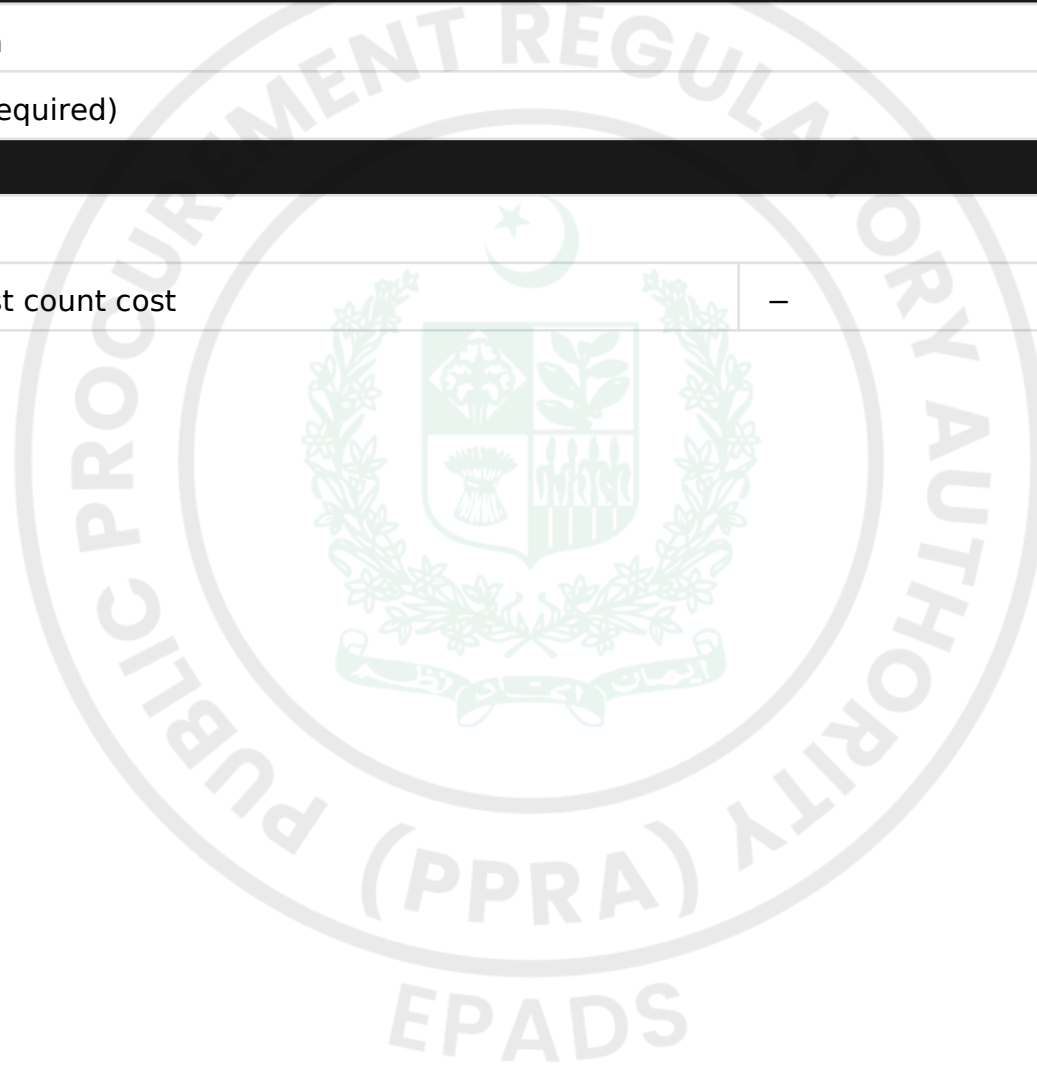
Bidder's Type	Required Registration
Sole Proprietorship	NADRA CITIZENSHIP (CNIC/NICOP)
Partnership Firm	FBR (NTN)
Company (Private Limited)	FBR (GSTN) Registrar of Firms

Eligibility Criteria	Document
Submission of the scanned copy of registration proof of the firm/company via E-PADS	Yes
Submission of the scanned copy of Income & sales Tax Return for the 3 years via E-PADS	Yes
Submission of scanned copy of Performance certificate from at least one Government/Semi-Government/Autonomous Body or reputable private organization based at ICT via E-PADS	Yes
Submission of the scanned copy of proof of at least two (2) years' experience in Such items for any Govt./Semi-Govt./Autonomous Body/Reputed Organization via E-PADS	Yes
Submission of scanned affidavit on Rs.100/- stamp paper via E-PADS, affirming that the bidder is not blacklisted by any organization/department at the time of bid submission	Yes

## Evaluation Criteria

## Quality Based Selection (QBS)

<b>Technical Marks</b>	<b>75</b>
<b>Passing Marks</b>	<b>75</b>
Technical Evaluation Criteria	
yes/No (Quantitative)(Doc Required)	1
<b>Financial Marks</b>	<b>25</b>
Financial Evaluation Criteria	
Advantageous bids with least count cost	1







Annexure

**bidding documents for the PRE-QUALIFICATION OF THE FIRM(S)  
FOR PROVISION OF STATIONARY ITEMS AKHTAR HAMEED  
KHAN NATIONAL CENTRE FOR RURAL DEVELOPMENT,  
ISLAMABAD**

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **bidding documents for the PRE-QUALIFICATION OF THE FIRM(S) FOR PROVISION OF STATIONARY ITEMS AKHTAR HAMEED KHAN NATIONAL CENTRE FOR RURAL DEVELOPMENT, ISLAMABAD** (page number: 30)





## Procurement Forms

## Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 46)

## Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 47)

## Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 48)

## Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 50)

## Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 51)

## Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 53)





