

PRE-QUALIFICATION DOCUMENT

PRE-QUALIFICATION OF SUPPLIERS /VENDORS/WORKSHOPS/SERVICE PROVIDERS.

The Khyber Medical University (KMU) hereby invites applications, for Pre-qualification of vendors in the following categories for a period of two (02) years as per **Annex-I**:

- i. Printing, Stationery & Office Supplies.
- ii. Computers, Printers, Toners, IT Equipments, Accessories & Office Equipments.
- iii. Air-Conditioners.
- iv. Vehicle Repair.
- v. Logistic Arrangements, Tea & Lunch.
- vi. Others (General Order Suppliers).

All reputed and established firms are invited to apply for the participation in the Pre-qualification Process and submit the attached Pre-Qualification forms. Each vendor's performance in terms of quality, delivery, after sales services and other contractual obligations will be closely monitored and periodically reviewed during the contractual period. KMU will issue the tender documents in favor of Pre-qualified Suppliers, who have been registered in that particular category. Suppliers who are not Pre-Qualified or fail to meet the Pre-Qualification criteria will not be allowed to participate in the tender.

General Terms and Conditions:

- 1) The firm should be registered with Tax Authorities.
- 2) The firm should have a minimum of five (05) years experience of similar assignment and should have proper setup and office at Peshawar.
- 3) Whenever bids are called for procurement of Computers, Printers or Allied Accessories, the firm will be required to submit a Security Deposit (Earnest Money) @ 2% of total value of the contract in the shape of Pay Order, payable at Peshawar drawn in favour of Treasurer, Khyber Medical University.
- 4) Payment of the bills will be subject to the deduction of government taxes/levies, if applicable.
- 5) The proposals are required to be delivered to the office of the undersigned by April 19, 2012.
- 6) The Committee will evaluate the suppliers/companies for prequalification as per criteria given at **Annex-III**.

7) KMU reserves the right to accept or reject any or all proposals or extend the closing date without assigning any reason.

Annex-I

Company/Vendor Name	
Sales Tax Registration Number	
National Tax Number	

Please attach copies of NTN and GST Registration.

Type of Firm	Private Limited	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Type of Business	Manufacturer	<input type="checkbox"/>	Authorised Distributor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>	Others (specify)	<input type="checkbox"/>

Company/Supplier Banking Details

Bank Name			
Title of Account			
Account Number		Branch Name	
Type of Account		City	

Financial worth of the Company/Supplier

Net Worth		
Annual turnover for the last three years.	Year	Turnover

In case of a private limited company, please attach audited balance sheet for the last three years, in all other cases, the turnover should be supported by income tax returns.

Contact Person		CNIC No	
Mailing Address			
Telephone		Mobile	
Fax		e-mail	

List of partners/Key personnel if any

Name	Position	Phone	Mobile	e-mail

Profile of Company/Supplier

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of products in which the vendor deals	1	
		2	
		3	
		4	
3	List of Authorization from the principals. (Authorised Dealerships)	1	
		2	
		3	
		4	
4	After Sales Services		
5	Warranty Details		
6	Buy back/Return Policy		
7	Delivery details (Mode & Time)		
8	Any other information that supplier may like to provide.		

Area of specialization applied for Pre-Qualification

Printing, Stationery & Office Supplies	<input type="checkbox"/>	Computers, Printers, Toners, IT Equipments, Accessories & Office Equipments	<input type="checkbox"/>
Air-Conditioners	<input type="checkbox"/>	Vehicle Repair	<input type="checkbox"/>
Logistic Arrangements, Tea & Lunch	<input type="checkbox"/>	Others (General Order Suppliers)	<input type="checkbox"/>

Enlistment Certificate

Provide copy of enlistment certificate with Govt/Semi-Govt organizations, if any.

Current Assignments

Provide a list of current assignment in hand.

Undertaking

Provide duly signed undertaking on the prescribed format at **annex-II**

Affidavit

Provide an affidavit that the firm has not been blacklisted by private, government, semi government and autonomous bodies.

List of clientage

Provide a list of customers to whom supplies were made in the past one year time.

Undertaking

We have read the terms and conditions mentioned above and certify that, to the best of our knowledge and belief it is correct; we also undertake that any changes that may take place later in the status of the company/vendor, in its business or in the management will be immediately communicated to the Institute in writing.

Name _____

Designation _____

Authorised Signature _____

Date _____

Official Seal

Note: In case of insufficient space against any column, please attach separate sheet.

Annex-III

The Pre-qualification proposals will be evaluated as per the following criteria;

Grading:- Marks

Experience related to the similar assignments	25
Authorized Dealerships	20
Annual Turnover	20
Managerial Capability	15
Clientage	15
Assignments in Hand	05

Note: Minimum score required to pass for Pre-qualification is 60%.