

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

**PRE-QUALIFICATION NOTICE**

Last date of Submission: 07.04.2020 at 10:30 am

Date of opening of Tender: 07.04.2020 at 11.00 am

## **PRE-QUALIFICATION NOTICE**

Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST) a Public Sector degree awarding Chartered Institute invites bids from reputed and resourceful organizations / firms registered with FBR for Income Tax and Sales Tax purposes for pre-qualification for **Supply of Library Books and Journals** having requisite technical experience, financial strength and desirous to get themselves prequalified.

### **Terms & Conditions:**

- The Pre-qualification documents can be downloaded from Institute's website (<http://www.paf-iaast.edu.pk>) and shall be submitted along with a Bid Fee of Rs 1,000/- (Stationery charges) non refundable in the form of Bank Draft/Pay Order in favor of the Rector of PAF-IAST, Mang, Haripur.
- Bid security for Rs.100,000/- (Refundable) shall be submitted with the bid in form of Call Deposit Receipt (CDR) in the favor of Rector PAF-IAST, Haripur.
- Sealed bids in conformity with bidding documents should reach the office of the Convener Procurement Committee not later than **10:30 am on 07-04-2020** and shall be opened on same date **at 11:00 am** in the presence of bidders or their representatives having valid authority letter from their respective organization who choose to attend the meeting.
- Bids which are incomplete, unsigned & unstamped on bid form, unsealed, without bid security and late by specified time and date shall not be considered.
- The decision of the Procurement Committee of the Institute shall be final.
- The PAF-IAST shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals etc.
- Error and omission if any shall be subject to rectification by the Institute
- The Institute reserves the right to accept or reject all or any bid as per KPPRA rules.

**Rector**

## **Terms & Conditions**

The bidder (s) must read the following terms & conditions carefully for strict compliance:-

- The pre-qualified bidder (s) shall strictly follow Library rates and discounts issued by Library rates committee, National Library Government of Pakistan, Islamabad
- The successful bidder (s) shall provide all the required documents before getting purchase order.
- The PAF-IAST shall accept only latest editions i.e 2017 and onward. The earlier editions shall only be considered if found useful by the Institute and the new edition of the same title is not being published.
- The PAF-IAST shall prefer hard bound copies only, if available.
- The cost of packing and delivery shall be borne by the supplier that shall not affect books/journal rates. In case of any change in prices, the supplier shall notify it to the Procurement Committee whose decision shall be acceptable by the supplier (s).
- The cost quoted for will be all inclusive and no additional cost on account of taxes/ transportation etc shall be accepted.
- Any destruction during transit will be responsibility of Supplier
- Any supply which does not match the desired specification will be returned with no cost to the Institute.
- Minimum delivery period will be fixed by the Institute however maximum delivery period will be 08 weeks.
- Payments will be made to the supplies within 30 days of supply subject to authentication by the Procurement Committee.
- The supplier (s) shall submit an affidavit or any other document required regarding originality, prices etc during payment.
- Only publishers prices charged by the publishers for books/journals shall be payable to the supplier.
- Supplier (s) shall charge the special lower price or package price, if any, offered by the publishers for developing countries and shall inform the Procurement Committee accordingly.
- Vendor shall deposit a security bond of the same amount in case, advance payment is claimed for international journals however Procurement Committee decision in this regard shall be final.
- The Supplier (s) shall refund for journals/issues not received in the Institute by end of the subscription period (Jan to Dec) in case advance payment was made.
- All correspondence with the Institute will be made through Librarian (Focal person) PAF-IAST, Mang, Haripur.
- All the updates regarding tender/supplies shall be notified on the website (<http://www.paf-iast.edu.pk>).
- PAF-IAST has the right to place supply order (s) to any of the pre-qualified bidder (s).
- PAF-IAST has the right to increase or decrease the quantity of supply or withdraw any supply order before the delivery.
- Any error or omission shall be subject to rectification by the Institute

- The Institute reserves the right to call notice for fresh prequalification of suppliers at any time.
- The word “Institute” or “PAF-IAST” where mentioned shall have the same meaning for all purposes.
- Any grievance (s) of the supplier shall be referred to the Grievance Committee constituted by the Rector for the purpose whose decision shall be final.
- The bidders may contact Librarian PAF-IAST for any query regarding the bid at his cell No. **0332-9175004**.

#### **A. Submission of Application:**

1. The bids 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. Bids received after the due date and time shall not be considered. The name and mailing address of booksellers/vendors shall be indicated on the envelopes.

2. 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 should be clearly marked in the right top corner and flagged as follows. Page 1 of Form 1, Page 2 of Form 2.....etc.

3. All the information submitted on forms must be supplemented by attachments (documentary evidence etc.). Such attachments should be clearly 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 bid, no credit will be given for that particular item.

