

PREQUALIFICATION DOCUMENT

Procurement Activity	:	Prequalification of Waste Disposal Vendors			
Invitation Ref. No.	:	AN 01/2025-26			
Primary Procurement Method	:	Prequalification			
Secondary Procurement Method	:	Competitive after Prequalification			
Contracting Approach	:	Framework Primary Contract			
Applications' Submission Date & Time	:	Date:	29.12.2025	Time:	1400 Hours, PST
Applications' Opening Date & Time	:	Date:	29.12.2025	Time:	1430 Hours, PST
University's FTN	:	9011002-1			



ALLAMA IQBAL OPEN UNIVERSITY
Main Campus, Sector H-8, Islamabad

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PREQUALIFICATION PROCEDURE & REQUIREMENTS

Section – I



ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

PREQUALIFICATION NOTICE - WASTE MATERIAL DISPOSAL

Activity Ref. No.	:	AN No. 01/2025-26			
Procurement Method	:	Competitive Bidding through Prequalification			
Date & Time for Submission of Applications	:	Date:	29.12.2025	Time:	1400 Hours, PST
Date & Time for Opening of Applications	:	Date:	29.12.2025	Time:	1430 Hours, PST

As a result of execution of its given functions, waste material in a considerable quantum is generated on regular basis at Allama Iqbal Open University (AIU), Islamabad which the University is obligated to dispose of properly while complying with its codal formalities besides adhering to the Public Procurement Rules. A practice of engaging the services of waste material collection vendors through competitive basis on annual term basis, was in vogue, nonetheless, it has been considered arduous to estimate the quantum of waste material that is generated on routine basis, at the outset of competitive bidding process.

Therefore, the University has prudently decided to prequalify waste material collection vendors and now invites applications from eligible bidders/vendors, having adequate expertise, experience and resources for their **Prequalification** in following categories to cater for collection and disposal of waste material, on competitive basis, at AIU Main Campus, Islamabad and its Regional Centres, located at main cities across Pakistan, bases. The related details are given in the Pre-qualification Document:

S/No	Categories	S/No	Categories
(1)	Off-cuts/ Shavings of White Printing Papers	(10)	Used Mobil Oil
(2)	Wrapping Papers (Batten), White/ Brown	(11)	Wooden Scrap
(3)	Art Card Patti	(12)	Iron & Steel Scrap
(4)	Answer Scripts	(13)	Electronic Scrap Items
(5)	Newspapers	(14)	IT Scrap Items
(6)	Admission Forms/ Prospectus (Old/ Used)	(15)	IET Scrap Items
(7)	Mix Raddi	(16)	Transport Scrap
(8)	PS Plates (Obsolete)	(17)	Miscellaneous Scrap
(9)	Empty Drums	(18)	Construction related Material

The prequalification process shall be conducted in line with the procedures set forth in the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and the eligibility & qualification requirements are mentioned in the **Prequalification Document**. The Prequalification Process is open for all potential applicants, who shall be fulfilling the eligibility & qualification criteria given in the **Prequalification Document** which is available at websites of at PPRA's <https://www.ppra.org.pk> and Allama Iqbal Open University <https://www.aiou.edu.pk/tender-notices>.

A **Pre-Application Meeting** shall take place on the date, time and place as follows:

Date:	18 th December 2025
Time:	1100 Hours (Pakistan Standard Time)
Address:	Room No. 104, Academic Complex, AIU Main Campus, Sector H-8, Islamabad

The Applications, prepared in accordance with the instructions given in the **Prequalification Document**, must be submitted in hard form, in Room No. 104, Academic Complex, AIOU Main Campus, Sector H-8, Islamabad, by or before **29th December 2025 at 1400 hours PST**. The Applications shall be opened at the same date at **1430 hours PST**, in the presence of Applicants' representatives who shall choose to attend the opening at the aforesaid address. In case of submission of Applications in hard form, the same must reach the Directorate of Purchase & Stores one day before the due date of submission of Applications.

