



PRE-QUALIFICATION DOCUMENT

March 2015

PRE-QUALIFICATION OF FIRMS / SUPPLIERS

University of Engineering & Technology, G.T. Road, Lahore, Pakistan

Ph. no: 042-99029101

PRE - QUALIFICATION PROCESSING FEE Rs.

1,000/-

ISSUE DATE

24 / 03 / 2015

LAST DATE OF SUBMISSION

13 / 04 / 2015 till 11: 00 AM

FOR OFFICE USE ONLY

Serial No. _____
Sold to: - M/S _____
Date of Sale _____ Bank Challan No. _____ Date _____

COMPUTER CELL, RESEARCH CENTER

UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.

PHONE: (042) - 99029101

Important Note:

Firms/Suppliers must ensure that they submit all the required documents indicated in the Pre-Qualification Document without fail. Proposals received without, undertakings, valid documentary evidence, supporting documents and the manner for the requirements mentioned in the Pre-Qualification Document or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Firms/Suppliers for scrutiny. It is intimated that no objection shall be entertained regarding the terms and conditions of the Pre-Qualification Document at the later stages during Pre-Qualification process.

Applicability of Punjab Procurement Rules, 2014

This Pre-Qualification Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's website:

<http://www.ppra.punjab.gov.pk/>

Table of Contents

1	INTRODUCTION	3
2	TERMS AND CONDITIONS OF THE PRE-QUALIFICATION	4-5
3	SUBMISSION OF PROPOSAL	5-6
4	PREQUALIFICATION FORMS	6-7-8
5	DETAILS OF CONTRACTS/ASSIGNMENTS/PROJECTS UNDERTAKEN BY THE FIRM	8
6	EVALUATION CRITERIA	9-10
7	ANNEXURE-A (Format for Covering Letter)	11
8	ANNEXURE-B (INTEGRITY PACT)	12
9	ANNEXURE-C (Under Taking)	13
10	ANNEXURE-D (Financial Capacity of the Firm/Supplier)	14

1. INTRODUCTION

University of Engineering & Technology Lahore intends to Pre-Qualify Firms/Suppliers in order to further streamline the Procurement procedures.

All reputable, registered and established Firms/Suppliers are invited to apply for the participation in Pre-qualification Process and submit proposals for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity to perform so that eligible Firms/Suppliers may be invited to get involved in further Procurement Procedures. Each Supplier or Firms performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

The Pre-Qualification document carrying all details can be downloaded from UET Lahore's web site <http://www.uet.edu.pk> for information only. All prospective Firms/Suppliers are required to register themselves with the Procurement Authority at Computer Cell, Research Centre, UET, Lahore by showing the deposit slip of Rs. 1,000/-. This amount shall be deposited in UET, Lahore's Main A/C No. 01280005533303 HBL Branch, UET, Lahore, the deposit slip must accompany the document request on Firm/Suppliers letter head duly signed.

The proposals are required to be delivered to the office of the undersigned by **13-04-2015** at **11:00 AM**. The Committee will open the proposals for evaluation of Firms/Suppliers as per given evaluation criteria on the same date at **11:30 AM**. In the presence of the Firms/Suppliers representatives, who may like to be present.

Queries of the Firms/Suppliers (if any) for seeking clarifications regarding Pre-Qualification Document must be received in writing to the Purchaser till 5th April, 2015. Any query received after said date shall not be entertained. All queries shall be responded to within due time. UET Lahore may host a Q&A session, if required. All Firms/Suppliers shall be informed of the date and time in advance.

The Firms/Suppliers should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.

The Primary Contact & Secondary Contact for all correspondence in relation to this Pre-Qualifications as follows:

Primary Contact

Dr. Waqar Mahmood, Director Computer Cell, Contact Number: 042-99029450,
Email: director@kics.edu.pk

Secondary Contact

Mr. Muhammad Iftikhar, Network/System Specialist, Contact Number: 042-99029101,
Email: iftikhar@uet.edu.pk.

Firms/Suppliers should note that during the period from the receipt of the proposal and till further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the Firms/Suppliers may alternatively direct their enquiries through the Secondary Contact.

Firms/Suppliers are also required to state, in their proposals, the name, title, fax number and e-mail address of the their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by Firms/Suppliers in connection with the preparation or delivery of proposals.

As authority competent to accept the proposal, the Purchaser reserves the exclusive right to cancel the pre-Qualification process, accept or reject one or all proposals without assigning any grounds of reason thereof.

