

**بينظير انکم سيورٹ پروگرام**



**حکومت پاکستان**

# **BENAZIR INCOME SUPPORT PROGRAMME**

**GOVERNMENT OF ISLAMIC REPUBLIC  
OF PAKISTAN**

**DOCUMENT**

**For**

**Prequalification of Media Agencies**

# **BENAZIR INCOME SUPPORT PROGRAMME**

## **PREQUALIFICATION NOTICE**

### **Pre-qualification of Media/Advertising Agencies**

Benazir Income Support Programme (BISP) is an autonomous organization, established under BISP Act 2010 (No. XVIII of 2010) to provide financial assistance and other social protection and safety net measures to economically unprivileged segment of the society. BISP is functioning as the sole Social Safety Net Organization at national level. The objective of this nation-wide programme is to provide Income Support to the poorest families to cushion the negative effects of the price hikes and inflation. BISP had identified its beneficiaries through a comprehensive poverty survey throughout the country and provides cash transfer to eligible families. The existing data of National Socio Economic Registry (NSER) that was established as a result of the previous Nationwide Poverty Scorecard Survey carried out during 2010/11 is currently being updated.

BISP intends to launch Media Campaign about the interventions of Government of Pakistan for millions of deserving families around the country. The primary objective is to encourage public participation through nationwide awareness about the various interventions under BISP. Thus, applications/profiles are hereby sought from reputed advertising and media firms fulfilling following eligibility criteria for the production, publishing and airing of the campaign, in coordination with BISP. It is intended to pre-qualify separate pool of firms/agencies for Print & Electronic Mediums:-

- Registered with Income Tax and Sales Tax Departments besides being on the Active Tax Payers' List (ATL) of the said categories;
- Experience in social sector communications;
- Accreditation/registration with respective authorities/bodies/agencies such as APNS in case of Print Media, PBA in case of Electronic Media, PID in case of both, etc.;
- Should not be facing suspension by any of the authority on ground of non-payment of dues;
- Sound financial position;
- In-house TV/film production facility;
- Nationwide presence.

The interested firms/agencies are encouraged to provide only materials that would be specific to assess their eligibility referred to above and avoid submitting generic promotional material. The firms/agencies shall be pre-qualified pursuant to Public Procurement Rules 2004 of Public Procurement Regulatory Authority. A Pre-qualification Document has been uploaded on BISP's Website [www.bisp.gov.pk/tenders](http://www.bisp.gov.pk/tenders) which should be downloaded and sufficiently comprehended for pre-qualification application/profile.

Expressions of Interest, prepared in accordance with the requirements prescribed in the Pre-qualification Document, must be delivered to the address below by or before 1400 hours (PST) on **18<sup>th</sup> January 2018** which shall be opened on same date at 1430 hours in the presence of the authorized representatives of firms, who may choose to be present.

The title/category of advertisement i.e. Print/Electronic or Both, and name of the firm/agency should be clearly written on the front of the envelope or in the subject line.

**Assistant Director**  
**BENAZIR INCOME SUPPORT PROGRAMME (BISP)**  
Media Wing,  
BISP HQ Secretariat, F-Block, Pak Secretariat,  
Islamabad, Pakistan. Postal Code: 44000  
Tel: +92-51-9246384, Fax: +92-51-9246319

## GENERAL INSTRUCTIONS TO APPLICANTS (GITA)

### 1. Source of Funds and Scope of Services

- Source of Funds** 1.1 Government of Pakistan.
- Advertising/Media Tasks to be Performed** 1.2 The Client, as named in the PITA, intends to prequalify Media/Advertising firms/agencies for tasks described in the PITA.
- Lot and Package** 1.3 If so indicated in the PITA, bids will be invited for one or more categories.
- Bid Invitation** 1.4 It is expected that prequalified applicants shall be invited to submit their bids during the month and year indicated in the PITA.
- Type of Contract** 1.5 The bidding documents, type of contract and method of payment are indicated in the PITA.
- General Information** 1.6 General information on the scope of services, frequency of assignments, prequalification process and contract validity period, and other relevant data is provided in the PITA.