Disposal of waste material, shall be conducted through Secondary Procurement Process by inviting offers following **Single Stage-One Envelope** bidding procedure, in pursuance to the Public Procurement Rules 2004 (amended from time to time) amongst the pre-qualified vendors, contracted under an Open Framework Agreement.

This Pre-qualification Notice is also available at PPRA's website at <https://www.ppra.org.pk>.

Director
Directorate of Purchase & Stores
Storage Building, Behind Block No. 3,
Allama Iqbal Open University, Sector H-8, Islamabad
Phone: 051-9250031, 9250035

SECTION II: INSTRUCTIONS TO APPLICANTS (ITAs)

Section II - Instructions to Applicants

A. General	
1. Scope of Application	1.1 In connection with the “Prequalification Notice” for prequalifying service providers for Collection and Disposal of Waste Material, the Procuring Agency issues this set of Prequalification Document (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 the Collection and Disposal of Waste Material as per Data History & Estimated Annual Quantities of Waste Disposal provided in Section IV.
2. Source of Funds	2.1 The University shall be generating funds through auction of waste material.
3. Fraud and Corruption	<p>3.1 The Procuring Agency requires that the Applicants, under it's contractual commitments, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.</p> <p>3.2 The Applicants (who shall be service providers upon pre-qualification) shall permit and shall cause their agents (whether declared or not), sub-contractors, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.</p> <p>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.</p> <p>3.4 Procuring Agency will reject an application, if it is established that the Applicant was engaged in corrupt and fraudulent practices in competing for the contract.</p> <p>3.5 Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.</p>
4. Eligible Applicants	4.1 An Applicant can be an individual (Pakistani Resident) or a firm/company. In case of an Individual, the Applicant must be having valid CNIC and is a regular/active Income Taxpayer, whereas in the case of a Firm/Company, the same should be registered as per the laws of the Islamic Republic of Pakistan and

	<p>must be an Active Taxpayer of Income & Sales Taxes as of the due date for submission of Applications.</p> <p>The Applicants shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the Applicants), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.</p>
	<p>4.2 If an Applicant (either an individual or a firm/company) who had been under contract of the Procuring Agency previously for similar or any other kind of procurement activity, and whose services have either been declared unsatisfactory or s/he has been debarred or blacklisted by the Procuring Agency or any of the Federal/Provincial/Regional Public Procurement Regulatory Authority, shall be ineligible for participation.</p> <p>4.3 The ineligibility in above context includes forfeiture of Bid Security and/or Performance Bank Guarantee. The ineligibility shall also include non-performance of task against an issued Work Order and/or submission of fake/bogus Bid Security, Performance Bank Guarantee, Cheque etc.</p> <p>4.4 In case of execution of Procuring Agency awarded earlier contract(s), it shall be incumbent upon to attach satisfactory Performance Certificate issued by the designated office of the Procuring Agency, otherwise, non-provision of certificate shall be treated as "inedibility".</p>
	<p>4.5 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:</p> <p>(a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or</p> <p>(b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process-during the execution of the Framework Agreement and/or Call-off Contract.</p>
	<p>4.6 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.</p>

5. Eligibility (in terms of Nationality)	5.1 Applicants may be ineligible if they are nationals of ineligible countries with whom the Government of Pakistan has no trade relations.
B. Contents of the Prequalification Documents	
6. Sections of Prequalification Documents	<p>6.1 This set of Prequalification Document consists of following Section:</p> <p>Section I : Invitation for Prequalification Notice (IFP) Section II : Instructions to Applicants (ITA) Section III : Application Forms Section IV : Data history of Waste Disposal</p>
	6.2 Unless obtained directly from the Procuring Agency or downloaded directly from the websites/links referred to in the Invitation for Prequalification, 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 by the Procuring Agency or downloaded from the website link shall prevail.
	6.3 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 Prequalification Documents and Pre-Application Meeting	<p>7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing at the Procuring Agency's following:</p> <p style="text-align: center;">Mr. Adeel Ayub Deputy Director Directorate of Purchase & Stores, Allama Iqbal Open University Storage Building, Behind Block # 3, Main Campus, Sector H-8, Islamabad Telephone: +92(51) 9250031 E-mail: adeel.ayub@aiou.edu.pk</p> <p>7.2 The Procuring Agency will respond in writing 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 upload the clarifications/ addendum etc. directly at its website (www.aiou.edu.pk). Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 15.5.</p>

