

**PRE-QUALIFICATION NOTICE**  
**BENAZIR INCOME SUPPORT PROGRAMME**  
**Pre-Qualification of Printing Presses for FY 2020-21**  
IFB # 02(01)/BISP/ADMIN/2020-21

Benazir Income Support Programme (BISP) intends to pre-qualify interested persons / firms / companies / organizations having adequate technical soundness and requisite experience to cater printing requirements of the Organization on competitive basis. Applications for “**Pre-Qualification**” are therefore invited from the reputed persons / firms / companies / organizations registered with income tax and sales tax departments and are on Active Taxpayer List (ATL) of FBR.

2. Interested persons / firms / companies / organizations who fulfill eligibility criteria may submit their application for pre-qualification along with their detailed profile on or before 18<sup>th</sup> November, 2020 at 11:00 AM and requisite documents / information as mentioned below:-

- Income tax and sales tax registration certificates;
- Proof of their active status as per FBR’s ATL;
- Press declaration / certificate;
- Complete profile with details of clientele along with contact information, starting from the most recent client in descending order;
- An affidavit on stamp paper of PKR. 100/- that the bidder has not been blacklisted and has not been proved guilty of poor or non performance by/in any public / private sector organization;
- At least five years’ experience in the relevant field;
- Detail of resources in terms of machinery, equipment and technical human resource;
- Audited financial statements, if any, for last two (02) years.
- Evidence showing turnover of at least PKR 5 million for last two years; and
- Certificate of incorporation or registration as Association of Persons (AOP) or any other evidence showing proper business setup such as rent/ lease agreements or ownership documents and also evidence of landline telephone facility.

3. Pre-qualification document may be downloaded from PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) or BISP ([www.bisp.gov.pk](http://www.bisp.gov.pk)) websites. Further details can be obtained from BISP HQ, F-Block, Pak Secretariat, Islamabad, during office hours (9:00 AM to 5:00 PM). Pre-qualification applications will be opened on 18<sup>th</sup> November, 2020 at 11:30 AM in the presence of the participants / authorized representatives, who may choose to be present.

**Additional Director General (Procurement)**  
Benazir Income Support Programme,  
Head Office, F-Block,  
Pak. Secretariat, Islamabad.

Ph: 051-9246420

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



**Nurturing Women Empowerment**

**BENAZIR INCOME SUPPORT PROGRAMME  
GOVERNMENT OF PAKISTAN**

**October, 2020**

# TABLE OF CONTENTS

	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
<b>1.</b>	<b>INVITATION FOR PREQUALIFICATION.....</b>	<b>2</b>
<b>2.</b>	<b>INSTRUCTIONS TO APPLICANTS.....</b>	<b>3</b>
	2.1. Submission of Applications .....	3
	2.2. Qualification Criteria .....	3
<b>3.</b>	<b>EVALUATION CRITERIA.....</b>	<b>4</b>
	<b>ANNEXURES</b>	
<b>A.</b>	<b>Application.....</b>	<b>6</b>

1.

## INVITATION FOR PRE-QUALIFICATION

Benazir Income Support Programme (BISP) intends to pre-qualify interested persons / firms / companies / organizations having adequate technical soundness and requisite experience to cater printing requirements of the Organization on competitive basis. Applications for “**Pre-Qualification**” are therefore invited from the reputed persons / firms / companies / organizations registered with income tax and sales tax departments and are on Active Taxpayer List (ATL) of FBR.

2. Interested persons / firms / companies / organizations who fulfill eligibility criteria may submit their application for pre-qualification along with their detailed profile on or before 18<sup>th</sup> November, 2020 at 11:00 AM and requisite documents / information as mentioned below:-

- Income tax and sales tax registration certificates;
- Proof of their active status as per FBR’s ATL;
- Press declaration / certificate;
- Complete profile with details of clientele along with contact information, starting from the most recent client in descending order;
- An affidavit on stamp paper of PKR. 100/- that the bidder has not been blacklisted and has not been proved guilty of poor or non performance by/in any public / private sector organization;
- At least five years’ experience in the relevant field;
- Detail of resources in terms of machinery, equipment and technical human resource;
- Audited financial statements, if any, for last two (02) years.
- Evidence showing turnover of at least PKR 5 million for last two years; and
- Certificate of incorporation or registration as Association of Persons (AOP) or any other evidence showing proper business setup such as rent/ lease agreements or ownership documents and also evidence of landline telephone facility.