## Additional Forms and Documents

**PRE-QUALIFICATION OF FIRM(S)  
FOR THE PROVISION OF  
STATIONARY ITEMS**

**AT  
AKHTAR HAMEED KHAN NATIONAL CENTRE  
FOR RURAL DEVELOPMENT, ISLAMABAD**

**DATE OF ISSUE: \_\_\_\_\_**

**LAST DATE OF SUBMISSION ON EPADS \_\_\_\_\_**

**PPRA REF NO. \_\_\_\_\_ DATE \_\_\_\_\_**

F. No.1(1)2026-2027/Tender/G&C  
 Akhtar Hameed Khan National Centre for Rural Development  
 Park Road, Chak Shahzad Islamabad  
 Phone No.051-9255153

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## INVITATION TO E-BIDS THROUGH E-PADS

### “PRE-QUALIFICATION OF THE FIRM(S) FOR PROVISION OF STATIONARY ITEMS AKHTAR HAMEED KHAN NATIONAL CENTRE FOR RURAL DEVELOPMENT, ISLAMABAD”

In accordance with PPRA Rules 2004 as amended read with PPRA S.R.O. 296(I)/2023, dated 27th February, 2023, titled “E-Pak-Procurement Regulation 2023,” Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) intends to ***PRE-QUALIFY FIRM(S) through the E-Pak Acquisition and Disposal System (E-PADS) under PPRA Rules 16& 17 on quality of items already rendered followed by Single Stage One Envelope (SSOE) bidding procedure*** for provision of stationary ITEMS (***required time to time during the fiscal year 2026-27***) prescribed in the Pre-qualification documents at AHKNCRD Chak Shahzad, Islamabad from firms/vendors/contractors for Stationary items those are registered with the PPRA and FBR, fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements are available for registered bidders on E-PADS at <https://eprocure.gov.pk> and on AHKNCRD's official website [www.ncrd.gov.pk](http://www.ncrd.gov.pk), free of cost. ***However, the advertisement can be downloaded from PPRA website as well as advertised in National press.***

3. E-bids, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted via E-PADS on \_\_\_\_\_) by \_\_\_\_\_, bids shall be opened on the same day at \_\_\_\_\_. Manual financial bids shall not be accepted.

4. Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through E-PADS when submitting the e-bid electronically through file for pre-qualification procedure and one original hard copy of documents except financial bid with following original documents must also be submitted to the office of the Director (Admin), AHKNCRD, Park Road, Chak Shahzad, Islamabad before the e-bid closing time: ***Only pre-qualified firms shall be called for financial evaluation.***

i. **Bid Security Instrument:** Rs.20,000/- (Rupees Twenty Thousand Only) in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Akhtar Hameed Khan National Centre for Rural Development **FTN No. 9010200-2** (Please disregard the amount reflected on E-PADS when uploading the record of bid (scanned copy of bid security instrument).

ii. **Affidavit:** A stamp paper of Rs.100/- stating that the firm has not been blacklisted at the time of submitting the e-bid.

5. AHKNCRD reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time.

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**Subject: BIDDING DOCUMENT / INSTRUCTIONS TO THE BIDDERS FOR  
 PROVISION OF STATIONARY ITEMS AT AKHTAR  
 HAMEED KHAN NATIONAL CENTRE FOR RURAL DEVELOPMENT**

## 1. INTRODUCTION:

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) desires to *pre-qualify* eligible experienced firm(s) for the provision of stationary Items *required time to time for the smooth functioning of its training/capacity building program and due discharge of other mandatory items.*

The bidding process shall be conducted through open competitive e-bidding in accordance with Rule 16 & 17 (Pre-qualification of firms) on quality and cost followed by Rule 36(a) of the Public Procurement Rules 2004 – Single Stage, One Envelope Procedure – and in compliance with S.R.O. 296(I)/2023 dated 27th February, 2023 titled “E-Pak-Procurement Regulation 2023”. Interested bidders are encouraged to carefully review the bidding documents and submit their e-bids as per the guidelines and timelines mentioned therein.

## 2. SOURCE OF FUNDING:

Regular Budget of AHKNCRD for the Financial Year 2026-2027.

## 3. BID VALIDITY:

All submitted bids shall remain valid up to 30th June, 2027 or till new bidding process, whichever is later.

## 4. SCOPE OF WORK:

The contractor shall provide StationaryItems at Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), Park Road, Chak Shahzad, Islamabad.

## 5. ELIGIBILITY OF BIDDERS:

Bidders must meet the following eligibility criteria to participate in the procurement process for Security items:

### 5.1 PPRA Registration:

The bidder shall be registered with the **PPRA e-Pak Acquisition and Disposal System (E-PADS).**

### 5.2 Tax Registration:

The bidder must be registered with the **Federal Board of Revenue (FBR)** for **Income Tax / Sales Tax purposes, as may be applicable.**

### 5.3 Blacklisting Declaration:

The bidder must **not be blacklisted** by any Government, Semi-Government, Autonomous body, or organization at the time of bid submission via E-PADS. An **affidavit to this effect** must be submitted on a **stamp paper of Rs. 100/-**.

### 5.4 Business Information:

The bidder shall provide the following details and documentation to demonstrate their legitimacy and capability:

- 5.4.1 Name and full address of the firm/company/firm
- 5.4.2 Valid registration certificate for provision of Security items
- 5.4.3 Active landline phone number of the business office
- 5.4.4 Bank account details
- 5.4.5 Valid NTN (National Tax Number)
- 5.4.6 **GST** (General Sales Tax) certificates
- 5.4.7 Certificate confirming status as an **Active Taxpayer** on FBR ATL
- 5.4.8 verified Proof of **at least two (2) years of experience** of providing such items.
- 5.4.9 **Performance certificate** from at least one **Government/Semi-Government/Autonomous Body or reputable private organization** based at ICT confirming satisfactory delivery of Security items by the firm /firm.