	<p>7.3 The Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the following place, date and time:</p> <p style="text-align: center;">Room No. 104, Academic Complex, Allama Iqbal Open University, Main Campus, Sector H-8, Islamabad.</p> <p>Contact person or meeting coordinator:</p> <p style="text-align: center;">Mr. Adeel Ayub, Deputy Director, Directorate of Purchase & Stores, Allama Iqbal Open University Storage Building, Behind Block # 3, Main Campus, Sector H-8, Islamabad Telephone: +92(51) 9250031, 9250035 E-mail: adeel.ayub@aiou.edu.pk</p> <p>Maximum two (02) representatives of an applicant, shall be allowed and mobile phone/ recording of the proceedings will be strictly prohibited.</p> <p>During this Pre-Application meeting, prospective Applicants may request clarification(s) on the scope and the terms & conditions of the qualification (primary procurement process) and the competitive bidding (secondary procurement process).</p>
<p>8.Amendment of Prequalification Documents</p>	<p>7.4 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 promptly at its website (www.aiou.edu.pk). Any modification to the Prequalification 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. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.</p>
	<p>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.</p> <p>8.2 Any Addendum issued shall be part of the Prequalification Document and shall be promptly published at the Procuring Agency's website (www.aiou.edu.pk).</p> <p>Provided that an Applicant who had either already submitted their</p>

	Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his/her already filed Application and submit the revised Application prior to the original or extended Application submission deadline.
	<p>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 15.5.</p> <p>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.</p>
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 Prequalification process.
10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in English language.
11. Documents Comprising the Application	<p>11.1 The Application shall comprise the following:</p> <ul style="list-style-type: none"> (a) Application Submission Letter on Judicial Stamp Paper having worth of Pak. Rs. 100/- at least, duly attested by the "Notary Public", on the prescribed format provided at Section III, (b) Affidavit on judicial paper of at least Pak. Rs. 100/- about (a) no blacklisting/debarment of the applicant, (b) no conflict of interest, and (c) sureties, on the prescribed format provided at Section III, (c) Copy of valid CNIC in case of an Individual, participating as an Applicant, (d) Proof of Active Taxpayer of Income & Sales Tax Departments (in case of a firm/company), (e) At least five (05) years' experience in respect of collection and disposal of waste material, to be proved through submission of Copies of Contract Agreements/Work Orders. In case, the service provider has executed any of Procuring Agency's contract during last five years, completion certificates, issued by the respective authority/department of the Procuring Agency, shall be a must submission, otherwise the Application shall not be considered, (f) Must have completed at least three (03) contracts during last

