

**Prequalification 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 degree Chartered Institute invites submissions 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, past satisfactory services to PAF-IAST, and desire to get themselves pre-qualified.

**Terms and Conditions**

The pre-qualification documents can be downloaded from the Institute's website (<http://www.paf-iast.edu.pk>) and shall be submitted along with a fee of Rs. 1000/- (stationary charges) non-refundable in the form of bank draft/pay order in the favor of Rector of PAF-IAST, Mang, Haripur.

- The pre-qualified vendors shall be engaged for two financial years i.e. **2023-2025** (extendable).
- Applications along with the filled pre-qualification documents should reach the office of the Convener Procurement Committee not later than 10:00 am on or before **15.04.2023**.
- Unsigned, unstamped, and late applications by specified time and date will not be considered.
- The decision of the Procurement Committee of the Institute shall be final.
- 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 two years (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 with proof <ul style="list-style-type: none"> <li>• Private Ltd.</li> <li>• Partnership</li> <li>• Proprietorship</li> <li>• Individual</li> </ul>	15
2	Experience with proof <ul style="list-style-type: none"> <li>• More than 20 years</li> <li>• 10 to 19 years</li> <li>• 06 to 09 years</li> <li>• Up to 06 years</li> </ul>	25
3	Financial Capacity in terms of paid Tax with proof <ul style="list-style-type: none"> <li>• Tax paid <math>\geq</math> 03 million</li> <li>• Tax paid <math>\geq</math> 02 million</li> <li>• Tax paid <math>\geq</math> 01 million</li> <li>• Tax paid <math>\geq</math> 0.5 million</li> </ul>	30
4	Details of Staff with proof <ul style="list-style-type: none"> <li>• Permanent staff <math>\geq</math> 08 persons</li> <li>• Permanent staff 01 to 07 persons</li> </ul>	05
5	Books Supply Capacity (attach proof) <ul style="list-style-type: none"> <li>• Supplies <math>\geq</math> 20000 books/year</li> <li>• Supplies 15000 to 19999 books/year</li> <li>• Supplies 5000 to 14999 books/year</li> <li>• Supplies 01 to 4999 books/year</li> </ul>	20
6	Available Stock with Proof <ul style="list-style-type: none"> <li>• Upto 0.03 million</li> <li>• From .03 to 0.05 million</li> <li>• More than 0.05 million</li> </ul>	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 <ul style="list-style-type: none"> <li>• Bank. _____</li> <li>• Bank. _____</li> <li>• Bank. _____</li> </ul>	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**

<b>1</b>	Indicate brief details of any litigation/arbitration entered with any employer/clientele and result thereof:
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**Form IV – List of Clients**

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

**Form V: Detail of Permanent Staff**

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