

**Pre-qualification of vendors for procurement of books/journals for Pak-Austria
Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST)**

PREQUALIFICATION NOTICE

Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST) a public sector provincial chartered higher Education Institute 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.

Terms and Conditions

The pre-qualification document can be downloaded from the Institute’s website (<http://www.paf-iaast.edu.pk>) and shall be submitted along with a fee of Rs. 300/- (stationary charges) non-refundable in the form of bank draft/pay order in the favor of Rector of PAF-IAST, Mang, Haripur.

- The pre-qualification shall be valid initially of one year (extendable) from the date of initiation/announcement of pre-qualification.
- Applications along with the filled pre-qualification document should reach the office of the Convener Procurement Committee not later than 10.00 am on or before Wednesday the September 01, 2021.
- Unsigned, unstamped, and late applications by specified time and date will not be considered. The PAF-IAST shall not be responsible for delays and non-delivery of applications caused by courier firms.
- Errors and omission if any shall be subject rectification by the Institute.
- The Institute reserves the right to accept or reject all or any application as per KPPRA rules

**Rector
PAF-IAST, Haripur**

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 Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST), Mang, Haripur. 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, PAF-IAST 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 PAF-IAST for one year (extendable).

9. 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, PAF-IAST 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:

S.No	Category	Maximum Marks
1	Nature of Bookseller <ul style="list-style-type: none">• Private Ltd.• Partnership• Proprietorship• Individual	15
2	Experience <ul style="list-style-type: none">• More than 20 years• 10 to 19 years• 06 to 09 years• Up to 06 years	25
3	Financial Capacity in terms of paid Tax <ul style="list-style-type: none">• Tax paid \geq 03 million• Tax paid \geq 02 million• Tax paid \geq 01 million• Tax paid \geq 0.5 million	30
4	Details of Staff <ul style="list-style-type: none">• Permanent staff \geq 08 persons• Permanent staff 01 to 07 persons	05
5	Books Supply Capacity <ul style="list-style-type: none">• Supplies \geq 20000 books/year• Supplies 15000 to 19999 books/year• Supplies 5000 to 14999 books/year• Supplies 01 to 4999 books/year	20
6	Collection <ul style="list-style-type: none">• Upto 0.03 million• From .03 to 0.05 million• More than 0.05 million	05
Total	---	100

* Minimum qualifying marks are 60

The decision of Committee constituted by the competent authority of PAF-IAST shall be final.

Form I: Letter of Application

Registered Business Name: _____

Registered Business Address: _____

Telephone : _____

Fax : _____

Email : _____ Mobile: _____

To : _____

Submission of Tender Documents / Technical Proposal

Sir,

1. I/We hereby submit technical documents for evaluation with Purchase Committee, PAF-IAST as bookseller/Vendor for the supply of books/journals to the PAF-IAST.
2. I/We Authorize Purchase Committee, PAF-IAST 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)
 - iii. I/We have never been remained in the state of bankruptcy.

Respectfully,

(Authorized representative)

Date: _____

Form II: General Information

1. Name of the bookseller: _____(Purchase Committee, PAF-IAST 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:** Social Science _____, 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. _____ 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:
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Form IV – List of Clients

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

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Form V: Detail of Permanent Staff

S.NO	Name	Year	Age of experience	Academic qualification	Designation	Address / Contact No.	Relevant experience

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