

**PRE-QUALIFICATION
DOCUMENT FOR PRINTING FIRMS**

**BENAZIR INCOME SUPPORT PROGRAMME (BISP)
ISLAMABAD**

January, 2015

TABLE OF CONTENTS

	DESCRIPTION	PAGE NO.
1.0	INVITATION FOR PREQUALIFICATION	2
2.0	INSTRUCTIONS TO APPLICANTS.....	3
	2.1 Submission of Applications.....	3
	2.2 Qualification Criteria	3
3.0	EVALUATION CRITERIA	4
ANNEXURES		
A.	Letter of Application	5

1.0 INVITATION FOR PRE-QUALIFICATION

PRE-QUALIFICATION OF PRINTING FIRMS IFB No. 1-22/PSG/2011(14)

Benazir Income Support Programme (BISP) intends to pre-qualify printing firms having adequate technical soundness and requisite experience to cater for printing requirements of the organization on competitive basis. Applications for “**pre-qualification**” are therefore invited from the reputed printing firms located at Islamabad/Rawalpindi registered with sales tax and income tax departments.

2. Interested firms who fulfill eligibility criteria may submit their application for pre-qualification on or before 26th January, 2015 at 1100 hours alongwith requisite documents/information as mentioned below:-

1. Income and Sales Tax Registration Certificates,
2. Press declaration certificate,
3. Complete profile of the firm with details of clientele (handled during last one year),
4. At least five years’ experience in the relevant field (documentary evidence should be provided)
5. Detail of resources in terms of machinery & equipment and technical human resource, and
6. Two (02) years’ Audited Financial Statements (Statement for the year 2013-14 is must/compulsory).

3. Pre-qualification document may be downloaded from PPRA (www.ppra.org.pk) & BISP (www.bisp.gov.pk) websites. Further, details can be obtained from BISP HQ, F-Block, Islamabad during office hours (0900 to 1600 hours). Pre-qualification applications will be opened on the same date at 1130 hours in the presence of the applicants/participating firms/ their authorized representatives, who may choose to be present.

Note: Pre-qualified firms already at the panel of BISP, shall also be required to submit fresh pre-qualification applications.

Director (Procurement)
Benazir Income Support Programme
F-Block, Pak. Secretariat
Islamabad.
Telephone No. 051-9246403

2.0 INSTRUCTIONS TO APPLICANTS

2.1 Submission of Applications

2.1.1 Applications for pre-qualification (one original and one copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:-

Director Procurement
Benazir Income Support Programme
F-Block, Pak. Secretariat,
Islamabad

not later than

26th January, 2015 at 1100 hours.

and be clearly marked "Application for Pre-qualification" for Printing firm for Benazir Income Support Programme.

2.1.2 The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.

2.1.3 The applications shall be prepared in the English language. Information in any other language should be accomplished by its translation in English.

2.1.4 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information may result into dis-qualification of the Applicant.

2.2 Qualification Criteria

2.2.1 The bidder must have registration with income tax and sales tax department.

2.2.2 Press Declaration in the name of Printing Press.

2.2.3 The bidder must have at least five years of experience in relevant field.

2.2.4 An affidavit on legal stamp paper of Rs. 50/- to the effect that bidder has not been blacklisted by any of the Federal/Provincial Government organization and their registration has not been cancelled by any of the Federal/Provincial Government organization due to bad performance.

2.2.5 Should have inhouse expertise/capacity to perform the services.

3.0 EVALUATION CRITERIA

Detail of evaluation criteria for pre-qualification is given below:-

S. No	Description	Marks
1	Minimum five years experience in the relevant field duly supported with documentary evidence	20
2	<p>Organization strength in terms of machinery & equipment and technical human resource</p> <p>i. Designing/Composing Facilities The printing press should have own in-house designing/composing facilities including availability of required hardware/software.</p> <p>ii. Detail of technical staff along with their qualification and experience.</p> <p>iii. Pre-Press System/Film Processing Laser scanner complete with image setter and automatic film processing system and laser printers, contact cabinet for film making, automatic film processor for film developing etc.</p> <p>iv. Plate Processing Automatic printing down frame and plate processor for developing</p> <p>v. Printing Four to eight colour offset printing machines. Two colour offset printing machines.</p> <p>vi. Folding and Binding Automatic page folding, perforating, stitching, lamination and hot glue binding machines.</p> <p>vii. Die-Cutting Machine Automatic die-cutting machine</p> <p>viii. Pasting Automatic pasting machine</p> <p>ix. Cutting & Trimming Automatic/Computerized paper cutting machines.</p>	50
3	Detail of Clientele	15
4	Financial standing in terms of annual turnover of minimum five million rupees.	10
5	Press Declaration Certificate	05
Total marks		100

3.1 A firm (s) attaining 70% score shall be eligible for pre-qualification.

Annex-A

Letter of Application

[Letterhead paper of the Applicant, including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date:.....

To:

.....
[name and address of the Employer]

Sirs,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the printing task
2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations); or

the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. BISP's authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the information and documents submitted in connection with pre-qualification application from the following contact persons:-

Name-----
Designation-----
Telephone No-----

4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail. In case of any failure, BISP shall be at liberty to take any action as per Public Procurement Rules, 2004 and the relevant Laws of the Islamic Republic of Pakistan

Signed
Name
For and on behalf of