



PRE-QUALIFICATION NOTICE OF CONTRACTORS FOR PRINTING ITEMS 2018-2020

**Women University Of Azad Jammu and Kashmir Bagh,
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PRE-QUALIFICATION NOTICE OF CONTRACTORS FOR PRINTING ITEMS 2018-2020

Women University of Azad Jammu and Kashmir Bagh, a Public Sector University intends to pre-qualify the contractors of **Printing Items** for twenty months i.e. from November, 2018 to 30th June, 2020. Period of service will be of twenty months i.e. from November, 2018 to 30th June, 2020 which may be extended for another term on same terms and conditions after mutual agreement of both parties.

Following printing items will be printed during the year:

Printing of newsletters, office folders with pocket, office letter heads, employee cards with jacket & ribbon, visiting cards, invitation cards, university calendars, annual reports, file covers, envelopes, registers, panaflex banners/posters, answer sheets, prospectus etc.

After pre-qualification, complete list and specifications of above mentioned items will be shared with the pre-qualified vendors for financial bids.

The pre-qualification detail is also available on WUJ&K Bagh website (www.wuajk.edu.pk).

- Women University of Azad Jammu and Kashmir Bagh will not be responsible for any cost or expenses incurred by vendors in connection with preparation or delivery of documents.
- For further clarification, please contact Assistant Director Finance on the address.
- After evaluation the selected vendors will be formally informed for the selection.
- The competent authority reserves the right to reject or accept any or all documents or part thereof without assigning any reason whatsoever.
- Late receiving documents after due date will be rejected.
- Not alteration or amendment will be allowed in any case after documents submission date.
- Documents received through any other mode / addressed to any other person will not be entertained.
- The documents should be submitted in sealed envelope clearly mentioned **“PREQUALIFICATION NOTICE FOR CONTRACTORS OF PRINTING ITEMS 2018-2020”**

PRE-QUALIFICATION DOCUMENT

PRE-QUALIFICATION OF PRINTING CONTRACTORS

FOR

Women University of Azad Jammu and Kashmir Bagh

2018 - 2020

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1. Introduction

Women University of Azad Jammu and Kashmir Bagh intends to Pre-Qualify the Printers in order to streamline its Procurement procedures for printing items.

All reputable and established firms are invited to apply for the participation in the Pre-qualification Process and submit the attached Pre-Qualification forms.

A transparent evaluation method for the purpose of Pre-Qualification of the applicant's capabilities in the respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the Women University of Azad Jammu and Kashmir Bagh printing process. Each Printer or Vendor performance in terms of quality, capacity, delivery, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.

Women University of Azad Jammu and Kashmir Bagh will issue the tender documents in favor of Pre-Qualified Suppliers, who have been registered in that particular category (through email/fax/ courier etc. for financial bids.

Suppliers who are not Pre-Qualified or fail to meet the Pre-Qualifying criteria's will not be requested to participate in the financial bids process.

The sealed proposals must be delivered to **Assistant Director Finance/Secretary Central Purchase Committee Women University of Azad Jammu and Kashmir Bagh**, (marked on envelope "**Pre-Qualification of Contractors for Printing 2018-2020**") till 8th November, 2018 before bid opening time i.e. 11:00 AM and will be publically opened on 8th November at 11:30 AM in the office of the Treasurer, in the presence of the interested bidders or their representatives who may wish to attend.

After evaluation, the selected vendors will be formally informed for the selection of contractors for the year 2018-2020.

The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

Period of service will be of Twenty months i.e. from November, 2018 to 30th June, 2020 which may be extended for another term on same terms and conditions after mutual agreement of both parties.

2. Prequalification Form

Particulars of Printers

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

*Please attach copies of NTN and GST registration

Please Tick (✓) in-front of the appropriate option.

Title of Firm	Private limited		Sole Proprietor		Joint Venture		Partnership	
Type of business	Printer		Authorized Distributer		Reseller		Specify	

Registered Office address		Fax number	
City		Mobile number	
Phone		Website	
E-mail address		Registration Number (as a printing press)	

Branch Office address		Fax number	
City		Mobile number	
Phone			
E-mail address			

Printing setup address		Fax number	
City		Mobile number	
Phone			

Financial worth of the supplier

Company Net Worth		
Company Turn Over		
Last 03 Years company profit/Loss	Year	Profit / Loss

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

CEO/Chairman Name		CNIC Number	
Mobile Number			
Phone Number		Fax Number	
E-mail Address			