	<p>three (03) years, each having worth of Pak. Rs. 2.00 million at least, in respect of collection and disposal of waste material, to be proved through submission of Copies of Contract Agreements/Work Orders. In case, the service provider has executed any of Procuring Agency's contract, completion certificates, issued by the respective authority/department of the Procuring agency, shall be a must submission, otherwise the Application shall not be considered,</p> <p>(g) Copies of last three (03) years' Annual Income Tax Returns, and in case of firm/company, Annual GST Returns in addition to Income Tax Returns,</p> <p>(h) Applicant must be having a set-up/office with landline number. As a proof, a copy of Landline Number's billing must be provided. The Procuring Agency, through its representatives, may execute the physical inspection in this regard confirming on-ground verification of the claimed set-up/office, and</p> <p>(i) Copy of Bank Statement of last one year or a letter from the scheduled bank where the Applicant is having its bank account, confirming that the Applicant has a financial worth of Pak. Rs. 5.00 million while maintaining his/her account based on the annual average crediting of accounts.</p>
12. Application Submission Letter	12.1 The Applicant shall complete an Application as per above documentation requirement, without any alteration in the formats provided in Section III.
13. Documents Establishing the Eligibility & Qualification of the Applicant	13.1 To establish its eligibility in accordance with ITA 11, the Applicant shall submit the required documentation.
14. Signing & Sealing of the Application and Number of Copies	<p>14.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark the envelope "ORIGINAL", with following information provided at the envelope:</p> <ul style="list-style-type: none"> (i) Bear the name and address of the Applicant, (ii) Bear the specific identification Name and Number of Prequalification Notice, (iii) Bear the Name(s) of Region(s) for which the Application is being submitted. <p>14.2 The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.</p>

D. Submission of Applications							
15. Deadline for Submission of Applications	15.1 Applicants may either submit their Applications by mail, by courier or by hand. Applications shall be received by the Procuring Agency at the following address: <div>Room No. 104, Academic Complex, Allama Iqbal Open University, Main Campus, Sector H-8, Islamabad.</div>						
	15.2 Applicants “shall not” have the option of submitting their Applications electronically.						
	15.3 The deadline for Application submission is: <table><tr><th>Day</th><th>Date</th><th>Time</th></tr><tr><td>Monday</td><td>29.12.2025</td><td>1400 Hours</td></tr></table>	Day	Date	Time	Monday	29.12.2025	1400 Hours
	Day	Date	Time				
	Monday	29.12.2025	1400 Hours				
15.4 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.							
15.5 The deadline will be extended in the same manner as that of the original Invitation for Prequalification (or the advertisement).							
16. Late Applications	16.1 The Procuring Agency reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.						
17. Opening of Applications	17.1 The Procuring Agency shall open all Applications at the date, time and place specified below whereas the late Applications shall be treated in accordance with ITA 16.1: <table><tr><th>Day</th><th>Date</th><th>Time</th></tr><tr><td>Monday</td><td>29.12.2025</td><td>1430 Hours</td></tr></table>	Day	Date	Time	Monday	29.12.2025	1430 Hours
	Day	Date	Time				
Monday	29.12.2025	1430 Hours					
	17.2 The Procuring Agency shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants, which shall also be announced loudly during the opening.						
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 24.
	18.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 24, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing.
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.
	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 as per ITA 11.1 . 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.
F. Evaluation of Applications and Prequalification of Applicants	
21. Evaluation of Applications	21.1 The qualifications of the Applicants shall be determined on the basis of the documentation and requirements given at ITA 11.1 , 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 Applicant to perform the contract.
22. Procuring Agency's Right to Accept or Reject Applications	22.1 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.
23. Prequalification of Applicants	<p>23.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.</p> <p>23.2 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.</p> <p>23.3 Applicants that are conditionally prequalified will be so informed</p>

	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/offers/quotations.
24. Notification of Prequalification	24.1 The Procuring Agency shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately. The Procuring agency shall sign a Framework Agreement, provided at Section V with all the prequalified applicants.
	24.2 The procuring agency shall communicate to those Applicants who have not been pre-qualified the reasons for not pre-qualifying them.
25. Request for Bids	25.1 Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids/offers/quotations under Secondary Procurement Process, from all the Applicants that have been prequalified.
26. Constitution of Grievance Redressal	<p>26.1 Procuring Agency has constituted a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC is not having any of the members of the Procurement Evaluation Committee. To approach the Committee, the details are as follows:</p> <p style="text-align: center;">Dean Faculty of Arabic & Islamic Studies Block No. 12, Allama Iqbal Open University Main Campus, Sector H-8, Islamabad, Pakistan. Telephone: +92 (51) 9057678</p> <p>26.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.</p> <p>26.3 Any applicant feeling aggrieved by any act of the Procuring Agency after the submission of his application may lodge a written complaint concerning his grievances not later than fifteen of the announcement of prequalification results.</p> <p>26.4 In case, a complaint is filed against the prequalification results, the GRC shall suspend the procurement proceedings.</p>