### 2. Fraud and Corruption

- 2.1 The Client observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Client:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among Firms/Agencies (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

- (b) will not accept a proposal for award if it determines that the Firm/Agency recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question; and
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a BISP financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing a BISP financed contract.

### **3. Eligibility of Firms/Agencies**

#### **Eligible Firms/Agencies**

- 3.1 Government-owned enterprises in the country may participate only if they can establish that they (i) are legally and financially autonomous, and (ii) operate under commercial law.
- 3.2 A firm declared ineligible by BISP in accordance with Sub-Clause 2.1 (c) above shall be ineligible to bid.

### **4. Qualification Criteria**

#### **General**

- 4.1 Prequalification will be based on Applicants eligibility and qualification meeting **all** of the following pre-requisites regarding their general and particular experience and capacities, and other relevant information as demonstrated by the Applicant's responses in the Information Forms attached to the Letter of Application.

#### **Required Quality Assurance**

- 4.2 The Applicant shall provide evidence that it meets the eligibility & qualification criteria specified in PITA, and has a successful performance history in accordance with criteria specified in PITA

#### **General Experience**

- 4.3 The Applicant shall provide evidence that it has successfully completed or substantially completed at least the number of similar contracts/assignments for Print and/or Electronic advertising/communication and within the period stated in the PITA. The advertising/ communication tasks/assignments should have been done by the Applicant as an exclusive entity, with references being submitted to confirm satisfactory performance.

#### **Specific Experience**

- 4.4 The applicant should have designed, produced and marketed the specific advertising/communication services/tasks similar to those subject of bidding through Print and/or Electronic

- Mediums specified in the PITA for at least the number of years stated in the PITA.
- Experience on Designing, Production and Campaigning** 4.5 The Applicant should provide proof of experience with and knowledge of; designing, production, campaigning and marketing services/tasks similar to those subject to bidding. It should provide names of clients to which the Applicant has delivered such services worth at least the amount specified in the PITA since one year.
- Registration Requirements** 4.6 Unless PITA stipulates otherwise, the Advertising/Media Firms/Agencies who intend to undertake the Contract should be registered with the relevant authority in the country. Besides, the firms/agencies should have achieved the necessary accreditations as specified in the PITA.
- Lot and Package** 4.7 When applying for prequalification on more than one Category under the lot and package arrangements, the Applicant must provide evidence that it meets or exceeds the sum of all the individual requirements for the lots or package being applied for in regard to:
- (a) Average annual turnover; and
  - (b) Similar experience including key production.
- In case the Applicant fails to fully meet any of these criteria, it may be qualified only for those lots for which the Applicant meets the above requirement.
- Right to Waive** 4.8 The Client reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.

## 5. Requests for Clarification

- Notification and Response** 5.1 Applicants are responsible for requesting any clarification of the prequalification documents. A request for clarification shall be made in writing to the Client's address indicated in the PITA. The Client will respond to any request for clarification that it receives earlier than seven (07) days prior to the deadline for submission of applications. Copies of the Client's response, including a description of the inquiry but without identifying its source, will be posted on its website ([www.bisp.gov.pk](http://www.bisp.gov.pk)) for information of all prospective applicants.