List of Management / Board of Directors

Sr. No	Name	Position	Phone	E-mail
1				
2				
3				

Company / Printer Profile

1	Primary Business Details	
2	List of Products /Printing items	
3	Maximum daily printing capacity of the firm	
4	Number of machines with brand and model	
5	Number of Die-Cut and Lamination machines	
6	Backup Generator capacity in KVA	

List of current business with other organizations including government organizations

Sr. No	Name of Company/Organization	Current Business/ Scope of Work	No of Employee	Annual Contract Volume	Approximate value of Business
1					
2					
3					
4					
5					

Any business detail already done with WUAJK Bagh

3. TECHNICAL STANDING OF THE FIRM

LIST OF TECHNICAL PERSONNEL WITH QUALIFICATIONS IN PERMANENT EMPLOYMENT OF THE FIRM

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Note: If Joint Venture of Two or more than Two Firms are applying, individual responsibility of JV partners should be declared separately for each partner

4. Sales / Marketing Force of the Firm

LIST OF SALES PERSONNEL WITH QUALIFICATIONS IN PERMANENT EMPLOYMENT OF THE FIRM

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

5. Details of Contracts / Assignments / Projects Undertaken by the Firm

No.	Title of Contracts Projects / Services	General Description	Value of Contract	Years	Department Organization	Performance
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

	Type of business/ Contracts	Year of Supplies/contract	Annual Volume	Approximate Value of Business	Performance
1					
2					
3					
4					
5					

The information given above is true to the best of our knowledge; we undertake to inform Women University of Azad Jammu and Kashmir Bagh, of any changes that may take place later in the status of company in business / agency or the Management.

6. Terms & Conditions

Women University of Azad Jammu and Kashmir Bagh is hereinafter termed as “WUAJK Bagh”. The person, firm, or company supplying the goods (printing items) is hereinafter termed as “The Printers”. Following conditions of Purchase are agreed by the Printer.

1. Acceptance of the Purchase Order: The Printer will confirm the Acceptance / Acknowledgment of its receipt by e-mail /fax or by return post soon after the receipt of the Purchase Order from the WUAJK Bagh.
2. Advice Notes and Delivery Challan: All printing items must be accompanied by Advice Note or Delivery Challan on which the Order No., quantity and printer’s name is clearly shown.
Non-compliance with this condition renders the goods liable to non-acceptance. Such goods will be held by the WUAJK Bagh solely at printer’s risk.
3. Delivery: The period of delivery will commence from the date of receipt of the Purchase Order by the supplier or as specified on the Order.
4. Delivery Location: Unless otherwise ‘agreed’, delivery of the material against this Order shall be made at Women University of Azad Jammu and Kashmir Bagh.
5. Delivery Date: This Order is liable to cancellation if the Delivery shall not be affected within the time specified on the Order. In instance where Delivery Date is not specified, same must be advised when confirming acceptance of this Order as required by clause 2 above. If the printing items are not supplied within the period specified, same would be procured from alternate source at the expense of the printer without any notice.

6. Should delivery be hindered or delayed by the WUAJK Bagh instructions or by any cause beyond the printer's reasonable control including Strikes, Lock-outs, War, Fire, Accidents, reasonable extensions shall be granted at the sole discretion of the WUAJK Bagh.
7. INSPECTION:
 - a. The WUAJK Bagh reserves the right to inspect any printing item after or before dispatch from the printer's premises but such inspection shall not relieve the printer from responsibility or liability nor be interpreted so as in any way to imply acceptance of such items.
 - b. Items delivered have to meet the entire satisfaction and approval of the WUAJK Bagh Authorization Person on delivery at its Lahore Office or as stated on the order.
8. QUANTITY DELIVERED:

No quantity over and above requested, by Order will be received or paid for without prior written authority obtained from the WUAJK Bagh
9. When required by the WUAJK Bagh, the printer shall mark the items ordered in accordance with reasonable instructions of the WUAJK Bagh Authorized Person.
10. Delivery of Items: Items supplied must correspond in all respect, with, this Order and must conform in every respect to sample specification. In the absence of sample, items must be the best and of first class workmanship, failure to comply with this Clause will render the items liable to be rejected.
11. Condition of Items: All items must meet in all respects with the specifications and conditions of the Order, and must be in good condition on receipt, otherwise they will be liable to rejection.
12. Delivery of items to Authorized Person: The Printer will deliver the items ordered to the authorized person of WUAJK Bagh who will sign on each delivery note/Challan, otherwise the WUAJK Bagh will not be held responsible for the items delivered contrary, to this instruction.
13. Rejected Items: In case of rejection of items as per Clause 10 above, it will be at The Printers risk and expense. Any item receive damaged will not be accepted and will be replaced by the Printer at his expense.
14. Accountancy: All bills, Advice notes, Delivery Challans and Correspondence must show the Order number and the address at which the items the goods have been delivered.
15. Sub-Contracting: The Printer will not transfer or assign directly or indirectly to any person or persons whatsoever any portion of the Order. Sub-letting is prohibited.