3. Pre-qualification document may be downloaded from PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) or BISP ([www.bisp.gov.pk](http://www.bisp.gov.pk)) websites. Further details can be obtained from BISP HQ, F-Block, Pak Secretariat, Islamabad, during office hours (9:00 AM to 5:00 PM). Pre-qualification applications will be opened on 18<sup>th</sup> November, 2020 at 11:30 AM in the presence of the participants / authorized representatives, who may choose to be present.

**Additional Director General (Procurement)**  
Benazir Income Support Programme,  
Head Office, F-Block,  
Pak. Secretariat, Islamabad.  
Ph: 051-9246420

## 2.

## INSTRUCTIONS TO APPLICANTS

### 2.1. Submission of Applications

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

Additional Director General (Procurement), Benazir Income Support Programme, Head Office, F-Block, Pak. Secretariat, Islamabad, not later than 18<sup>th</sup> November, 2020 at 11:00 AM and be clearly marked as **“Application for Pre-qualification of Printers”**.

Name and mailing address of the Applicant shall be clearly marked on the envelope.

The applications are required to be prepared in English language. Information in any other language should be accompanied with its translation in English.

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

### 2.2. Qualification Criteria

The following eligibility criteria are required:

- Provision of an affidavit on stamp paper of PKR 100/- that the bidder has not been blacklisted and has not been proved guilty of poor or non performance by / in any federal / provincial government organization.
- Provision of certificate of incorporation or registration as Association of Persons (AOP) or any other evidence showing proper business setup such as rent/ lease agreements or ownership documents and also evidence of landline telephone facility.
- Should have in house expertise / capacity to perform the services. Physical verification of printers shall also be carried out by BISP.
- Registration with tax authorities for direct and indirect taxes.
- Provision of Press declaration/ certificate.

## 3.

**EVALUATION CRITERIA**

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

S. No	Description	Marks
1	Minimum five years similar working experience of printing for various organizations duly supported with documentary evidence.	10
2	<p><b>Organization strength in terms of machinery &amp; equipment and technical human resource (technical staff).</b></p> <p><b>i. Designing/Composing Facilities</b></p> <ul style="list-style-type: none"> <li>• The printing press should have own in-house designing/composing facilities including availability of required hardware/software.</li> <li>• Name and version of software required.</li> </ul> <p><b>ii. Detail of technical staff along with their qualification and experience.</b></p> <ul style="list-style-type: none"> <li>• Degrees/certificates, working experience and number of technical human resource (technical staff) employed.</li> </ul> <p><b>iii. Pre-Press System/Film Processing</b> 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><b>iv. Plate Processing</b> Automatic printing down frame and plate processor for developing.</p> <p><b>v. Printing</b></p> <ul style="list-style-type: none"> <li>• Four to eight colour offset printing machines.</li> <li>• Two colour offset printing machines.</li> </ul> <p><b>vi. Folding and Binding</b> Automatic page folding, perforating, stitching, lamination and hot glue binding machines.</p> <p><b>vii. Die-Cutting Machine</b> Automatic die-cutting machine.</p> <p><b>viii. Pasting</b> Automatic pasting machine.</p> <p><b>ix. Cutting &amp; Trimming</b></p> <ul style="list-style-type: none"> <li>• Automatic/computerized paper cutting machines.</li> </ul> <p><i>Following documentary evidence must be required for evaluation:</i></p> <ul style="list-style-type: none"> <li>• <i>Name/brand, model and quantity of printing machines available.</i></li> <li>• <i>Name/brand, model and quantity of equipment available.</i></li> </ul>	60

3	Name, address & contact nos of clients (two marks for each client).	10
4	Annual turnover of at least PKR five (05) million for last two (02) financial years.	10
5	Audited Financial Statements for last two years.	10
<b>Total Marks</b>		<b>100</b>
<i>(Documentary evidence must be provided i.e. Purchase order, work order, supply order, contract agreement, performance or job completion certificate etc for evaluation).</i>		
<i>A firm (s) attaining 70% score shall be eligible to prequalification.</i>		

**Application**

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

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

To: Benazir Income Support Programme,  
F-Block, Pak Secretariat, Islamabad

Sirs,

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “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. All the relevant documents as per Invitation and Instructions are enclosed herewith.
3. BISP is 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 this application are complete, true and correct to the best of his knowledge. 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