## 6. NON-RESPONSIVENESS OF THE BID:

6.1 A bid shall be considered non-responsive and shall be liable to rejection if the bidder fails to comply with the following submission requirements:

- 6.1.1 Uploading of scanned copies of all required documents via E-PADS (e-Pak Acquisition and Disposal System).
- 6.1.2 Provision of attested hard copies of all required documents, including original Bid Security (CDR) and an affidavit on stamp paper confirming **the non-blacklisting of the particular firm** worth Rs. 100/- submitted to the Director (Admin), AHKNCRD, before the bid submission deadline.
- 6.1.3 If the rate (s) are incomplete, unclear, conditional, altered or ambiguous multiple options etc.
- 6.1.4 If the bid is found to be in contravention of any clause in the bidding documents.

**6.1.5** *If upon verification, it is found that any technical or financial document is factually false, tempered or otherwise mis-quoted, the bid shall be rejected according to PPRA Rule 18 and action will be taken against the firm as per PPRA rule.*

## 7. EVALUATION CRITERIA:

The following criteria shall be applied for evaluating the **eligibility** and **responsiveness** of the firm/company/firm. Failure to fulfill **any** of the following mandatory requirements shall result in the bid being declared **non-responsive** and disqualified from further evaluation.

S. No.	Description	Remarks
<b>i.</b>	Submission of the original Bid Security/CDR amounting to Rs. 20000/-, in the form of Demand Draft / Pay Order / CDR / Banker's Cheque, in favor of AHKNCRD, in the office of Director (Admin) before bid closing time.	If <b>Yes</b> , Eligible; If <b>No</b> , Ineligible
<b>ii.</b>	Submission of the scanned copy of Bid Security/CDR (Rs. 20000/-) via E-PADS.	If <b>Yes</b> , Eligible; If <b>No</b> , Ineligible
<b>iii.</b>	Submission of scanned affidavit on Rs.100/- stamp paper via E- PADS, affirming that the bidder is not blacklisted by any organization/department at the time of bid submission	If <b>Yes</b> , Eligible; If <b>No</b> , Ineligible
<b>iv.</b>	Submission of scanned affidavit on Rs.100/- stamp paper via E-PADS, affirming that the bidder is not blacklisted by any organization/department at the time of bid submission	If <b>Yes</b> , Eligible; If <b>No</b> , Ineligible
<b>v.</b>	Submission of the scanned copy of proof of at least two (2) years' experience in Security items for any Govt./Semi-Govt./Autonomous Body/Reputed Organization via E-PADS	If <b>Yes</b> , Eligible; If <b>No</b> , Ineligible
<b>vi</b>	Submission of scanned copy of Performance certificate from at least one Government/Semi-Government/Autonomous Body or reputable private organization based at ICT via E-PADS	If <b>Yes</b> , Eligible; If <b>No</b> , Ineligible
<b>vii</b>	Submission of the scanned copy of Income Tax Return for the year 2025–2026 via E-PADS	If <b>Yes</b> , Eligible; If <b>No</b> , Ineligible
<b>viii</b>	Submission of the scanned copy of registration proof of the firm/company for Security/cleaning items via E-PADS	If <b>Yes</b> , Eligible; If <b>No</b> , Ineligible

## 8. LIAISON OFFICER:

The Director (Admin), AHKNCRD, shall serve as the Liaison Officer between the Akhtar Hameed Khan National Centre for Rural Development and the firm. The Liaison Officer shall be responsible for:

- i. Coordinating communication and operational matters between AHKNCRD and the firm
- ii. Ensuring the firm adheres to the terms of the agreement
- iii. Supervising the performance and service quality of the Security staff

- iv. Addressing any complaints, feedback, or service-related issues during the contract period
- v.

## 9. FORM OF BID(S):

### 9.1 Submission of E-Bid:

- i. The submission and opening of e-bids shall be carried out via E-PADS (e-Pak Acquisition and Disposal System) in accordance with the E-Pak Procurement Regulations, 2023.
- ii. All bidders must upload their e-bids as per the prescribed method outlined at the official portal: <https://eprocure.gov.pk>.
- III. *All financial instruments/bids submitted shall include all applicable taxes*

### 9.2 Language of Documents

All documents and correspondence related to the bid shall be in English.

### 9.3 Covering Letter and Signatures

- i. A scanned copy of a covering letter, printed on the official letterhead of the firm, must be uploaded with the e-bid.
- ii. All pages of the bid must be signed and sealed by the person authorized to sign on behalf of the bidding firm/company.

## 10. COST OF BID:

The firm/vendor shall bear all costs associated with the preparation, submission, and processing of its e-bid. Under no circumstances shall the AHKNCRD be held responsible or liable for any expenses, losses, or costs incurred by the bidder in connection with the bidding process, regardless of the outcome.

## 11. CLARIFICATION OF BIDS:

No bid shall be modified, altered, or withdrawn after the opening of the e-bids. Any clarification(s), if required, shall be sought and provided in accordance with Rule 31 of the Public Procurement Rules, 2004 within the due date for clarification mentioned

## 12. DEADLINE FOR SUBMISSION OF BIDS:

- 12.1 **Submission of E-Bids:** All e-bids must be uploaded via the E-PADS portal strictly within the timeline specified in the advertisement / bidding documents.
- 12.2 **No Alternate Submission Methods:** Bids submitted by hand, through postal mail, fax, telegram, or email shall not be accepted under any circumstances.
- 12.3 **No Extension of Deadline:** No requests for an extension of the bid submission deadline shall be entertained once the specified deadline has passed. Bidders are

advised to submit their bids well before the closing time to avoid any last-minute issues.