## 6. Submission of Applications

- Delivery** 6.1 Submission of applications for prequalification must be received in sealed envelopes either delivered by hand or by registered mail to the address, and not later than the date stated in the PITA. The name and mailing address of the Applicant shall be indicated on the envelope, which shall be clearly marked as indicated in the PITA. A receipt will be given for all applications submitted.
- Late Applications** 6.2 The Client reserves the right to accept or reject late applications.
- Language** 6.3 All information requested for prequalification shall be provided by Applicants in the language indicated in the PITA. Information may be provided in another language, but it shall be accompanied by an accurate translation of its relevant passages into the language indicated in the PITA. This translation will govern and will be used for interpreting the information.
- Lack of Information** 6.4 Failure of an Applicant to provide comprehensive and accurate information that is essential for the Client's evaluation of the Applicant's qualifications, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant.
- Material Changes** 6.5 Applicants, and those subsequently prequalified or conditionally prequalified, shall inform the Client of any material change in information that might affect their qualification status. Firms shall be required to update key prequalification information at the time of bidding. Prior to award of contract, the lowest evaluated Firm/Agency will be required to confirm its continued qualified status in a post qualification review process.
- Prequalification process** 6.6 Applicants whose applications shall stand responsive to the eligibility and qualifications requirements which shall be determined in first phase, as per the information provided according to above requirements, shall be invited of presentations. The areas/subject for presentations shall be informed/given by the Client and the presentations shall be judged as per following criterion and the firms/companies/agencies obtaining 70 or more marks shall stand pre-qualified: -

Sr. #	Areas	Marks
<b>Print Media Advertising/Campaigning</b>		
1.	<b>Creativity:</b> The external expression of the imagination	20
2.	<b>Style:</b> Specific genre or simply be recognizable as the characteristics of how a specific artist applies light to a subject	10
3.	<b>Composition:</b> Design of an image, bringing all of the visual elements together in concert to express the purpose of the image	15
4.	<b>Impact:</b> The sense one gets upon viewing an image for the first time	15
5.	<b>Technique:</b> The approach used to create the image. Printing, lighting, posing, paper selection and other elements are part of the technique applied to an image	20
6.	<b>Storytelling:</b> The ability of the image to evoke imagination	20
<b>Total =</b>		<b>100</b>
<b>Electronic Media Advertising/Campaigning</b>		
1.	Script Writing Skills for Radio Campaign	15
2.	Themes for Radio Campaign	15
3.	Creative Art Work for Visual Campaign	15
4.	Production Quality of TVC	30
5.	Uniqueness of the Audio & Video Themes	10
6.	Audio & Video themes are creative, engaging and holding the attention of the view	15
<b>Total =</b>		<b>100</b>

- 6.7 If an applicant is applied for both types/categories of Media Advertising/Campaigning i.e. Print & Electronic, the applicant shall have to obtain minimum qualification on average.



## 7. Client's Notification and Bidding Process

- Invitation for Bid** 7.1 Within the period stated in the PITA from the date for submission of applications, the Client will notify all Applicants in writing of the results of their application and of the names of all prequalified and conditionally prequalified applicants (see Sub-Clause 7.2 below). The successful applicants will be invited to submit a bid as and when required. The Invitation for Bids will be on the prescribed format.
- Conditional Pre-qualification** 7.2 An Applicant may be "conditionally prequalified", that is, qualified subject to certain specified nonmaterial deficiencies in the prequalification requirements being met by the Applicant to the satisfaction of the Client, before submitting a bid. Upon full compliance with the prequalification requirements, other prequalified applicants will be notified accordingly.
- Bid Security** 7.3 Firms/Agencies will be required to provide bid security in the form and amount indicated in the bidding documents inviting quotations/bids. The successful Firm/Agency will provide performance security in the form and amount indicated in the bidding documents, if so required.
- Client's Rights** 7.4 The Client reserves the right to take the following actions, and shall not be liable for any such actions:
- (a) amend the scope and cost of any contract to be bid under this project, in which event bids will be invited only from those applicants who meet the resulting amended prequalification requirements;
  - (b) reject or accept any prequalification application, and/or any late application; and
  - (c) cancel the prequalification process and reject all applications without thereby incurring any liability to the affected applicant. The Client will inform the affected applicant of the grounds for the Client's action, if so requested, but the Client shall not be required to justify the grounds.



## PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

### Part A: General

The PITA below is formatted for prequalification related to either one or more categories (lots). Part A relates to general matters that are common to both processes. Part B relates to specific requirements for one or more categories (lots).

