



UNIVERSITY OF AGRICULTURE FAISALABAD

Pre-Qualification Invitation Notice No. 121/2018

Applications are invited for pre-qualification of firms supplying goods & services in the respective categories to the University during financial year 2018-19. Pre-Qualification Documents (PQD) can be obtained from Directorate of Procurement & Inventory Control, UAF on production of deposit slip of Rs.200/- (non-refundable) in A/c No.11-9/NBP UAF (University Income Account) or downloaded from www.uaf.edu.pk (Directorate of Procurement & Inventory Control) free of cost.

Pre-qualification applications can be submitted by 10:30 hours (PST) upto **June 04, 2018.**

UMAR SAEED
DIRECTOR (DPIC)
For and on behalf of the Committee
Ph. # 041-9200898, 9200161 Ext.3503/3504
E.Mail: dpic@uaf.edu.pk

PRE-QUALIFICATION DOCUMENTS (PQD)
INSTRUCTIONS TO PROSPECTIVE BIDDERS



SUPPLY OF GOODS & SERVICES DURING THE YEAR 2018-19

**UNIVERSITY OF AGRICULTURE,
FAISALABAD (UAF)**

June 04, 2018

NOTE

This Pre-Qualification Document (PQD) is provided to the recipient solely for use in preparing and submitting applications for prequalification in connection with supply of goods & services to the University of Agriculture, Faisalabad (UAF) during the financial year 2018-19.

This Pre-Qualification Documents do not constitute a solicitation to invest, or otherwise participate for supply of goods & services to the University. The University reserves its right, in its full discretion, to modify the Pre-Qualification Document at any time to the fullest extent, and shall not be liable to reimburse or compensate the recipient for any costs nor expenses incurred by the recipient in such an event.

The University reserves the right to reject all applications at any time prior to the acceptance of an application. The University shall upon request, communicate to any applicant, the grounds for its rejection of all applications, but shall not be required to justify those grounds. The University shall incur no liability, solely by virtue of rejection of application.

1. INVITATION

The applications are invited for pre-qualification of firms supplying goods & services in the respective categories to the University during financial year 2018-19. Pre-Qualification Documents (PQD) can be obtained from Directorate of Procurement & Inventory Control, UAF on production of deposit slip of Rs.200/- (non-refundable) in A/c No.11-9/NBP UAF (University Income Account) or downloaded from www.uaf.edu.pk (Directorate of Procurement & Inventory Control) free of cost.

Pre-qualification applications can be submitted by 1100 hours (PST) upto **June 04, 2018.**

DIRECTOR (DPIC)
For and on behalf of the Committee
Ph. # 041-9200898, 9200161 Ext.3503/3504
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2. ELIGIBILITY & QUALIFICATIONS

- I. The firm has:
 - a. at least 2 years experience in the relevant field;
 - b. at least 2 million bank account transaction for the year 2017 (1st Jan 2017 to 31st December 2017);
 - c. registration with FBR for Income Tax and Sales Tax and active tax payer on FBR website.
 - d. registration with Punjab Revenue Authority (PRA) for repair and services of the scientific and office equipment against advertisement in the campus news;
 - e. filed income tax return for the tax year 2017;
 - f. filed sales tax returns for the tax financial year 2016-2017 and 2017-18;
 - g. paid professional tax for the year 2017;
 - h. not black listed in Pakistan by any government / semi-government / autonomous / semi-autonomous body / institution.
- II. Proprietor shall not be a University employee.
- III. It will be mandatory for the proprietor of the firm to appear before the committee alongwith authorized person for interview if the committee deems so necessary. He / she will also provide his / her specimen signature as well as of the authorized person duly attested by him / her before the committee to deal with the business on his/her behalf.
- IV. The proprietor and the authorized person shall render a certificate to the effect that the profession, trade or business in which his/her spouse is engaged, is in no way under his/her official influence.
- V. Good conduct of the firm for previous years if it did business with the UAF;
- VI. The firm will provide authorized distributorship / dealership / agent certificate.

3. CATEGORIES

- A. Pesticides, weedicides, insecticides, Chemicals & Glassware; Plasticware, Fertilizers; Drugs and Medicines;
- B. Scientific Equipment & Machinery and its repair/services;
- C. Scientific Equipment, Machinery valuing upto one hundred thousand and its repair/services;
- D. Office Equipment (Computer, Photocopier, Fax, Copy Printer & Accessories, etc and its repair/services;
- E. Catering;
- F. Others.

Note.

The firm will only be pre-qualified / registered for supply of goods for categories “A” to “D” above against the respective make / brand in which it provides authorized distributorship / dealership / agent certificate.

4. LANGUAGE OF PREQUALIFICATION APPLICATION

The Prequalification Application and all correspondence and documents related to the Prequalification Application shall be submitted in English with the exception that any pre-printed information (e.g. brochures) furnished may be written in another language, provided that it is accompanied by a certified translation of its pertinent passages in English.

5. SITE VISIT

The Committee / Director (DPIC) or their representatives may visit the premises of the firm.

