NRTC

TENDER NOTICE

No. Proc: TU-5107-2026

Sealed bids are invited from reputable firms/ distributor/ suppliers for procurement of the following.

S.No	Description	Qty.	Unit
1	NRTC Brochure English Main with box	500	No
2	NRTC Brochure Arabic Main with box	500	No
3	NRTC Profile English	1000	No
4	NRTC Profile Arabic	1000	No
5	NRTC Profile Russian	1000	No
6	NRTC Large Hand Bag Large 260 gsm card, UV	500	No
7	NRTC Small Hand Bag Large 260 gsm card, UV	500	No
8	Brochure 21x type small brochures	500	No
9	NRTC Large Hand Bag Non-Woven Fabrics	500	No
10	NRTC Small Hand Bag Non-Woven Fabrics	500	No
Detail as per Annex-A			

Notice: Tender Procedure: Single Stage Two Envelop Basis.

- Delivery FOR **NRTC Haripur**.
- The complete Tendering process shall be carried out through EPADS 2.0 Version .
- Price inclusive and exclusive of taxes need to be mentioned separately. (Supplier must be active tax payer otherwise bid will be treated as cancelled).
- **Rs 50,000/-** as a bid security in shape of Pay Order/Demand Draft in favor of NRTC Haripur. Scanned copy of bid security is required to be uploaded through EPADS 2.0 Version.
- Financial health of the firm must be attached (**Ref Form # 4)** tender documents attached.
- Price must be quoted in PKR.
- **Warranty:** Standard warranty.
- **Bid Validity**: 90 days.

As per PPRA Rules NRTC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Bids complete in all respect should reach the office of the under signed up to **2nd Nov,2026** till 1430 hours and Bids will be opened at 1500 hours on same day.

HOD (PROCUREMENT)
NATIONAL RADIO AND TELECOMMUNICATION CORPORATION, HARIPUR
Tel: 0995-666584, 0995-666657 Fax: 0995-610933
Email: proc.local@nrtc.com.pk,
Web Site: www.nrtc.com.pk

Tender Document
Supply of Product Brochure
No.Proc: TU-5109-2026

HOD (PROCUREMENT)
NATIONAL RADIO TELECOMMUNICATION CORPORATION, T&T COMPLEX, HARIPUR, PAKISTAN
Tel: 0995-666584 / 0995-666657

Tender Notice
Supply of Product Brochure
No.Proc: TU-5109-2026

1. National Radio Telecommunication Corporation, Haripur invites Bids through e-Pak Acquisition & Disposal System (EPADS 2.0 VERSION) https://eprocure.gov.pk on **"Single-Stage Two-Envelope"** method from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR.
2. The Bid Security for the Bid is **Rs-50,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of "**National Radio Telecommunication Corporation"** (**NTN-0009815-9).** Scanned copy of which is required to be uploaded through EPADS 2.0 VERSION 2.0 version.
3. The complete Tendering process shall be carried out through EPADS 2.0 VERSION .
4. For registration and guidance/training on EPADS 2.0 VERSION 2.0 version, you may contact EPADS 2.0 VERSION UAN: 051 -111-137-237.
5. Closing date of submission is **2nd Nov,2026** The bids shall be opened **half hour after the closing time** in the presence of the bidders who wish to be present, in procurement department NRTC Haripur.
6. As per PPRA Rule NRTC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Eligibility & Qualification Table-1

S.No	Detail	Criteria	Envelope
1.	Financial Bid / Quotation (Strictly as per NRTC pattern) *Any alteration/addition/deletion shall dis-qualify the bidder from the bidding process*	**Mandatory**	**Financial Bid**
2.	Draft of Bid Security	**Mandatory**	**Technical Bid**
3.	Declaration Form	**Mandatory**	
4.	Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	**Mandatory**	
5.	**Certificate of non-blacklisting:** Affidavit on legal paper of appropriate value (duly attested from notary public) that the firm/company is neither blacklisted nor in litigation with any public sector client	**Mandatory**	
6.	**Compliance with NRTC requirement/Specification** Blank technical sheet shall be treated as non-compliance and may result rejection of tender / bid	**Mandatory**	
7.	**Professional Experience** List of 5 executed/ similar contracts in the last 3 year (attached proof is mandatory).	**Mandatory**	
8.	***Authorize Dealer/Reseller of the Brand being offered. *** The bidder must provide a valid authorized dealership/re-seller certificate of the brand, issued directly by the Brand. Authorization letter issued by another dealer/partner will be considered as invalid and technically dis-qualified	**Mandatory**	
9.	**Warranty:** Standard warranty or as per Manufacturer.	**Mandatory**	**Technical Bid**
10.	Submission of Tender document through EPADS 2.0 VERSION. (Technical Bid Envelope, Financial Bid Envelope, and Bid Security as per prescribed time in the tender notice).	**Mandatory**	**Technical Bid**