### 13. BID PRICE:

#### 13.1 Currency and Taxes

The bid price must be quoted in Pakistani Rupees (PKR) and must be inclusive of all applicable taxes.

#### 13.2 Information on Requirements

The bidder is deemed to have obtained all necessary information related to the scope of work, site conditions, and any other factors that may affect the bid price. No claim for additional costs arising from a lack of information shall be entertained.

#### 13.3 Pricing

Price of service charges must be quoted in accordance with scope of work provided in the bidding document. Partial, conditional, or ambiguous pricing may lead to bid rejection. The bidder shall quote service charges on a per-person, per-month basis. The work of cleaning material consumable must also be included in the bid price. Bids must be submitted on form prescribed at Section 30 of the bidding documents.

#### 13.4 Market Conditions and Inflation

The bidder must take into account current market conditions and inflation while preparing the bid. No request for price escalation or adjustment shall be accepted at any stage during the contract period, due to fluctuations in the cost of goods or items.

### 14. BID SECURITY:

#### 14.1 Submission of Bid Security

- i. A bid security of Rs. 20000/- (Twenty Thousand Rupees) must be submitted in the form of a Call Deposit Receipt (CDR), Demand Draft, Pay Order, or Banker's Cheque, drawn in favor of the Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD).
- ii. A scanned copy of the bid security must be uploaded via E-PADS.
- iii. The original bid security shall be submitted to AHKNCRD before the bid submission deadline.

**14.2 Non-Accepted Forms:** Personal cheques or cash shall not be accepted under any circumstances.

**14.3 Mandatory Requirement:** Any e-bid not accompanied by the required bid security shall be rejected and treated as non-responsive.

**14.4 Return of Bid Security:** The bid security of unsuccessful bidders shall be returned upon completion of the bid opening process.

#### 14.5 Release of Bid Security:

The bid security of the **successful bidder** shall be **released** only after:

- i. completion of contract period

#### 14.6 Forfeiture of Bid Security

The bid security shall be **forfeited** if the **successful bidder** fails to sign the contract agreement or provide the performance guarantee **within the time period** specified by AHKNCRD **OR even refused to render items as mentioned in the bid OR contractual violation OR MISCONDUCT OR conflict of interest at any stage of rendering of items.**

#### 15. OPENING AND EVALUATION OF BIDS:

**15.1 Opening of Bids:** All e-bids shall be opened electronically through E-PADS by the Procurement Evaluation Committee of AHKNCRD, in line with the provisions of the E-Pak Procurement Regulation, 2023. The bids shall be opened on \_\_\_\_\_

**15.2 Evaluation of Bids:** The evaluation of e-bids shall be conducted in accordance with the criteria defined in the bidding documents. An Evaluation Report shall be prepared and published on E-PADS as per Rule 35 of the Public Procurement Rules, 2004, prior to approval by the Competent Authority.

#### 16. AMENDMENT IN THE BIDDING DOCUMENTS:

**16.1 Modification or Amendment:** The Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) may, at any time prior to the deadline for submission of bids, amend or modify the bidding documents by issuing an addendum. Such modifications shall be made in accordance with Rule 23(3) of the Public Procurement Rules, 2004.

**16.2 Extension of Submission Deadline:** AHKNCRD reserves the right to extend the bid submission deadline at its discretion. Any extension shall be made in line with Rule 27 of the Public Procurement Rules, 2004, and shall be communicated through an official notification on E-PADS and **PPRA as corrigendum and also communicated in National press.**

#### 17. CLARIFICATION OF BIDDING DOCUMENTS:

Interested bidder(s) seeking any clarification regarding the bidding documents may submit their queries through the E-PADS portal, in accordance with the E-Pak Procurement Regulations, 2023. All clarification requests must be submitted within the timelines specified on E-PADS. No queries shall be entertained after the lapse of the specified deadline.

#### 18. ANNOUNCEMENT OF FINAL EVALUATION REPORT:

In accordance with Rule 35 of the Public Procurement Rules, 2004, the procuring agency (AHKNCRD) shall announce the verified **and signed** results of the bid evaluation on E-

PADS in the form of a Final Evaluation Report and ***same shall be available on the PPRA website***. This report shall include justifications for the acceptance or rejection of bids and shall be published at least fifteen (15) days prior to the award of the contract.

***In case of pre-qualification of Firm (s), the later may be intimated in writing.***

**19. RIGHT RESERVED:**

As per Rule 33(1) of the Public Procurement Rules, 2004, the Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) reserves the right to reject all bids or proposals at any time prior to the award of the contract, without incurring any liability to the affected bidder(s). Upon request, the procuring agency shall communicate to any bidder the grounds for rejection of their bid; however, it shall not be obligated to justify those grounds.

**20. WORK ORDER:**

***The financial bids submitted by the firms shall be reviewed by the procurement committee and market assessment committee. If the financial quotation is within or acceptable escalatory limits of the estimated cost, the bid shall be accepted for tender award after the approval from relevant forum.***

Upon issuance of the Letter of Intent (LOI) and signing of the contract agreement, the successful bidder shall be required to commence the items immediately, as per the terms and conditions of the contract. The Bid Security instrument submitted by the successful bidder shall be released only after the submission of a Performance Guarantee superior equivalent, premium quality to 5% of the annual bid value, issued by a Scheduled Bank or a company with at least an AA rating, as per the approved format.

**21. PERFORMANCE SECURITY/GUARANTEE:**

Following the signing of the contract agreement, the successful bidder shall, within 30 days, provide a Performance Security/Guarantee to the employer (AHKNCRD). The performance guarantee/security shall be equivalent to 5% of the estimated contract value. The performance security can be submitted in any of the following forms:

- Bank security issued by a Scheduled Bank.

OR

- Insurance guarantee issued by an AA-rated insurance company.