6. PRE-QUALIFICATION FEE (NON – REFUNDABLE)

Amount = Rs.10,000/- per category

Only pre-qualified firms will be asked to deposit requisite fee for each prescribed category separately.

7. BLACKLISTING & DIS-QUALIFICATION

The University may impose permanently or temporarily bar on the registered firm from participating in the respective procurement proceedings who:

- Fail to provide satisfactory performance;
- Found to be indulging in corrupt or fraudulent practices;
- Commit an action causing or liable to cause loss to the University;
- Found as employee of the firm, or proprietor or shareholder being an employee of the University;
- Back out from its offers after opening of bids;
- Furnish false information;
- Misconduct (misbehave with an employee of the University)

8. SETTLEMENT OF DISPUTE

The complaint of the applicant will be disposed off/settled by the pre-qualification committee. If the applicant is not satisfied with the decision of the committee, he/she may approach to the Treasurer, UAF for the purpose. However, the decision of the Treasurer will be final and cannot be challenged in any court of law.

APPLICATION FORM
PRE-QUALIFICATION OF FIRMS
FOR SUPPLY OF GOODS & SERVICES TO THE
UNIVERSITY OF AGRICULTURE, FAISALABAD
FOR THE FINANCIAL YEAR 2018-19
(Please use extra sheet(s) if require)

Paste recent passport
size photograph of
the proprietor

Paste recent passport
size photograph of the
authorized person

1 Name of owner/proprietor _____
CNIC No. _____ (Please attach copy)
Address of owner /proprietor _____

2 Name of firm _____
Date of Establishment _____ Age of firm _____
Address of Firm _____

3 Name of the authorized person(s) if any.
Designation _____ CNIC No. _____ (Please attach copy)
Date of employment _____
Address _____

4 Contacts
i. Office No. _____ ii. Mobile No. _____
iii. Email _____ iv. Fax No. _____
v. Website _____

Experience in relevant field/category(s) _____

5 National Tax Number (NTN) _____
(Please attach the copy of NTN Certificate)

6. Sales Tax Registration Number. _____
(Please attach a copy of Sales Tax Registration Certificate)

7. Sales Tax Registration Number of Punjab Revenue Authority. _____
(Please attach a copy of Sales Tax Registration Certificate for taxable services)
8. Amount of Income Tax paid for Tax Year 2017 _____
(Please attach a copy of the return for the tax year 2017)
9. Amount of Sales Tax paid for the Tax Year 2017 _____
(Please attach copies of the monthly returns for the month of July 2017 to April 2018)
10. Amount of Sales Tax paid for the Tax Year 2017 to PRA _____
(Please attach copies of the monthly returns for the month of July 2017 to April 2018)
11. Amount paid on account of Professional Tax (for the Tax year 2017)
(Please attach copy of NOC issued by the relevant Excise & Taxation Officer)
12. Type of Trade
i. Manufacturer ii. Importer iii. Exporter iv. Distributor
v. Retailer vi. Wholesaler vii. Service Provider
13. Total Number of employees _____
Detail of company staff including CNIC No. (if any)
- i. _____

- ii. _____

- iii. _____

- iv. _____

- v. _____

- vi. _____

14. Registration with other organizations (if any, please attach documentary evidence)
- i. _____

- ii. _____

- iii. _____

- iv. _____

15. Category(s) in which firm is interested to register in the UAF (Please Tick the desired Category(s))

- A. Pesticides, Weedicides, Insecticides, Chemicals & Glassware, Plasticware, Fertilizers; Drugs and Medicines;
- B. Scientific Equipment & Machinery and its repair/services;
- C. Scientific Equipment & Machinery valuing upto one hundred thousand and its repair/services;
- D. Office Equipment (Computers, Photocopier, Fax, Copy Printer & Accessories, etc and its repair/services;
- E. Catering;
- F. Others

(Authorized distributorship / dealership and agentship certificate with local / foreign (manufacturer / principal) for category A to D is necessary).

16. Name of local / foreign manufacturer / principal with complete address, contact number, e-mail and website address to which the firm has relation of distributorship / dealership and agent etc.

- i. _____
- ii. _____
- iii. _____

(please attach the copy of certificate for each manufacturer / principal)

17. Bank Account Numbers along with bank branch names:

- i. _____

- ii. _____

- iii. _____

18. Account transactions/turnover (Annual July 2017 to April 2018).

- i. _____
- ii. _____
- iii. _____

19. Major Client(s) (if any)

- i. _____
- ii. _____
- iii. _____

UNDERTAKING

Having read the pre-qualification documents including Prequalification Notice No.121/2018, on _____ day of _____ 2018, the receipt of which is duly acknowledged, we, the undersigned, apply for pre-qualification in conformity with the said documents.

I/We M/S _____ solemnly declare that the information provided above is true. In case any information is found to be incorrect, the registration of the firm may be cancelled in addition to any other action to be taken by the UAF.

If our application is accepted, we undertake to pay the specified amount (non-refundable) for registration.

We understand that the university is not bound to register the pre-qualified applicant.

SIGNATURE OF THE PROPRIETOR

Please affix Stamp