GITA Sub- Clause Reference	These particular instructions and related Information Forms (IF) are intended to complement, amend, or supplement the provisions in the GITA. In the event of conflict or ambiguity, the provisions in the PITA shall prevail over those in the GITA.
1.2	<u>Name of the Client:</u> Benazir Income Support Programme (hereinafter called "BISP"), established under the Benazir Income Support Programme Act, 2010 (Act No. XVIII of 2010)
1.3	Bids will be invited for:  <ul style="list-style-type: none"> <li>(i) Print Media Advertisement/Campaigning,</li> <li>(ii) Electronic Media Advertisement/Campaigning</li> </ul>
1.4	<u>Bid Invitation</u> <u>Expected date of Invitation for Bids:</u> Bids/quotations will be invited as and when required depending upon need and frequency of requirements in above categories, following Public Procurement Rules 2004 (as amended from time to time).
5.1	<u>Requests for Clarification:</u> Requests for clarification shall be addressed to:  <p style="text-align: center;"><b>Assistant Director,</b> Media Wing <b>Benazir Income Support Programme</b> BISP HQ Secretariat, F-Block, Pak Secretariat, Islamabad. Tel: +92-51-9246384, Fax: +92-51-9246319 Email: <a href="mailto:bispmedia1@gmail.com">bispmedia1@gmail.com</a></p>
6.1	<u>Submission of Applications</u>  <p style="text-align: center;"><b>Assistant Director,</b> Media Wing <b>Benazir Income Support Programme</b></p>

	<p>BISP HQ Secretariat, F-Block, Pak Secretariat, Islamabad. Tel: +92-51-9246384, Fax: +92-51-9246319 Email: <a href="mailto:bispmedia1@gmail.com">bispmedia1@gmail.com</a></p> <p>Date for Submission: <b>18<sup>th</sup> January 2018</b></p> <p><u>Envelope Marking:</u> <i>BISP &amp; Name of Category (i.e. Print and/or Electronic Media) for which Profile/prequalification Application is being submitted. Name and address of the Applicant to be given on right bottom corner of the envelope.</i></p>
6.3	<p><u>Language:</u></p> <p>All information requested for prequalification shall be provided in the “<i>English</i>” language.</p>
7.1	<p><u>Prequalification Notice:</u> The result of the pre-qualification will be conveyed within sixty (60) days.</p>

## **PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)**

### **Part B: Specific Contract Requirements**

#### **1.2**

##### The Services to be supplied:

##### **A. Print Media Advertisement/Campaigning:**

Develop and design Advertising/Media plan and execution as per BISP's requirements and in line with Marketing strategies and action plans keeping in view the social sector practices, ensuring effective media reach.

Develop and maintain corporate public relations and advertising policies, plans and programs to ensure effective public relations in projecting the organization's image to the public. Communicate plan of actions; develop plans to present a desirable, accurate and informed corporate image to media and concerned stakeholders and have the capacity and ability of handling digital media.

Should monitor Print Media Newspapers, Periodicals, and magazines ensuring that prompt and up to date information is provided and disseminated on specific/all newspapers, as operations are on a continuous basis. This also includes answering queries of Print Media at any time whenever inquired upon; ensuring elimination of negative news. Arranging interviews for Chairperson and Secretary BISP. Ensure coverage of news in at least 20 + major dailies of Pakistan, regional dailies & local dailies.

Writing Articles, News stories/Columns, Press Releases, Clarifications, Rebuttals and Letters to the Editor in Urdu & English languages maintaining a positive image of the airline.

Should have and be able to maintain a close relationship with key members of the local and foreign press, government mass media agencies, and public relations bodies.

Should have established contacts with social, cultural and commercial organizations to obtain their goodwill and support in order to further the interest of the organization.

##### **B. Electronic Media Advertisement/Campaigning:**

Develop and design Advertising/Media plan and execution as per BISP's requirements and in line with Marketing strategies and action plans keeping in view the social sector practices, ensuring

effective media reach.

Should have and be able to maintain a close relationship with key members of the local and foreign press, government mass media agencies, and public relations bodies.