**22. TERMS OF PAYMENT:**

- i. No Advance Payments: No advance payments shall be made to the firm under any circumstances.
- ii. Payment After Deductions: Payments shall be made after the deduction of all applicable taxes as per the prevailing tax laws.

***III. The firm shall submit the financial cost bill after rendering the required items at and when desired by the department with all relevant taxes including items tax. After reviewing the performance of items, the payment shall be released.***

### **23. ENTRY INTO FORCE OF PERFORMANCE OF SERVICE CONTRACT:**

As per Rule 44(a) of the Public Procurement Rules, 2004, the Performance of Service Contract shall enter into force upon the signing of the contract agreement by both parties after the firm being pre-qualified.

### **24. BLACKLISTING OF SUPPLIERS AND FIRMS:**

24.1 Grounds for Blacklisting: The Procuring Agency reserves the right to blacklist any bidder, supplier, or firm at any stage of the contract for reasons including, but not limited to:

24.2 Consistent failure to provide satisfactory performance, or

24.3 Engagement in corrupt or fraudulent practices, as per Rule 19 of the Public Procurement Rules, 2004 (amended).

24.4 Opportunity for Hearing: Before any blacklisting decision is made, the Procuring Agency shall provide the affected bidder, supplier, or firm an opportunity for a hearing, during which the reasons for blacklisting shall be recorded and communicated.

### **25. REDRESSAL OF GRIEVANCES:**

As per Rule 48 of the Public Procurement Rules, 2004, any grievances or complaints raised by bidders during the procurement process shall be addressed in accordance with the procedures outlined in the rule. The Procuring Agency shall ensure that all complaints are reviewed and resolved in a fair and transparent manner.

### **26. SIGNING OF CONTRACT AGREEMENT:**

26.1 Signing of Agreement: Promptly after the publication of the Final Evaluation Report on EPADS and the acceptance of the Letter of Intent (LOI) by the pre-qualified firm, the Procuring Agency shall sign and date the contract agreement. The agreement shall make the

26.2 Failure to Sign Contract: If the successful bidder, after completion of all required formalities, fails to sign the contract or refuses to accept it, the Bid Security instrument shall be forfeited. Additionally, the bidder shall be blacklisted for a minimum of six months. In such cases, the Procuring Agency may award the contract to the next lowest evaluated bidder.

26.3 Stamp Paper Requirement: The Contract Agreement shall be executed on stamp paper with a minimum value of Rs. 100/-. The successful bidder shall be responsible for arranging the required stamp paper.

26.4 Signing of Agreement: The Contract Agreement shall be signed by the Director (Admin) on behalf of the Procuring Agency (AHKNCRD).

### **27. AWARD OF CONTRACT:**

The Procuring Agency (AHKNCRD) shall award the contract to the firm/bidder whose bid shall be determined to be substantially responsive and most advantageous, provided that the bidder is:

27.1 The bidder is eligible in accordance with the provisions of the PPRA Rules.

27.2 The bidder is qualified to perform the contract and is capable of executing the contract satisfactorily.

27.3 ***The financial bids submitted by the firms shall be reviewed by the procurement committee and market assessment committee. If the financial quotation is within or acceptable escalatory***

***limits of the estimated cost, the bid shall be accepted for contract award after the approval from relevant forum.***

**28. COMPLIANCE WITH PUBLIC PROCUREMENT RULES:**

These bidding documents are subject to all provisions of the Public Procurement Rules, 2004 and S.R.O. 296(I)/2023, dated 27.02.2023, titled "E-Pak Procurement Regulations, 2023", as applicable.

**29. GENERAL TERMS & CONDITIONS:**

29.1 Bidding documents can be downloaded free of cost from the AHKNCRD's website ([www.ncrd.gov.pk](http://www.ncrd.gov.pk)), the PPA's website ([www.ppra.org.pk](http://www.ppra.org.pk)), and E-PADS (<https://eprocure.gov.pk>).

29.2 Bids shall be invited using a single-stage, one-envelope method (combining eligibility criteria and financial bids) in accordance with Procurement Rule No. 36(a) PPR Rules 2004 (amended), via E-PADS by file uploading method.

29.3 "AHKNCRD" refers to the "Akhtar Hameed Khan National Centre for Rural Development," represented by the Director (Admin).

29.4 Providing incorrect information may lead to bid rejection at any stage and potential legal action against the firm/company/firm/bidder.

29.5 Employees of AHKNCRD and their family members shall not be permitted to participate in the bidding process.

29.6 Subletting of the work shall not be allowed except ***for the joint ventures however, JVs must indicate at the time of bid submission.***

29.7 The firm's representative must attend meetings with the Director (Admin) as scheduled.

29.8 The firm shall bear all applicable taxes during the contract.

29.9 No price adjustments shall be allowed for market fluctuations.

29.10 The firm must comply with all written and verbal instructions from the Director (Admin), falling within preview of the contract.

29.11 Financial bills for every supply shall include all applicable taxes and be submitted after the satisfactory supply of the desired/required items.

29.12 The contract agreement shall be executed on stamp paper worth at least Rs. 100/-.

29.13 If the awarded bidder refuses to execute the contract, the bid security shall be forfeited, and the contract may be offered to the next lowest bidder.

29.14 AHKNCRD reserves the right to terminate the contract after issuing a 15-day show-cause notice in case firm fails to meet performance standards.

29.15 Either party may terminate the contract with one month's notice.

29.16 The successful bidder's bid security shall be returned after signing the contract and providing the performance security.

29.17 AHKNCRD reserves the right to increase/decrease number of sanitary workers at any station as per requirements.

29.18 The firm must comply with all applicable labor and other relevant laws.

29.19 Any taxes or surcharges levied by the government during the agreement shall be borne by the firm.

29.20 AHKNCRD shall make monthly payments through AGPR, subject to the submission of detailed bill by the firm to the office of Director (Admin).