- Failing in any of the mandatory requirement shall disqualify the bidder from the bidding process.
- After evaluation of bidders in technical evaluation process, financial bids of technically qualified bidders shall be only opened later on prior notice.

[Letterhead of the Firm]

Ref No: _____ NTN: _____

Date: _____ GST: _____

(**Form 1-A**)

Technical Compliance Performa
Supply of Product Brochure

S.No	Detail of Specifications	Brand Offered	Compliance	Non-compliance	Higher Specs If any
1	NRTC Brochure English Main with box				
2	NRTC Brochure Arabic Main with box				
3	NRTC Profile English				
4	NRTC Profile Arabic				
5	NRTC Profile Russian				
6	NRTC Large Hand Bag Large 260 gsm card, UV				
7	NRTC Small Hand Bag Large 260 gsm card, UV				
8	Brochure 21x type small brochures				
9	NRTC Large Hand Bag Non-Woven Fabrics				
10	NRTC Small Hand Bag Non-Woven Fabrics				

- The bid is submitted without any conditions.
- All the terms and conditions set forth by NRTC in this tender are acceptable unconditionally, including **bid validity, delivery time.**

Name of Authorized Person: _____

Date: _____

Signature _____

Stamp: _____

[Letterhead of the Firm]

Ref No: _____ NTN: _____

Date: _____ GST: _____

(Form No.1-B)

Financial Compliance Performa
Supply of Product Brochure

S.No	Detail of Specifications	Qty	Unit	Unit Price (GST Excl)	GST Amount	Unit Price (GST INCL)	Total Cost including all taxes
1	NRTC Brochure English Main with box	500	No				
2	NRTC Brochure Arabic Main with box	500	No				
3	NRTC Profile English	1000	No				
4	NRTC Profile Arabic	1000	No				
5	NRTC Profile Russian	1000	No				
6	NRTC Large Hand Bag Large 260 gsm card, UV	500	No				
7	NRTC Small Hand Bag Large 260 gsm card, UV	500	No				
8	Brochure 21x type small brochures	500	No				
9	NRTC Large Hand Bag Non-Woven Fabrics	500	No				
10	NRTC Small Hand Bag Non-Woven Fabrics	500	No				

- The bid is submitted without any conditions.
- All the terms and conditions set forth by NRTC are acceptable unconditionally, including **bid validity, delivery time.**

Name of Authorized Person: _____

Date: _____

Signature _____

Official Company Seal: _____

1. General Terms & Conditions

i. No tender/bid shall be considered if: -

a) Not uploaded through EPADS 2.0 VERSION .

b) Received without required documentation or deficiency in required documentation.

c) Received without bid security.

d) In contradiction with the specification given by the NRTC.

e) The bidder is in litigation with NRTC or is blacklisted by any organization or is notified as blacklisted on PPRA website.

2. Price of the Bid:

i. Prices quoted by the Bidder shall be fixed during the period of the contract/PO and not subject to variation on any account.

ii. Applicable Income tax and GST shall be deducted at source and as per rules. In case of exemption, please mention and attach proper documentation duly verified from the concerned tax authorities. However, NRTC may accept the exemption certificate. In case of non-acceptance, NRTC shall deduct all applicable taxes as per tax rate. NRTC shall provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.

iii. In the case of tie in rates of the bidders, award of contract shall be decided through balloting in the presence of the of the bidders.

iv. In case of any conflict in the price/cost quoted by the bidder, the unit cost (Exclusive of GST) quoted by the bidder shall be considered for calculation.

v. In case GST is not mentioned, the prices shall be considered as inclusive of GST.