TERMS AND CONDITIONS OF THE PRE-QUALIFICATION

Definitions

- I. In this document, unless there is anything repugnant in the subject or context:
- II. "Authorized Representative" means any representative appointed, from time to time, by the Purchaser or the Supplier.
- III. "Purchaser" means the UET Lahore, or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- IV. "Supplier" means the Firm/Supplier selected by the Purchaser to deliver the required Goods or Services under the Purchase Order/Contract.
- V. "Purchase Order" means a document issued by the Purchaser to the Supplier for the Delivery of Goods or Services as required by the Purchaser.

- VI. "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and Supplier.
- VII. "Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all Schedules and attachments there to and all documents incorporated by reference therein.
- VIII. "The Contractor" means the Firm/Supplier whose Proposal has been accepted.
- IX. "Contract Price" means the price payable to the Contractor under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
- X. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportionable to the Goods or Services in question.
- XI. "Day" means calendar day.
- XII. "Goods" means equipment, machinery, and/or other materials / supplies which the Supplier is required to supply to the Purchaser under the Purchase Order/Contract against each item.
- XIII. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XIV. "Prescribed" means prescribed in the Pre-Qualification Document.
- XV. "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XVI. "Services" means work to be done by the Firm/supplier or other such obligations which the Firm/Supplier is required to provide to the Purchaser under the Purchase Order/Contract.

2. SUBMISSION OF PROPOSAL

Proposal must comprise the following:

- 2.1 Original deposit slip of Pre-Qualification fee, as mentioned in Pre-Qualification advertisement;
- 2.2 Duly filled below given Pre-Qualification Forms;
- 2.3 Integrity Pact duly signed and stamped by authorized representative (**Annexure-B**);
- 2.4 Undertaking (All terms & conditions and qualifications listed anywhere in the Pre-Qualification document have been satisfactorily vetted) (**Annexure-C**);
- 2.5 Covering letter duly signed and stamped by authorized representative. (**Annexure-A**);
- 2.6 Financial Capacity as per **Annexure-D**;
- 2.7 Certificate of Company/Firm/Supplier Registration/Incorporation under the laws of Pakistan;
- 2.8 Valid Registration Certificates for Income Tax, Sales Tax and Professional Tax.

Verifiable documentary proof of the mandatory and other requirements mentioned in this document must be submitted along with the below form, noncompliance of which shall lead to disqualification.

3. PRE-QUALIFICATION FORMS

PARTICULARS

Company Name			
Abbreviated Name			
National Tax No.		Sales Tax Registration No	
No. of Employees		Company's Date of Formation	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

Branch Office Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	

Factory / Workshop Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	

Financial Work of the Firm / Supplier

Company Net Worth		
Company Turn Over		
Last 3 years of Company Profits	Year	Profit/Loss

* In case of Private Limited, Please Audited Balance Sheet for the last three years.

CEO/Chairman Name		National ID Number	
Mailing Address			
Phone		Fax	
Email			

Company/Firm/ Supplier Profile

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of Items / Services	1	
		2	
		3	
		4	
3	After Sale Services		
4	Warranty Details		
5	Buy Back or Return Policy		
6	Any Other Information that supplier may like to provide		

List of Current Customers (Companies / Organizations / Businesses)

Sr. #	Name of Company/Organization	Current Business / Scope of work	No. of Years	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

(Attach documentary proof with proper reference for the companies / organizations mentioned above)

The information given above is true to the best of our knowledge; we undertake to inform UET, Lahore of any changes that may take place later in the status of company in business / agency or the management.

The terms and conditions attached have also been read and certificate signed.

Authorized Signature: _____

Name: _____

Designation: _____

Date: _____

Note: In case of insufficient space against any column, please attach separate sheet (s) for details / information

DETAILS OF CONTRACTS/ASSIGNMENTS/PROJECTS UNDERTAKEN BY THE FIRM

Sr. #	Title of Contracts / Projects / Services	General Description	Value of Contract	Years	Department / Organization	Performance
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

EVALUATION CRITERIA

IMPORTANT NOTE:-

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Supplier for its pre-qualification are under Oath.

Any document/statement provided if proved false, mis-stated, concocted, or incorrect at any time during or after Pre-qualification will result into permanent dis-qualification and black listing of the firm/Company/Supplier with their names displayed on PPRA website.

PASS MARKS: Based on conditions listed in this document, Proposal not meeting the 70% pass marks limit will be rejected. All Firms/Suppliers scoring greater than or equal to 70% of the marks will be accepted in Pre-Qualification.

PROVISO: Provided that if NONE or ONLY ONE (single) Firm/Supplier exceeds the 70% pass mark, then the Purchaser SHALL decrease the Pass Mark limit to 60%. In other words, if TWO or more Firms/Suppliers exceed 70%, then the Pass Mark will NOT be decreased to 60%.

If Pass Marks are decreased to 60%, then ALL Firms/Suppliers with scores greater than or equal to 60% shall be considered EQUALLY.