	<p>26.5 The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>26.6 Any applicant, not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Public Procurement Regulatory Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”, at following address:</p> <p style="text-align: center;">Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority, 1st Floor, G-5/2, Islamabad, Pakistan. Tel: +92-51-9202254</p> <p>26.7 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>26.8 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>26.9 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>26.10 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
<p>27. Mechanism of Blacklisting</p>	<p>27.1 The Procuring Agency shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, prequalified applicant who is found either:</p> <ul style="list-style-type: none"> (i) Involved in corrupt and fraudulent practices as defined under Rule 2, (ii) Fails to take part in Secondary Procurement Process, (iii) Involved in collusion with other prequalified applicants during the Secondary Procurement Process, (iv) Fails to perform his contractual obligations, or (v) Fails to abide by submission of Bid/Performance Security. <p>27.2 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, prequalified applicant who is found either :</p>

	<ul style="list-style-type: none"> (i) Involved in corrupt and fraudulent practices as defined under Rule 2, (ii) Fails to take part in Secondary Procurement Process, (iii) Involved in collusion with other prequalified applicants during the Secondary Procurement Process, (iv) Fails to perform his contractual obligations, or (v) Fails to abide by submission of Bid/Performance Security.
	<p>27.3 The show cause notice shall contain: (a) precise allegation, against the prequalified applicant ; (b) the maximum period for which the Procuring Agency proposes to debar the prequalified applicant from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the prequalified applicant from participating in public procurements of all the procuring agencies.</p> <p>27.4 The Procuring Agency shall give minimum of seven days to the prequalified applicant for submission of written reply of the show cause notice.</p> <p>27.5 In case, the prequalified applicant fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the prequalified applicant/authorize representative of the prequalified applicant and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>27.6 In case the prequalified applicant submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the prequalified applicant for personal hearing.</p> <p>27.6 The Procuring Agency shall give minimum of seven days to the prequalified applicant for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the prequalified applicant , if availed.</p> <p>27.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p> <p>27.8 The Procuring Agency shall communicate to the prequalified applicant the order of debarring the prequalified applicant from participating in any public procurement with a statement that the prequalified applicant may, within thirty days, prefer a representation against the order before the Authority.</p>

	<p>27.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective prequalified applicant in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>27.10 The prequalified applicant may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p> <p>27.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> <p>27.12 The Authority on the basis of decision made by the committee either may debar a prequalified applicant from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the prequalified applicant from the allegations. The decision of the Authority shall be final.</p>
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Section III - Application Forms

Application Submission Form

[To be Printed on Judicial Stamp Paper worth minimum of Pak. Rs. 100/-]

Date: *December 2025*

IFP No. *AN 01/2025-26*

IFP Title: *Waste Material Disposal - Prequalification*

1. Applicant's Name				
2. Applicant's Nature	Individual		Firm/ Company	
3. Address:	Postal Code:	City:	Country:	
4. P.O. Box and Mailing Address:				
5. Telephone (Landline) Number:				
6. Fax Number (if any):				
7. E-mail Address:				
8. Owner Name:				
9. Contact Title:				
10. CNIC: (Please attach Copy of CNIC)				
11. NTN No.: (Please attach Copy of NTN Registration)				
12. GST No.: (Please attach Copy of GST Registration)				
13. Year Established				
14. If Other, specify:				
15. Presence and characteristics of available resources for lifting the waste material for Procuring Agency's Site(s):				
16. Location/ Regions for which the Application of Prequalification is Submitted:	Location	Yes/ No	Location	Yes/ No
	Main Campus, Islamabad		Reginal Centre, Moro	
	Regional Centre, Lahore		Reginal Centre, Thatta	
	Reginal Centre, Faisalabad		Reginal Centre, Zhob	
	Reginal Centre, Kasur		Reginal Centre, Kalat	
	Reginal Centre, Bahawalpur		Reginal Centre, Kohat	