- 16. Disclosure of Confidential Material: Any printing artwork, drawings or designs supplied by the WUAJK Bagh to the printer in pursuance of any enquiry for quotations shall remain the property of WUAJK Bagh and any information derived there from or otherwise communicated to the printer in connection with any such enquiry shall be regarded by the printer as secret and confidential and shall not, without the consent in writing of the WUAJK Bagh, be published or disclosed to any third party or made use by the printer except for the purpose of implementing this Order.

- 17. Advertising: The printer will not, without the prior written consent of the WUAJK Bagh, advertise or announce or allow be advertising or announcing that items have been supplied in pursuance of this Order.

- 18. Termination: If the printer fails to comply with any of the above conditions, this Order may be terminated by the WUAJK Bagh Authorized Person without any notice and at printer's expense.

- 19. Submission of Bills: Two copies of the bills are submitted to the Assistant Director Finance/Secretary Central Purchase Committee, WUAJK Bagh with Advice Notes / Challans / Purchase Order No. and Date.

- 20. Arbitration: In case of any dispute arising between the WUAJK Bagh and the Printer, the decision of the Vice Chancellor of WUAJK Bagh or his nominee shall be final and binding on both the parties. The Printer cannot sue the WUAJK Bagh in the Courts of Law.

I have read and agree to the terms and conditions and I declare that the information provided by me on the above forms is true and correct.

Authorized Signature: _____

Stamp: _____

Name: _____

Designation: _____

Date: _____

Note: In case of insufficient space against any column, please attach separate sheet (s) for details / information and also sign and stamp the separate sheets.

7. Evaluation Criteria

TOTAL MARKS – 100
Qualifying Marks - 60

IMPORTANT NOTE:-

All the applicants to please note that all the documents / statements by a Firm / Company / for its pre-qualification are under Oath:

Any document / statement provided if proved false, misstated, concocted, or incorrect at any time during or after Pre-qualification will result into permanent disqualification and black listing of the Firm / Company / Printer with their names displayed at University Website (www.wuajk.edu.pk).

PRE-QUALIFICATION EVALUATION CRITERIA

The following merit point system for weighing evaluation factors / criteria can be applied for the **Pre-Qualification Evaluation**. The number points allocated to each factor shall be specified in the Evaluation Report.

S.No	Description	Category Points	Grand Total Points	Documents Required
1	Experience with Govt./Semi Govt. /Autonomous bodies		10	Copies of Work orders issued from Govt./ Semi Govt. Organization
1.1	1-3 Year Experience	05		
1.2	Above 4 Year Experience	10		
2	Relevant Experience		20	Copies of work orders & firm's registration certificate as printing press
2.1	1-5 Year Experience	10		
2.2	6-10 Year Experience	15		
2.3	11 Years and Above Experience	20		
3	Capabilities of Personnel		14	Complete list of technical staff with their area of work
3.1	Number of Technical Staff >15	14		
3.2	Number of Technical Staff > 10 <15	10		
3.3	Number of Technical Staff > 05 <10	05		
4	Capabilities of Equipment		18	Complete list of all machinery with their detail and daily capacity of work
4.1	Number of Total Printing Machines (02 marks for each machine)	08		
4.2	Daily Printing Capacity of All Machines (01 Mark for each thousand copies)	05		
4.3	Die-cut and Lamination Machines (1 mark for each machine)	05		

5	Financial Status		20	Copy of last 03 years tax returns, Satisfactory bank account certificate and Bank Statement
5.1	Last three years Sales Tax Returns	10		
5.2	Satisfactory Bank Account Certificate issued by the bank	05		
5.3	Latest Bank Statement worth > 01 Million	05		
6	Firms Registration		10	Copy of firm's registration certificate as a printing press
6.1	Copies of firm's registration certificate as a printing press.	10		
7	Managerial Capability		08	Copy of Organogram or Complete list of company employees from to bottom of the organization
7.1	Organogram or Complete list of company employees from to bottom of the organization	08		

The above required documentary evidence will take part in evaluation. 60 points are required towards pre-qualification for the year 2018-2020.

The proposals should be submitted in sealed envelope clearly mentioned "**PRE-QUALIFICATION OF CONTRACTORS FOR PRINTING 2018-2020**"