29.21 AHKNCRD reserves the right to reject any or all bids, in accordance with Rule 33(1) PPR-2004.

**29.22 The AKHNCRD shall require complete set of supplies/items from firm or in split form (itemized purchase) from different pre-qualified firms having most advantageous bid (quality of work).**

**29.23 However, joint ventures (JV) is allowed**

**29.24 There should be no conflict of interest for the bidders participating in the bidding process.**

*(Affiliation: A bidder is closely related to, or has a financial relationship with, a member of the procuring agency's evaluation committee or management.*

*Dual Roles: A bidder was involved in preparing the design, specifications, or terms of reference (TOR) for the bidding documents they are now competing for.*

*Multiple Bids: A bidder submits more than one bid, either directly or through a subsidiary/joint venture, which can compromise competitive pricing)*

### **30: Termination of contract:**

***The contract shall be enforced for a year i.e. from the signing of contract agreement till the contract for the next tender OR can be terminated due to force majeure condition by assigning the reason thereof. However, if firm desired to terminate the contract, it shall furnish one-month notice before termination, otherwise, penalty not limited to forfeit of performance guarantee and bid security.***

### **31. BID SUBMISSION FORM (shall be uploaded on E-PADS):**

The Firm/Company/Contractor shall submit the bid price on the provided format by writing the bid price in figures and words. The form shall be signed, stamped, and uploaded on E-PADS. Do not submit this form physically to the Director (Admin), AHKNCRD, along with other documents required to determine eligibility before the closing deadline for submission of bids through E-PADS. After marking of attendance of Procurement (Evaluation) Committee of AHKNCRD on E-PADS, bidders shall provide a signed copy of this form uploaded on the E-PADS to the Procurement (Evaluation) Committee of AHKNCRD, in case of non-compliance bidder/firm shall be disqualified from the bidding process.

1. Title Name of Service

Provision of StationaryItems at Akhtar Hameed Khan National Centre for Rural Development, Park Road, Chak Shahzad, Islamabad.

2. Name of firm / company / contractor / bidder

3. Per person and per month service charges and all applicable taxes per month (Ref: Clause 13.3 of Section 13 of bidding document. Rs. Per Month (Rupees)

Signature of firm / company / contractor/ bidder

Stamp of firm / company / contractor/ bidder

Name

CNIC No.

Cell No.



**STATIONERY ITEMS**

<b>S.#</b>	<b>Name of Items</b>	<b>Unit Price</b>	<b>GST</b>	<b>Total Amount</b>
1.	6 lines self-inking blue Printy stamp Trodat 4912 or equivalent			
2.	A4 Size Notebook (Spiral Binding) – 300 Pages			
3.	A4 Size Spiral Binding			
4.	Attendance Register (Printed) for Office – 80 Pages			
5.	Ball Point (Piano Pointer)s			
6.	Ball Point Piano Clipper			
7.	Ball Point Uni-ball Signo UM-120			
8.	Banner for Training Course Per Sqft – Panaflex with Colour Printing & Fixation			
9.	Binder Clipper (Superior Quality) large size			
10.	Binding Ring (Superior Quality) 1.5 inch diameter			
11.	Binding Sheet (A4 Size) 100 pages			
12.	Binding Tape 1” (Superior Quality)			
13.	Binding Tape 2” (Superior Quality)			
14.	Binding Tape 3” (Superior Quality)			
15.	Box Sheet (3/6) Superior Quality			
16.	Calculator – 14 Digit Casio			
17.	Card Jacket and Ribbon as per sample			
18.	Card Paper (A4 Size, Different Colours)			
19.	Cash Book (Printed) – 400 Pages			
20.	Certificate Card A4 Size for Colour Copying (Fancy Imported Card)			
21.	Certificate Folder (As Per Sample) – 350 Gram with Colour Printing			
22.	Colour Paper A4 (Different Colours) – 100 Sheets, 80gm			
23.	Conference Bags (As Per Sample made of Synthetic Leather)			
24.	Dak Book (Printed, Standard Size)			
25.	Desk Calendar (Superior Quality)			
26.	Desk Diary (Superior Quality with Printing)			
27.	Diary Pad & Diary Cover (Printed with Department Name)			
28.	Document File A2 Size – 350 Gram with Colour Printing			
29.	Document File A3 Size – 350 Gram with Colour Printing			
30.	Document File A4 Size – 350 Gram with Colour Printing			
31.	Draft Pad A4 Size (Superior Quality)			
32.	Envelopes Khaki (File Size)			
33.	Envelopes Khaki SE-5 (Superior Quality)			
34.	Envelopes Khaki SE-7 (Superior Quality)			
35.	Envelopes Khaki SE-8 (Superior Quality)			
36.	Eraser – Pelikan/Dux			
37.	Eraser Markers (Superior Quality)			
38.	File Board A4 Size (Superior Quality)			