17. Types of Waste Material Collection for which the Application of Prequalification is Submitted:	Reginal Centre, Jhang		Reginal Centre, Peshawar	
	Reginal Centre, Multan		Reginal Centre, Rawalakot	
	Reginal Centre, Sukkur		Reginal Centre, Gilgit	
	Type	Yes/No	Type	Yes/No
	Off-cuts/ Shavings of White Printing Papers		Used Mobil Oil	
	Wrapping Papers (Batten), White/ Brown		Wooden Scrap	
	Art Card Patti		Iron & Steel Scrap	
	Answer Scripts		Electronic Scrap Items	
	Newspapers		IT Scrap Items	
	Admission Forms/ Prospectus (Old/ Used)		IET Scrap Items	
	Mix Raddi		Transport Scrap	
	PS Plates (Obsolete)		Miscellaneous Scrap	
	Empty Drums		Construction related Material	

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued (if any) by the Procuring Agency,
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.5;
- (c) **Eligibility:** We meet the eligibility requirements as stated ITA 4.1, we have not been suspended by any Procuring Agency based on non-execution of a contract in accordance with ITA 4.9,
- (d) **Not bound to accept:** We understand that the Procuring Agency may cancel the Prequalification process at any time without incurring any liability to the Applicants. Only Applicants who have been pre-qualified shall be entitled to participate further in the secondary procurement proceedings,
- (e) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.
- (f) **Guarantee:** Solemnly undertake, declare, confirm, accept and warrant that:
 - (i) I shall comply with the terms & conditions of the Secondary Procurement (Auction) Process and the Award Notification. I shall not use any external and/or political pressure to influence the prequalification and/or Secondary Procurement (Auction) Process and shall not undertake any illegal/unjustified means to sabotage the process.
 - (ii) I hereby do firmly authorize the University to take any punitive action if I default on aforesaid confirmation/acceptance and/or any of the processes so defined in the Primary as well as Secondary Procurement (Auction) Processes.

- (iii) In case my offer is accepted by the Procuring agency for award of contract in the Secondary Procurement Process and I do not respond to the University's Award Notification/ fail to honor my offer, the Procuring Agency shall be at liberty to take punitive action as per Public Procurement Rules 2004 (amended from time to time) including but not limited to; forfeiture of earnest money, blacklisting/ debarring me for a certain period, etc. I shall not challenge the decision of the University in this regard in any Court of Law,
- (iv) I shall not make a cartel with any of the prequalified applicant(s) and shall invariably offer rates for all the items and the regions for which I have submitted my prequalification application during the Secondary Procurement Process. In case, I do not obey this commitment, the Procuring Agency shall be at liberty to take punitive action as per Public Procurement Rules 2004 (amended from time to time) including but not limited to; forfeiture of earnest money, blacklisting/ debarring me for a certain period, etc. I shall not challenge the decision of the University in this regard in any Court of Law,
- (v) I understand that false or fraudulent information on or attached to this form or any corrupt/fraudulent practice, in Primary and/or Secondary Procurement (Auction) Process, shall be the grounds for not entertaining my Offer/bid/quotation, or for cancellation after Offer/bid/quotation's acceptance, and shall be a subject to punitive actions according to the laws of Islamic Republic of Pakistan. I understand that any information I voluntarily provide on or attached to this Application shall be investigated, and
- (vi) I shall furnish the Performance Guarantee as shall be determined by the Procuring Agency and shall be requested in the Letter of Prequalification and/or Framework Agreement, without any hesitation and objection.