Should be able to monitor Electronic Media News Channels on 24/7 basis ensuring that prompt and up to date information is provided and relayed on specific / all TV news channels. Information and Clarifications, Rebuttals and Releases of events related to Marketing, all Regions / Departments/ Divisions of BISP, CSR activities and emergency / crisis management situations to Electronic Media Channels (within Pakistan and Abroad). This includes favorable news tickers on all TV channels, answering queries of TV anchors on their live program shows and /or reporters at any time whenever inquired upon; ensuring elimination of negative news. Arranging interviews for Chairperson BISP, Secretary BISP and senior officials.

## 1.5

### **Type of Contract**

Bidding Documents: *BISP's Bidding Document/Request for Quotations or Proposals, Shall be provided to the pre-qualified applicants for submission of bids for particular assignment in above categories as and when need arises and contract/release order/supply order shall be provided following Public Procurement Rules 2004 (as amended from time to time).*

Method of payment: *100% upon acceptance successful completion of the assignment/service delivery.*

Prices: *"Fixed"*

## 1.6

### **Delivery terms:**

*Will vary depending upon nature of printing assignment*

### **Frequency of Assignments:**

Sr. #	Category of Advertising/ Campaigning	At least, however, depends on needs
A.	Print	10 (Ten)
B.	Electronic	10 (Ten)

### **Expected place of Delivery:**

Mainly, BISP HQ Secretariat, F-Block, Pak Secretariat, Islamabad. Nonetheless, it could be anywhere in Pakistan

depending upon the nature and requirement of the services.

Prequalification's validity period: One year (Twelve Months)

#### 4.2

Qualification requirements for Applicants are:

The Applicant should provide the following documents with its application:

Documentary evidence of the Applicant's qualifications:

- (a) is incorporated in the country;
- (b) has been Registered with Income Tax and Sales Tax Departments besides being on the Active Tax Payers' List (ATL) of the said categories;
- (c) has experience of working in social sector communications/advertising,
- (d) has accreditation/registration with following respective authorities/bodies/agencies:-

<b>Print</b>	<b>Electronic</b>
Press Information Department	Press Information Department
All Pakistan Newspapers Association (APNS)	Pakistan Broadcasters Association (PBA)

- (e) Should not be facing suspension by any of the authority on ground of non-payment of dues;
- (f) Management Structure/Organogram & Systems of the firm with relevant information about Board/Directors etc.;
- (g) has designed, produced, marketed and delivered similar services since one year;
- (h) Details of the technical personnel either as permanent or retainer staff with their qualifications and expertise in brief of the company/firm/agency;
- (i) In-house TV/film production facility with all relevant necessary details such as equipment, machines, infrastructure, facilities, technical staff etc.;
- (j) Nationwide presence with name, address, phone, fax and e-mail address along with postal and telegraphic address for the

head office, branch offices and contact personnel.

The Applicant shall also submit the following additional information:

- (a) copies of its audited financial statements for the past three fiscal years and statement of financial standing with necessary bank certificate. The firm/company/agency's must demonstrate that it has the financial resources to meet Minimum Liquidity as specified below: -

<b>Print</b>	<b>Electronic</b>
Pak. Rs. 10.00 million (Rs. Ten million)	Pak. Rs. 30.00 million (Rs. Thirty million)

- (b) Copies of Income and Sales Tax Certificates;
- (c) Documentary Evidence that the firm/company/agency is an Active Tax Payer of Income and Sale Taxes;
- (d) Confirmation of registration/incorporation of firm/company/agency as Legal Entity through a letter addressed to BISP from the respective body/authority, duly signed and stamped by the issuing authority, confirming that the present registration status of the firm/company/agency;
- (e) Affidavit on legal Stamp Paper of Rs. 100/-, at least, confirming that: (a) applicant firm/company/agency has never been blacklisted by any International, Government/Semi Government Organization, (b) applicant firm/company/agency has no pending litigation/arbitration against a client, and (c) all the information provided by the applicant firm/company/agency is correct;
- (f) Information on firm/company/agency's current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued;
- (g) Any additional information which may help in the pre-qualification process;