39	File Board Large Size (Superior Quality)			
40	File Board Medium Size (Superior Quality)			
41	File Flapper Rexene Black A3 size			
42	File Register (As Per Specimen) for File Indexing			
43	Flip Chart (Different Colours) Standard Size 27" × 34"			
44	Fluid Set / Whitener – Pelikan			
45	Folders (As Per Sample, Superior Quality)			
46	Gum Stick Large Size – Dollar			
47	Gum/Glue Bottle 145 ml – Nafees			
48	Gum/Glue Bottle 500 ml – Nafees			
49	Gum/Glue Bottle 1000ml – Nafees			
50	Highlighter 5mm Neon (Yellow)			
51	Ink – Pelikan 62.5ml			
52	Ink Pad – Pelikan			
53	Ink Pen Dollar SP-10			
54	Lead Pencil Goldfish			
55	NCRD (Souvenir Shield) As Per Sample			
56	Note Pad A4 Size			
57	Note Sheet Pad A4 Size (Imported)			
58	Paper Clip (Superior Quality) standard size			
59	Paper Cutter standard size			
60	Paper Pin (Superior Quality)			
61	Paper Punch – 10 Pages (Superior Quality)			
62	Paper Punch – 20 Pages (Superior Quality)			
63	Paper Punch Heavy Duty (Superior Quality)			
64	Paper Seal for Official Use			
65	Paper Tape 1" (Superior Quality)			
66	Paper Tape 2" (Superior Quality)			
67	Paper Tape 3" (Superior Quality)			
68	Permanent Marker – Dollar			
69	Pin Cushion (Superior Quality) standard size			
70	Pin Remover (Superior Quality) heavy duty			
71	Register 10 Nos. (Superior Quality) 400 pages			
72	Register 15 Nos. (Superior Quality) 400 pages			
73	Register 6 Nos. (Superior Quality) 400 pages			
74	Register 8 Nos. (Superior Quality) 400 pages			
75	Scissor (Superior Quality) 8"			
76	Scotch Tape 1" (Superior Quality)			
77	Scotch Tape 2" (Superior Quality)			
78	Scotch Tape 3" (Superior Quality)			
79	Section Diary Register (Medium Size, Superior Quality)			
80	Sharpener – Dux			
81	Shorthand Copy (Superior Quality)			
82	Stamp Pad (Superior Quality)			
83	Stapler Deli (24/6 Pin Size)			
84	Stapler Deli (Heavy Duty Size)			
85	Stapler Pin 24/6 (Superior Quality)			
86	Stapler Pin Heavy Duty size			
87	Steel Scale 12" (Large, Superior Quality)			

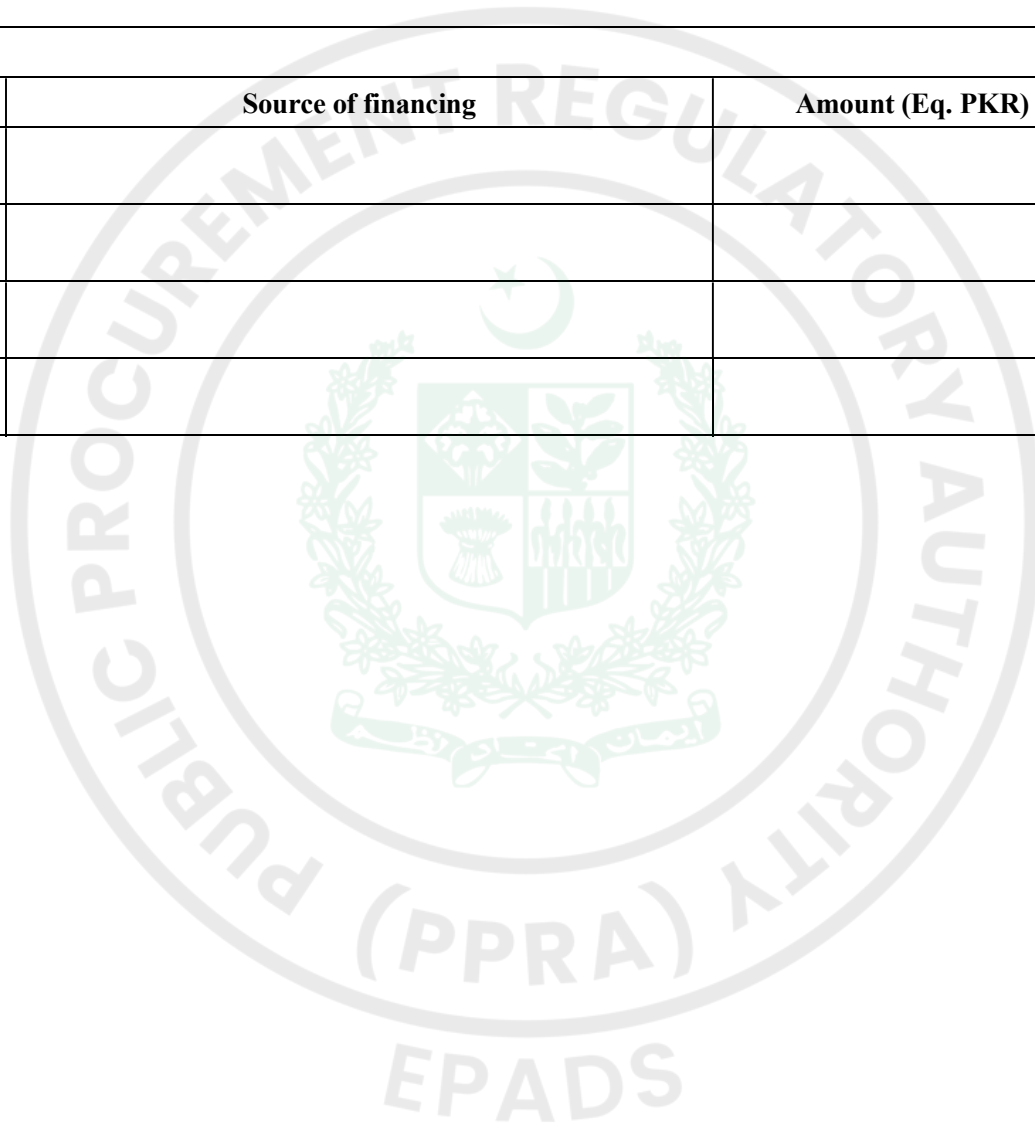
88	Stick Notes pad standard size			
89	Stock Register 400 pages			
90	Summary Paper A4 Size Ream (500 Sheets) – Double A 80gm			
91	Summary Paper Legal Size Ream (500 Sheets) – Double A 80gm			
92	Table Set (Marble)			
93	Table Set (Plastic) – Six Chairs & One Table, Boss			
94	Thumb Pin (Superior quality) 1000 pin box			
95	USB Flash Drive 16GB – Kingston			
96	USB Flash Drive 32GB – Kingston			
97	Vehicle Log Book (Maintenance & Movement Register Printed)			
98	White Board Duster (Superior Quality) standard size			
99	White Board Marker – Dollar			
100	White Board with Stand (Standard Classroom Size)			
101	White Charts Standard Size 27” × 34”			
102	White Envelopes 9”×6” (Superior Quality)			
103	White Envelopes A4 Size (Imported)			