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

5. All documents submitted by the bidder shall be treated as confidential and will not be returned.

6. The sealed documents duly completed in all respect shall be submitted in the office of convener of Procurement Committee on or before 07.04.2020 up to 10:30am.

7. The Procurement Committee will inform the successful bidders of the result of process through given **emails** address. Procurement Committee, PAF-IAST reserves the right to reject or accept any application in accordance with KPPRA rules.

#### **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 |

Form VI - Conformity to BOQ

**Note**

All the information shall strictly be submitted in accordance with the above formats / forms. Technical evaluation of bids will be done on the basis of 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 bid will be compared with a predetermined set of minimum values.

2. The evaluation of bids will be done as per following criteria:

<b>S.NO</b>	<b>Category</b>	<b>Maximum Marks</b>	<b>Passing Marks</b>
1	Nature of Bookseller	15	---
2	Experience	25	---
3	Financial Capacity	30	---
4	Details of Staff	05	---
5	Supply capacities	05	---
6	Collection	20	---
Total	---	100	60*

\* Minimum qualifying marks

The decision of Procurement Committee of PAF-IAST regarding evaluation of the bid (s) will 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 and Financial Documents for evaluation with Procurement Committee, PAF-IAST as bookseller/Vendor for the supply of books/journals to the PAF-IAST.
2. I/We Authorize Procurement 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. This bookseller/vendor (bidder) has never been black listed by any Government Department, Semi-Government Authority or Private Company or Corporation and not involved in litigation / arbitration with any client. (separate undertaking may be attached)

**Respectfully,**

(Authorized representative)

Date: \_\_\_\_\_

**Form II: General Information**

1. Name of the bookseller (bidder): \_\_\_\_\_

Procurement 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. Office Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Mobile \_\_\_\_\_

6. Branch office(s) address (if any): \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_

7. Name of Company Representative: \_\_\_\_\_

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

8. Name of Technical Representative: \_\_\_\_\_

(State Name & Job Title)

**Form III: Financial Data**

Bookseller/vendor (bidder) 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 the various Government departments in your clientage <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	
3	Name of Banks and Branch <ul style="list-style-type: none"> <li>• Bank. _____</li> <li>• Bank. _____</li> <li>• Bank. _____</li> </ul>	Branch. _____ Branch. _____ Branch. _____
4	Bank account certificate	Please attach current Bankers reference/ certificate stating financial soundness.
5	National Tax Number/GST No.	
6	Active Tax Payer's List (ALT) status	
7	Income 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 into with any employer/clientele and result thereof:
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**Form IV – List of Clients**

<b>S.NO</b>	<b>Description of Supplies</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</b>

**Form V: Detail of Permanent Staff**

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

**Form VI: CONFORMITY TO BOQ**

<b>S. No</b>	<b>Item (s)</b>	<b>Maximum percentage of Discount on foreign books</b>	<b>Maximum percentage of Discount on local books</b>	<b>Basis of conversion rates of foreign currencies</b>
1	Approximately 6000 titles of books on various applied sciences subjects (one or more copies), Including text books, general books, reference books, and 20 Journals (approximately)			

Note: The Institute reserve the right to increase or decrease number of books/Journals to be supplied.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Office Stamp: \_\_\_\_\_

**ANNEXURE- “A”**

**Technical Proposals Evaluation Criteria for Supply of Books/Journals to PAF-IAST**

<b>S.No</b>	<b>Technical Proposal</b>	<b>Marks</b>
1	<b>Nature of Bookseller (bidder)</b>	<b>15</b>
	Private Ltd.	15
	Partnership	10
	Proprietorship	07

Prequalification of Vendors for Procurement of Library Books/Journals For Pak –Austria  
 Fachhochschule: Institute of Applied Sciences And Technology (PAF-IAST) Pre-Qualification

	Individual	05
2	<b>Experience</b>	<b>25</b>
	More than 20 years	25
	More than 15 years and up to 20 years	10
	More than 10 years and up to 15 years	07
	More than 05 year up to 10 years	05
3	<b>Financial Capacity (Average of last 03 years)</b>	<b>30</b>
	Income tax paid less than Rs. 0.5 million per year	05
	Income tax paid up to Rs. 1.0 million per year	10
	Income tax paid up to Rs. 1.5 million per year	20
4	<b>Detail of Staff</b>	<b>05</b>
	Permanent staff up to 05 persons	01
	Permanent staff up to 10 persons	02
	More than 01 branch in various cities	02
5	<b>Supply capacities</b>	<b>20</b>
	Supplies more than 0.5 million per annum	20
	Supplies 0.3 to 0.4 million per annum	10
	Supplies up to 02 to 0.3 million per annum	05
6	<b>Collections</b>	<b>05</b>
	From 0.1 to 0.4 million	02
	From 0.5 to 01 million	04
	More than 01 million	05