3. Bid Currencies & Bid Security:

i. Bid prices shall be quoted in Pak Rupees.

ii. The Bidder shall furnish, as part of its bid, bid security as specified in **Table 1** of the tender document. The bid security is required to protect NRTC against the risk of Bidder's default which would warrant the security's forfeiture.

iii. The bid security shall be in favor of **National Radio Telecommunication Corporation (NRTC) (NTN: 0009815-9),** in any of the following form:

a. Pay Order
b. CDR

iv. A scanned copy of bid security is required to be uploaded through EPADS 2.0 VERSION.

v. No personal cheque shall be acceptable at any cost. Also, any previous bid security shall not be considered or carried forward.

vi. The bid security found deficient of the required amount shall not be considered.

vii. Unsuccessful bidders' bid security shall be released and returned promptly as the successful bidder Gives consent to the Purchase order or signs the contract agreement, whichever is applicable.

viii. The bid security of the bidder shall be forfeited if the bidder:

a. Requests for withdrawal of his bid during the evaluation process.
b. Does not accept the correction of arithmetic errors in its bid.

ix. The bid security of the successful bidder shall be forfeited if the bidder:

a. Fails to accept the purchase order/sign the contract agreement after announced as successful Bidder.
b. Fails to supply the item(s) or comply with the requirement of the bid and contract.

4. Clarification of Bidding Document:

i. During evaluation of the bid(s), NRTC may, at its discretion, ask the Bidder for a clarification of its bid and such information imperative for evaluation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted. In case the bidder fails to respond within given deadline, the bidder shall be considered as non-responsive and shall be disqualified from the bidding process.

5. Opening of Bids:

i. NRTC shall open all bids through EPADS 2.0 VERSION at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

6. Influencing the evaluation process:

i. No Bidder shall contact NRTC on any matter relating to evaluation of its bid, from the time of bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has a grievance to submit, it should do so through EPADS 2.0 VERSION .

ii. Any effort by a Bidder to influence NRTC during bid evaluation may result in disqualification of the bid.

7. Qualification & Evaluation of Bids:

i. NRTC shall determine whether the Bidder is qualified to perform the Contract satisfactorily, in accordance with the criteria & qualification specified in the tender document.

ii. NRTC shall technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria given in the tender document.

iii. The bidder's financial evaluation of a bid shall be based on the lowest evaluated bid inclusive of all Prevailing taxes and duties.

8. Notification of Evaluation Reports:

i. The evaluation report shall be notified through EPADS 2.0 VERSION.

9. Right to Accept or Reject Bids:

i. Under PPRA Rules 44 & 45. NRTC may reject bids or proposals at any time prior to the acceptance of a bid or proposal, without incurring any liability to the bidder(s).

10. Award of Contract:

ii. After scrutiny of all bidding documents, the final evaluation report shall be uploaded to EPADS 2.0 VERSION , and the work order/purchase order shall be issued on the basis of least cost.

iii. The successful bidder shall immediately sign a contract agreement / give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

11. Notification of Award:

i. The notification of award shall constitute the formation of the Agreement/Work Order/Purchase Order.

ii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, **NRTC** will promptly notify the unsuccessful bidder(s) and will release its bids security.

12. Delivery Information for deliverable items:

i. The supply shall be made to NRTC.

ii. In case of delay in delivery and installation the vendor may submit a written request for extension in delivery time, giving valid justification with proof.

iii. NRTC may reject the request for extension, in which case, the work order shall be cancelled, the bid security shall be forfeited. NRTC may also impose a ban from business with NRTC for a period of six months to one year.

iv. Payment shall be made as per actual quantity delivered & accepted to NRTC.

v. Samples are mandatory where specifically demanded and bid without samples shall be considered non-responsive. No sample(s) shall be accepted after the closing date of the tender. Sample(s) other than the demanded item(s) shall not be considered.

vi. After technical evaluation of bids, sample(s) provided by bidders may be picked up from the procurement section within 30 days from the date of technical bid evaluation announcement. Failure on the part of the bidder(s) to collect his samples within the stipulated time shall allow NRTC to dispose- off the samples.

vii. In case lowest evaluated bidder refuses or fails to supply the item(s)/execute the work within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money. Same principle for 3rd, 4th lowest bidders and so on.

