

# **PRE-QUALIFICATION DOCUMENT FOR PRINTING FIRMS**

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



**Nurturing Women Empowerment**

**October, 2018**

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## 1.0 INVITATION FOR PRE-QUALIFICATION

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/presses **registered with sales tax and income tax departments** and are on Active Taxpayer List (ATL) of FBR.

2. Interested firms who fulfill eligibility criteria may submit their application for pre-qualification on or before 12<sup>th</sup> November, 2018 at 1100 hours alongwith requisite documents/information as mentioned below:-

1. Income and Sales Tax Registration Certificates,
2. Proof of their Active Status as per FBR's ATL.
3. Press declaration certificate,
4. Complete profile of the firm with details of clientele (handled during last one year) alongwith contact information of atleast two recent clients
5. Performance certificates issued by BISP (*in case of having past experience with BISP*) and atleast one other recent client.
6. At least five years' experience in the relevant field (documentary evidence should be provided).
7. Detail of resources in terms of machinery & equipment and technical human resource and
8. Last two (02) years' Audited Financial Statements.
9. The firm must have proper Business setup in Rawalpindi/Islamabad and landline telephone facility

3. Pre-qualification document may be downloaded from PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) & BISP ([www.bisp.gov.pk](http://www.bisp.gov.pk)) websites. Further, details can be obtained from BISP HQ, F-Block, Islamabad during office hours (0900 to 1700 hours). Pre-qualification applications will be opened on 12<sup>th</sup> November, 2018 at 1130 hours in the presence of the applicants/participating firms/ their authorized representatives, who may choose to be present.

**Director (Administration)**  
Benazir Income Support Programme  
F-Block, Pak. Secretariat,  
Islamabad.  
Telephone No. 051-9246322

## 2.0 INSTRUCTIONS TO APPLICANTS

### 2.1 Submission of Applications

- 2.1.1 Applications for pre-qualification (one original and one copy) as per format given at Annex-A must be received in sealed envelopes to be delivered by hand or through registered mail to:-

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

not later than

**12<sup>th</sup> November, 2018 at 1100 hours.**

and be clearly marked as **“Application for Pre-qualification of Printing firms”** for Benazir Income Support Programme.

- 2.1.2 Name and the mailing address of the Applicant shall be clearly marked left hand on the envelope.
- 2.1.3 The applications are required to 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 Compliance to the eligibility criteria.
- 2.2.2 An affidavit on legal stamp paper of Rs. 100/- 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.
- 2.2.3 Should have inhouse expertise/capacity to perform the services.
- 2.2.4 Satisfactory past performance with BISP and othrer clients
- 2.2.5 Physical verification of priting firms will also be carried out

### 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	10
2	<p><b>Organization strength in terms of machinery &amp; equipment and technical human resource</b> (Documentary evidence, may be in the form of pictures of the firms unit, must be provided)</p> <p>i. <b>Designing/Composing Facilities</b> The printing press should have own in-house designing/composing facilities including availability of required hardware/software.</p> <p>ii. <b>Detail of technical staff along with their qualification and experience.</b></p> <p>iii. <b>Pre-Press System/Film Processing</b> <u>Laser scanner</u> complete with image setter and automatic film processing system and laser printers, <u>Contact cabinet</u> for film making, automatic film processor for film developing etc.</p> <p>iv. <b>Plate Processing</b> Automatic printing down frame and plate processor for developing</p> <p>v. <b>Printing</b> Four to eight colour offset printing machines. Two colour offset printing machines.</p> <p>vi. <b>Folding and Binding</b> <u>Automatic page folding, perforating, stitching, lamination</u> and <u>hot glue binding</u> machines.</p> <p>vii. <b>Die-Cutting Machine</b> Automatic die-cutting machine</p> <p>viii. <b>Pasting</b> Automatic pasting machine</p> <p>ix. <b>Cutting &amp; Trimming</b> Automatic/Computerized paper cutting machines.</p>	50
3	Detail of Clientele ( <i>one mark for each client</i> )	05
4	Satisfactory past performance with BISP and other clients ( <i>zero mark for poor past performance &amp; 20 marks for satisfactory performance</i> )	20
5	Financial standing in terms of annual turnover of minimum five million rupees.	10
6	Press Declaration Certificate	05
<b>Total marks</b>		<b>100</b>

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