Name : _____

Signature : _____

Date : _____

AFFIDAVIT OF NON-BLACKLISTING

[To be Printed on Judicial Stamp Paper worth minimum of Pak. Rs. 100/-]

Date: *December 2025*

IFP No. *AN 01/2025-26*

IFP Title: *Waste Material Disposal - Prequalification*

Affidavit of: Mr. or M/s _____, having valid CNIC # _____, as Individual or Firm/Company having residence or business address _____ do hereby solemnly state on oath that:

- (i) the deponent or Firm/Company has not been suspended/ blacklisted/ debarred by any federal (including Allama Iqbal Open University) or provincial/regional government department, agency, organization, or autonomous body and/or Public Procurement Regulatory Authority at any time,
- (ii) Neither Bid Security nor Performance Bank Guarantee has been forfeited by any federal (including Allama Iqbal Open University) or provincial/regional government department, agency, organization, or autonomous body,
- (iii) Not defaulted on execution of contract agreement/work order issued by any federal (including Allama Iqbal Open University) or provincial/regional government department, agency, organization, or autonomous body,
- (iv) Never submitted any fake/bogus Bid Security, Performance Bank Guarantee, Cheque etc. to any federal (including Allama Iqbal Open University) or provincial/regional government department, agency, organization, or autonomous body,
- (v) the deponent does not have any direct or indirect Conflict of Interest with the University and its employees/ staff, and
- (vi) Shall submit the Performance Guarantee as shall be determined by the Procuring Agency and shall be requested in the Letter of Prequalification and/or Framework Agreement, without any hesitation and objection.

DEPONENT

Verification:

Verified on oath at Islamabad on this ____ day of the month of _____ 2025 that the contents of the foregoing Affidavit are true and correct to the best of my knowledge and belief and that nothing thereof has been concealed from Allama Iqbal Open University.

DEPONENT

Form of Qualification Information

Date: December 2025

IFP No. AN 01/2025-26

IFP Title: Waste Material Disposal - Prequalification

Required Documentation	Checklist of Attachments (YES/NO)
Column:1	Column:2
Application Submission Form on Judicial Stamp Paper on the prescribed format provided at Section-III	
Affidavit of Non-Blacklisting on judicial paper of at least Pak. Rs. 100/-, on the prescribed format provided at Section-III	
Copy of valid CNIC of the Owner/Applicant	
Copy Valid/Active NTN Registration	
Copy Valid/Active GST Registration	
Copies of Contract Agreements/Work Orders proving at least five (05) years' experience in respect of collection and disposal of waste material	
Copies of at least three (03) contracts/ Work Orders during last three (03) years, each having worth of Pak. Rs. 2.00 million at least , in respect of collection and disposal of waste material	
Copies of last three (03) years' Annual Income Tax Returns	
Copies of last three (03) years' Annual GST Returns	
Copy of Bank Statement of last one (01) year	
Letter from the scheduled Bank where the Applicant is having its bank account, confirming that the Applicant has a financial worth of Pak. Rs. 5.00 million	

