

PRE-QUALIFICATION TENDER



Pre-qualification of vendors for procurement of books/journals for University of Engineering & Applied Sciences, Swat (U-EAS)

University of Engineering & Applied Sciences, Swat (U-EAS), invites submission of Proposal from reputed and resourceful book vendors/firms registered with FBR for income tax and sales tax purposes for pre-qualification for “Supply of Library Books and Journals” having technical experience, financial strength, and desire to get themselves pre-qualified.

Interested eligible bidders may download Documents from the website of U-EAS, Swat (<https://ueas.edu.pk/index.php>) containing detailed terms and conditions of the document.

Application proposals should be submitted in sealed envelope up to **03 December, 2021 till 11:30 am**. Proposals will be opened on the same day i.e. **03 December, 2021 at 12:00 pm**. in the Committee Room of U-EAS ,in the presence of bidders/ their representatives, who would care to be present at the time of opening of proposals.

The proposals received after due date and time will not be considered. University reserves the right to accept or reject all or any application as per KPPRA rules.

Procurement Unit

University of Engineering & Applied Sciences, Swat (U-EAS)
Address: House # 53, Sector A, Main Double road, Kanju town ship Swat.
Phone #: 0946-613289.

A. Submission of Application:

1. The Vendor(s) must be registered with the Pakistan Publishers & Book Seller Association and must hold NTN number and WeBOC.

2. The application shall be submitted to office of the Convener of Procurement Committee of University of Engineering & Applied Sciences, Swat. Documents received after due date shall not be considered. The name and mailing address of booksellers/vendors shall clearly be indicated on the envelopes.

3. All the information shall be filled-in/submitted strictly as per “Forms” enclosed. If necessary, photocopies of the “Forms” may be made. Each page of each form shall be marked in the right top corner and flagged as follows. Page 1 of Form 1, Page 2 of Form 2... etc.

4. All the information submitted on forms must be supplemented by attachments (documentary evidence etc.). Such attachments shall clearly be marked as follows. Attachment 1 to Form 1, Attachment 2 to Form 1....etc. In case the attachments where required, are not enclosed with the application, no credit shall be given for that item.

5. Each sheet shall be duly stamped and signed by the applicant, or a person or persons duly authorized to sign on behalf of the applicant.

6. All documents submitted by the applicants shall be treated as confidential and will not be returned.

7. The sealed documents duly completed in all respect shall be submitted at the office of Convener of Procurement Committee within 15 days.

8. The Procurement Committee will only inform the successful booksellers/vendors of the result of process. Purchase Committee, U-EAS reserves the right to reject or accept any application in accordance with KPPRA rules.

9. The pre-qualified vendors will be engaged in business with U-EAS for one year (extendable).

10. If a vendor found debarred by any government organization and if any discrepancy appeared on his/her behalf regarding the prices and originality of books as well as unnecessary delay in supply, U-EAS reserves the right to cancel the registration of that vendor at any stage.

B. Evaluation Questionnaire for Technical Proposals:

The Evaluation Questionnaire contains following Forms: -

Form I	-	Letter of Application
Form II	-	General Information
Form III	-	Financial Data
Form IV	-	List of Clients
Form V	-	Detail of Permanent Staff

Note

All the information shall strictly be submitted in accordance with the above formats / forms. Technical evaluation of Company/Firm will be done based on information/data given on these forms/formats. Company brochures, etc. could be forwarded as supplementary, but will not be

entertained in lieu of the prescribed formats and no data will be extracted from such pre-printed documents.

C. Criterion for Evaluation of Technical Proposals:

1. Factors to be considered shall include, but not be limited to: Experience, financial capacity, and technical capability. Each bookseller/vendor shall be compared with a predetermined set of parameters.
2. The evaluation of bookseller/vendor shall be done as per following criteria:

Sr. No.	Description	Criteria for Scoring	Score
1.	Completed projects/Purchase orders with completion certificate of (each project/Purchase order with minimum worth of PKR 05 million or above) – from last 3 years. Completed projects/Purchase order/Completion certificate refer to supply of Library Books and Journals to Universities. Documentary proof must be provided in shape of agreement/work order/Purchase order & completion certificate.	3 Projects/Purchase order or above	30
		2 Projects /Purchase order	20
		1 Project /Purchase order	10
2.	Average Working Capital/ Net Worth last three years. Audit reports (ICAP Approved firms) / any other authentic document should be provided for 3 years to calculate Net worth of the organization.	+20m	20
		+5m to 20m	10
		Up to 5m	05
03	Books Supply Capacity ; Provision of Books & Journalist (Please provide documentary proof)	Supplies More than 20,000 books per year	25
		Supplies 15,000 to 19,999 books per year	15
		Supplies 5,000 to 14,999 books per year	10
		Supplies More than 01 to 4999 books per year	05
04.	Average Income Tax (Average for the last three years) Income Tax Returns/ authentic documentary proof to be provided.	+3 m and above	15
		+1 m to 3 m	05
		0.5m to 1million	2.5
05	Detail of Staff ; Staff detail along CV and Certificates required.	Permanent staff 10 persons or more	10
		Permanent staff 5 to 09 persons	05
		Permanent staff 01 to 04 persons	03
TOTAL MARKS: 100			
Minimum Qualifying Marks are 70.			

The decision of Committee constituted by the competent authority of U-EAS shall be final.

Vendors qualifying in above pre-qualification will be engaged via RFQ/Bidding Document for Period of One year (Extendable).

Form I: Letter of Application

Registered Business Name: _____

Registered Business Address: _____

Telephone : _____

Fax : _____

Email : _____ Mobile: _____

To Procurement Unit

University of Engineering & Applied Sciences, Swat

Submission of Tender Documents / Technical Proposal

Sir,

1. I/We hereby submit technical documents for evaluation with Purchase Committee, U-EAS as bookseller/Vendor for the supply of books/journals to the U-EAS, Swat.

2. I/We Authorize Purchase Committee, U-EAS or its authorized representatives to conduct any investigations and to verify the statements, documents and information submitted and to clarify the aspects of this application from any person, bank, department, agency, or firm.

3. I/We declare that: -

i. The statements made, and the information provided in the documents is complete, true, and correct in every aspect.

ii. I/We have never been blacklisted by any Government, Department, Semi-Government Authority or Private Company or Corporation and not involved in litigation / arbitration with any client. (Separate undertaking shall be attached on Judicial stamp paper)

iii. I/We have never been remained in the state of bankruptcy.

iv. I/We hereby accept the validity of this Pre-qualification tender for period of one year (Extendable). However, the Procuring agency reserves the rights to either re-advertise/procure books via other approved procedure.

Respectfully,

(Authorized representative)

Date: _____

Form II: General Information

1. Name of the bookseller: _____ (Purchase Committee, U-EAS) representative may visit your office premises to ascertain details /data provided)

2. Nature of the Company/Firm: _____
(Partnership / Private limited / Proprietorship).

3. Year of Establishment in case of Partnership / Proprietorship _____
Year of Incorporation in case of Private Limited Company _____

4. Please enclose copy of Certificate from Registrar of Firms in case of Partnership / Proprietorship.

Or

Copy of incorporation Certificate in case of Private Limited Company
Certificate No. _____ Date: _____

5. Date of establishment: _____ 6. Total years of experience: _____

7. **Available Stock:** Hydropower/Water resources _____ Applied Science _____
_____ Literature _____

6. Registered Office Address: _____
Ph: _____ Fax: _____ Email: _____
Mobile _____

7. Branch office(s) address (if any): _____
_____ Ph: _____ Fax: _____ Email: _____
Mobile: _____

8. Name of Company Representative: _____

(State name and position of your nominated representative to be addressed for future communication)

9. Name of Technical Representative: _____

(State Name & Job Title)

Signature & Stamp

Form III: Financial Data

Bookseller/vendor must be able to demonstrate that, they have sufficient economic and financial means to fully guarantee finance and supply of books within stipulated period.

1	Name of Firm/Company	
2	Name & Number of Bank accounts • Bank. _____ • Bank. _____ • Bank. _____	Branch. _____ Branch. _____
3	WeBOC Registration (number/proof)	
5	National Tax Number	
6	Active Taxpayer's List (ALT) status	
7	Tax Paid during last three years	Rs. _____ (Please attach FBR's Tax Returns)

LITIGATION/ARBITRATION INFORMATION

1	Indicate brief details of any litigation/arbitration entered with any employer/clientele and result thereof: NOT ANY LITIGATION
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Form IV – List of Clients

S.N O	Name of Client/Institution and Contact Person with Telephone No.	Year	Location	Magnitude of the Supply along with Cost	Nature of Supplies (textbooks, reference books, literature)

Form V: Detail of Permanent Staff

S. N	Name	Year	Age of experience	Academic qualification	Designation	Address / Contact No.	Relevant experience
1							
2							
3							
4							
5							
6							
7							
8							
9							