The Firms/Suppliers who have duly complied with the Qualification and Evaluation Criteria against each item will be eligible for further processing.

The proposals shall be evaluated by the Technical Evaluation Committee in the light of following evaluation criteria:

Category	Description	Requirement/Points
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid Professional Tax Certificate	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking on legal, valid and attested stamp paper that the firm is not Blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.	Mandatory

Sr. No.	Documents Required	Marks
1	Details of offices Head Office in Lahore Branch office in Faisalabad Branch office in Gujranwala Branch office in Narowal Branch office in Multan Branch office in Rahim-yar-khan	Max Marks 20 10 02 02 02 02 02

2	Company has been in Existence Since (years) 15 years or more 10 to 14 years 06 to 09 years 05 years BELOW 5 YEAR NOT ELIGIBLE	Max Marks 15 15 10 08 05
3	Company Website <ul style="list-style-type: none"> • Company Website • Supplier References / Reference Letters 	Max Marks 05 03 02
4	ISO Certificate 9000 or above of the company and manufacturer	Max Marks 10
5	Copies of Authorization Certificate of Parts <ul style="list-style-type: none"> • Tier 1 Business Partner / Gold partner / Sole Distributor • Authorized Distributor / Tier 1 Premier Partner / Silver Partner • Premier Partner • Authorized Dealer 	Max Marks 10 10 08 05 03
6	List of Technical Staff with CV Minimum 05 technical staff (Master Degree Holder), Minimum 03 Technical staff (Bachelor Degree Holder) and Minimum 02 Technical staff (Holding intermediate certificate). MSc/MCS (05 Marks), BSc (CS/IT) (03 Marks), B.Tech. / DAE (Electrical / Electronics / CS) / ICS (02 marks)	Max Marks 10
7	Detail of Relevant Projects in Last Five Years with Govt. / Semi Govt. which shows turnover business of list of items applied. Evaluation will be done per annum basis. (Attach Purchase orders or other documentary evidence) <ul style="list-style-type: none"> • 51.00 Million or above per annum • 41.00 Million to 50.00 Million per annum • 31.00 Million to 40.00 Million per annum • 20.00 Million to 30.00 Million per annum 	Max Marks 15 15 12 08 06
8	Copies of Three Years Audited Accounts (2012,2013, 2014) (for 03 years 15 Marks, for 02 years 10 Marks and for 01 year 05 marks) <ul style="list-style-type: none"> • Tax Returns • Bank letters / supplier credit position 	Max Marks 15

Format for Covering Letter

To
(Name and address of Purchaser)

Sub: _____

Dear Sir,

- a) Having examined the Pre-Qualification document and Appendixes we, the undersigned, in Conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of Purchase Order/Contract.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the Purchaser.
- c) We agree to abide by this proposal for the period of ____ days (as per requirement of the Project) from the date of opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the (insert name of the Purchaser) __, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept any proposal you may receive, not to give any reason for rejection of any proposal and that you will not defray any expenses incurred by us in Pre-Qualification.

Authorized Signatures with Official Seal: _____

INTEGRITY PACT

(To be submitted on Legal Stamp Paper)

AFFIDAVIT

We (Name of the Firm/ Supplier) being the first duly sworn on oath submit, that Mr. /Ms. _____(if participating through agent / representative) is the agent / representative duly authorized by (Name of the Firm/Supplier) hereinafter called the Supplier to submit the attached proposal to the (Name of the Purchaser). Affiant further states that the said M/s (Firm/ Supplier Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the Firm/ Supplier in the Pre-Qualification Process and in the evaluation and selection of the Firm/ Supplier for contract or Participating in further Procurement Procedures or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance. [The Firm/ Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support. [The Firm/ Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser. Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Firm/ Supplier] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Firm/ Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

 Authorized Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

 Notary Public

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Pre-Qualification and is liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign proposals for and on behalf of:

Financial Capacity of the Firm/Supplier

Additionally, the following financial data form shall be filled out for the Purchaser. The Purchaser reserves the right to request additional information about the financial capacity of the Firm/Supplier. A Firm/Supplier that fails to demonstrate through its financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous three years (most recent to oldest in (PAK Rupees))		
	Year 1 (Year)	Year 2 (Year)	Year 3 (Year)
Information from Balance Sheet:			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement:			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

Provide information on current or past litigation or arbitration over the last three (3) years as shown in the form below.

Litigation or arbitration in the last three (3) years: No: _____ Yes: _____ (See below)

Litigation and Arbitration during Last three (3) Years

Year	Matter in Dispute	Value of Award Against Contract in PAK Rupees
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Authorized Signatures with Official Seal