## Financial Resources

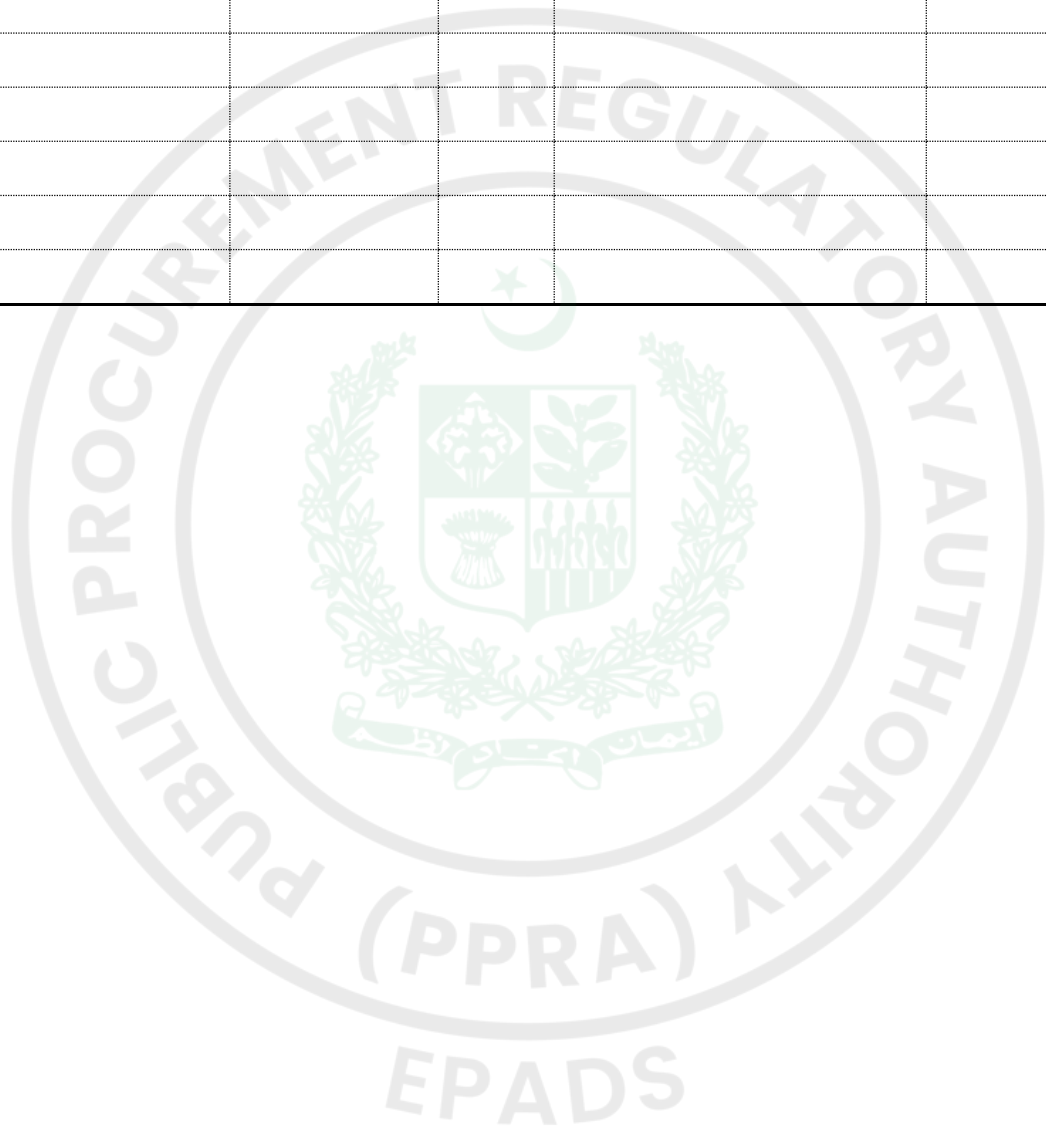
Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	Source of financing	Amount (Eq. PKR)
1		
2		
3		



## Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



## Historical Contract Non-Performance, and Pending Litigation and Litigation History

*[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

<input type="checkbox"/> Not debarred due to deviation from commitment of Bid Securing Declaration- <input type="checkbox"/> Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Procuring Agency: <i>[insert full name]</i>  Address of Procuring Agency: <i>[insert street/city/country]</i>  Matter in dispute: <i>[indicate main issues in dispute]</i>  Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i>  Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i></p>	<i>[insert amount]</i>
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
<b>Year of award</b>	<b>Outcome as percentage of Net Worth</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), PKR Equivalent (exchange rate)</b>
<i>[insert year]</i>	<i>[insert percentage]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Procuring Agency: <i>[insert full name]</i>  Address of Procuring Agency: <i>[insert street/city/country]</i>  Matter in dispute: <i>[indicate main issues in dispute]</i>  Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i>  Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i></p>	<i>[insert amount]</i>

## Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					

## 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 statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements.

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<sup>1</sup> 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

<b>Annual Turnover Data</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate* (If applicable)</b>	<b>PKR equivalent</b>
<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.