Declaration Form

(Mandatory)
(This form is to be provided with the Bid. Non-provision of this form will disqualify the bidder from the bidding process)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I / We agree that the decision of committee in selection will be final and binding to me/us.

I / We have read the instructions appended to the perform and I / we understand that if any false information is found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with NRTC AND/OR blacklisting.

Tender No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid E-mail (For Official Correspondence)	
Signature & Stamp (Authorized Representative)	

Form 3

Table 3-A

Detail of Work Executed since establishment

SN	Organization & Address	Duration	Contact Information	Amount/Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Form 3

Table 3-B
Detail of Clients

SN	Organization & Address	Year of work executed	Contact Information
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

Form # 4

Evaluation Criteria
Total Marks 100

S.No	Assessment Parameters	Marks	Qualifying Marks
1	Financial Soundness of the firm (1) Financial Bank Soundness Certificate up to 04 million (2) Financial Bank Soundness Certificate up to 06 million	05 10	
2	(1) Manufacturer (2) Reseller/ Other	15 10	
3	**Technical scrutiny**	40	
4	(1) After Sales Support + Warranty 06 months (2) After Sales Support + Warranty 01x year	15 20	
5	Affidavit on legal that firm is not blacklisted and contractor in owner on proprietor of the firm	05	
6	Experience: • Supplier will submit experience report of the similar items & also share after-s ales services feedback including. Satisfactory performance certificate from previous clients.	05	
7	List of customers/ completed contractor in last 3-5 years	05	

Total Marks: 100

Passing Marks: 75

Check List *(To be filled by Bidder)*

Please submit your proposal in the order as below with
Proper separators/Proper Binding/Plastic Cover/Staple

Detail	Status	Bid Envelope	Yes ✓	No ✗
1. ALL Pages signed and Stamped by Bidder	**Mandatory**	**Technical**		
2. Technical Compliance sheet (**Form 1-A**)				
1. Draft of Earnest Money				
3. Declaration Form (**Form 2**)				
4. GST and NTN Registered				
5. Active Tax Payer List (ATL) of FBR				
6. Proof of Non-Blacklisting:				
7. Warranty / Guarantee Terms				
8. Authorized Dealer/ Re- Seller				
9. Professional Experience **Form No.3 (Table-3-A**)				
10. Clientele list **Form No.3 (Table-3-B)**				
11. Technical Resources & Services Support				
12. Bid /Quotation **(Form No.1-B)**		**Financial**		

S.NO	Technical Scrutin Detail	Marks
1	**Main Brochure En lish and Arabic**	
2	Brochures on 150 gsm art paper with four colors printing with colored photographs and colored monogram.	15
3	Title on 350 gsm art card with 4 colors printing and lamination plus textured UV.	15
4	Box on 600 gsm box board. (approx. 200 pages)	10
	Total Marks	40
5	**Small Brochures 21 Booklets En lish Onl**	
6	150 gsm art paper (title and inner pages both) with four colors printing with colored photographs and colored monogram.	20
7	16 to 48 pages for each booklet, depending upon the details given in the uploaded files.	20
	Total Marks	40
8	**Brief Profile En lish Arabic and Russian**	
9	150 gsm art paper (title and inner pages both)	20
10	Four colors printing with colored photographs and colored NRTC monogram. (16 pages)	20
	Total Marks	40
11	**Hand Carr Ba s Lar e and Small**	
12	Bags on 260 gsm art card with 4 color printing and lamination (matt) and spot UV.	5
13	The Bidding company will provide a full printed sample of complete brochure set, using products of NRTC, along with its tender quotation.	5
14	Provided sample will carry maximum marks for technical qualification.	3
15	Provided sample will carry maximum marks for technical qualification.	3
16	Sample will be at actual size and according to the exact specification that Bidding Company will provide as store if awarded the contract.	
17	Provided sample will carry maximum marks for technical qualification.	
18	Sample will be at actual size and according to the exact specification that Bidding Company will provide as store if awarded the contract.	3
19	Design should be aligned with other marketing material and scheme of NRTC OFFICAL THEME.	4
20	No cost for developing the samples will be provided by NRTC and 15 working days will be provided to furnish the complete store once the tender is awarded to any bidder.	5
21	Printing, binding and making of brochure should be of excellent quality.	2
	Total Marks	40

(Ammar Rashad)
Dy Manager DD
Pakistan