#### 4.3

The Applicant should provide the following documents with its application that it has successfully completed contracts over Rs. 1,000,000 during since last one year;



- 4.4** The applicant should have designed, produced, marketed and campaigned advertisements of following natures;

Print	Electronic
<ul style="list-style-type: none"><li>• Advertisements for Social Sector, Government departments;</li><li>• Campaigning on women's issues, children's rights, rights concepts, etc.</li></ul>	<ul style="list-style-type: none"><li>• Advertisements for Social Sector, Government departments;</li><li>• Campaigning on women's issues, children's rights, rights concepts, etc.</li></ul>

- 4.5** List of cliental with their addresses, details of focal person(s), phone & fax numbers, emails alongwith copies of major contracts, to which the Applicant has delivered similar services since last one year.

## LETTER OF APPLICATION

*[letterhead paper of the Applicant including full postal address, and telephone, facsimile and telex numbers, and cable address]*

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

To:

Name of Project:

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby applies for prequalification to bid for "Print and/or Electronic Advertisements/Campaigns":

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 that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).

3. Your Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Authority and its authorized representatives may contact the following persons for further information:

General and managerial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Personnel inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Technical inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Financial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

5. This application is made with the full understanding that:
- (a) bids by prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) your Authority reserves the right to:
    - amend the scope and value of any contracts to be bid under this project; in which event, bids will be invited only from those Applicants who meet the resulting amended prequalification requirements; and
    - reject or accept any application, cancel the prequalification process without thereby incurring any liability to the applicants. The Client will inform the affected applicants of the grounds for the Client's action, if so requested, but the Client shall not be required to justify the grounds.
  - (c) your Authority shall not be liable for any such actions under 5 (b) above.

6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of:	For and on behalf of:

## Section 1: Company Details and General Information

1. Name of Firm:			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. WWW Address:			
8a. Contact Name:			
8b. Contact Title:			
9. Parent Company, if Any (Full Legal Name):			
10. Subsidiaries, Associates, and/or Overseas Representative(s), if Any:			
11. Nationality of the Firm			
12. Type of Business:			
12a. If Other, specify:			
13. Nature of Business:			
14. Year Established:			
15. Key Personnel: [include name of candidate, position, professional qualifications, and experience]			
Technical                      Production                      Management			
16. Dates, Numbers, and Expiration Dates of Current Licenses and Permits:			
17. Current tax authorities registration information:			
18. In-house production capacity: <i>[insert peak and average production capacity since last one year in units/day or units/month, etc.]</i>			
19. Presence and characteristics of in-house quality control systems			

20. Are all finished productions are tested and released by quality control prior to presentation to the client and or release for campaigning?

Yes                      No If not, why?

## Section 2: Financial Information

21. Average Annual Turn Over for the last 3 years:

Year	Total Sales (Rs.)
22. VAT No./Tax I.D.:	
23a. Bank Name:	
23b. Swift/BIC Address:	
23c. Bank Address:	
23d. Bank Account Number:	
23e. Account Name:	

24. Please attach a copy of the company's Annual or Audited Financial Report of the last three years.

### Section 3: Current Contract Commitments / Contracts in Progress

25. Name of Contract(s)
26. Client Contact Information <i>[insert address, telephone, fax, e-mail address]</i>
27. Value of outstanding contracts <i>[current Rs. equivalent]</i>
28. Estimated Completion Date
29. Monthly Financial Resources Requirements to complete the contracts (Rs./mon.)

### Section 4. Experience

30.. Contracts over <i>[Rs. 1,000,000]</i> during the last three years:				
Client	Value	Year	Services	Organization

### Section 5: Other

31. Please list any disputes your company has been involved in over the last 3 years:			
Year	Award FOR or AGAINST applicant	Name of client, cause of litigation, and matter in dispute	Dispute amount (current value, Rs. equivalent)

32. We hereby certify that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible. Moreover, we have not been suspended by any of the authority on the ground of non-payment of dues.

Signed: \_\_\_\_\_

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

in the capacity of: *[insert title or other appropriate designation]*