Name : _____

Signature : _____

Date : _____

Section IV – Data History of Waste Disposal

Data History of Waste Disposal

S. #	Waste Material Description	Measurement Scale	Annual Weights			Prices (Pak. Rs.)					
			2022-23	2023-24	2024-25	2022-23		2023-24		2024-25	
						Base	Award	Base	Award	Base	Award
1.	Off-cuts/ Shavings of White Printing Papers	Kg	35,000	40,000	40,000	-	105.75	116	131	93	129.61
2.	Wrapping Papers (Batten), White/ Brown	Kg	10,000	15,000	15,000	-	42	46	61	41	52.81
3.	Art Card Patti	Kg	2,000	-	2,500	-	69.75	-	-	54	140.8
4.	Answer Scripts	Kg	90,000	320,000	140,000	88.75	88.75	98	113	80	110.41
5.	Newspapers	Kg	-	250	300	-	-	66	81	71	115.2
6.	Admission Forms/ Prospectus (Old/ Used)	Kg	7,000	3,000	2,000	-	75.75	84	99	67	97.61
7.	Mix Raddi (Initial Printing Papers, Waste Papers, File Covers, Result Cards, Journals, Research Reports, Assignments, Shaving of Printing Paper with Title, etc.)	Kg	20,000	91,000	95,000	-	58	77	91	60	92.16
8.	PS Plates (Obsolete)	Kg	2,000	1,500	1,000	-	455.75	506	530.70	451	641.61
9.	Empty Drums	Kg	200	200	250	-	112.75	124	156.70	121	180.81
10.	Used Mobil Oil	Liter	-	-	530	-	-	-	-	200	201
11.	Wooden Scrap	Lumpsum	-	-	-	-	-	-	-	97,625	117,400
12.	Iron & Steel Scrap	Kg	-	-	2100	-	-	-	-	1,105,000	1,205,116
13.	Electronic Scrap Items	Lumpsum/ Kg/ Per Unit	-	-	500	-	-	-	-	1,304,400	2,073,390
14.	IT Scrap Items	Lumpsum	-	-	-	-	-	-	-	869,850	1,894,904
15.	IET Scrap Items	Lumpsum	-	-	-	-	-	-	-	317,800	1,002,608

S. #	Waste Material Description	Measurement Scale	Annual Weights			Prices (Pak. Rs.)					
			2022-23	2023-24	2024-25	2022-23		2023-24		2024-25	
						Base	Award	Base	Award	Base	Award
16.	Transport Scrap	Lumpsum/ Kg	-	-	-	-	-	-	-	1,355,710	1,899,802
17.	Miscellaneous Scrap	Lumpsum	-	-	-	-	-	-	-	209,500	220,850
18.	Construction related Material	Lumpsum	-	-	-	-	-	-	-	-	-

Estimates Annual Quantities of Waste Disposal

S. #	Waste Material Description	Measurement Scale	Location-wise Estimated Annual Weights															
			Islamabad	Lahore	Faisalabad	Kasur	Bahawalpur	Jhang	Multan	Sukkur	Moro	Thatta	Zhob	Kalat	Kohat	Peshawar	Rawalakot	Gilgit
1.	Off-cuts/ Shavings of White Printing Papers	Kg	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.	Wrapping Papers (Batten), White/ Brown	Kg	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.	Art Card Patti	Kg	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4.	Answer Scripts	Kg	89,640	-	30,000	-	-	12,765	47,400	-	-	-	-	-	-	28,000	-	-
5.	Newspapers	Kg	300	-	-	-	-	-	-	-	-	-	-	-	-	23	-	-
6.	Admission Forms/ Prospectus (Old/ Used)	Kg	5050	2100	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.	Mix Raddi (Initial Printing Papers, Waste Papers, File Covers, Result Cards, Journals, Research Reports, Assignments, Shaving of Printing Paper with Title, etc.)	Kg	90,000	-	-	500	1,600	-	-	500	385	500	600	300	37	-	520	200
8.	PS Plates (Obsolete)	Kg	5000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9.	Empty Drums	Kg	200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10.	Used Mobil Oil	Liter	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11.	Wooden Scrap	Lumpsum	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12.	Iron & Steel Scrap	Kg	2100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13.	Electronic Scrap Items	Lumpsum/ Kg/ Per Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

S. #	Waste Material Description	Measurement Scale	Location-wise Estimated Annual Weights															
			Islamabad	Lahore	Faisalabad	Kasur	Bahawalpur	Jhang	Multan	Sukkur	Moro	Thatta	Zhob	Kalat	Kohat	Peshawar	Rawalakot	Gilgit
14.	IT Scrap Items	Lumpsum	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15.	IET Scrap Items	Lumpsum	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16.	Transport Scrap	Lumpsum/ Kg	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17.	Miscellaneous Scrap	Lumpsum	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18.	Construction related Material	Kg	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-