

PRE-QUALIFICATION DOCUMENTS (PQD)
INSTRUCTIONS TO PROSPECTIVE BIDDERS



SUPPLY OF GOODS & SERVICES DURING THE YEAR 2015-16

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

06th August, 2015

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 year 2015-16.

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.

INTRODUCTION OF THE UNIVERSITY

The University of Agriculture, Faisalabad (UAF), Islamic Republic of Pakistan spreading over an area of 2224-Acre is a leading University, housing over 8000 students, within its campus and approximately 8000 day scholars. In the recent ranking, the National Taiwan University (NTU) declared UAF the 98th best university worldwide in the Agriculture Sciences and 20th best in the Asia Pacific comprising New Zealand, Australia, Malaysia, China, Turkey and India etc sequel of UAF meritorious services rendered to strengthen agriculture and livestock sectors. Within one year the UAF moved 60 positions up from its last year standing at 158th position worldwide and 33rd position in the Asia. The *QS* Ranking also places the UAF 142nd top university in the world. It is also a proud recipient of Islamic Development Bank 2012 Prize for Excellence in Science and Technology. The Pakistan Council of Science & Technology (PCST) has recently ranked the University at 1st position in Pakistan.

Being the mother of all agricultural educational institutions in the Sub-Continent and taking revolutionary steps for boosting up agricultural and livestock sectors especially during the last five years, the HEC also recognizes the UAF, the best agricultural institution across the country.

The University is imparting knowledge / training in the fields of Agriculture, Agricultural Engineering & Technology, Food Engineering, Social Sciences, Animal Husbandry, Veterinary Science and Sciences.

The University is also focusing on applied research, technology transfer and social mobilization through outreach programmes to increase Agricultural production and to ensure food security. The outreach programmes provide a platform to farming community, agricultural experts and policymakers to sit together and map out a strategy to address challenges confronting the sector. Since its inception as the University in 1961, it has produced more than 54,000 graduates including 1,080 PhDs. The UAF has maintained good relations at international / national level.

1. INVITATION

Applications are invited for pre-qualification of firms supplying goods & services in the respective categories to the University during financial year 2015-16. Pre-Qualification Documents (PQD) may be obtained from Directorate of Procurement & Inventory Control, University of Agriculture, Faisalabad 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), in that case, attach bank draft / pay order of the same amount in favor of Director (P&IC) may be attached.

Pre-qualification applications can be submitted by 12:00 PM upto 06th August, 2015.

CATEGORIES

- A. Pesticides, weedicides, insecticides,
Chemicals & Galssware; Fertilizers; Drugs and Medicines;
- B. Scientific Equipment & Machinery and its repair / services;
- C. Scientific Equipment, Machinery valuing upto Rs.100,000/- and its repair /
service;
- D. Office Equipment (Computers, Photocopier, Fax, Copy Printer & Accessories,
etc., and its repair / services;
- E. Catering;
- F. Others

DIRECTOR (DPIC)

(For & On behalf of the Committee)

Phone#041-9200898, 9200161 Extn.2208

E.Mail: dpic@uaf.edu.pk

store_officer@uaf.edu.pk

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 financial year 2014-15 (1st July 2014 to 30st June 2015);
- 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 services; n(for category E)
- e. filed income tax return for the tax year 2014;
- f. filed sales tax returns for the tax F.Y 2014-2015;
- g. paid professional tax for the year 2014-2015;
- h. not seen 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 along with 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 to be 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 year if it did business with the UAF;

VI. The firm will provide authorized distributorship / dealership / agent certificate.

3. CATEGORIES

- A. Pesticides, weedicides, insecticides,
Chemicals & Galssware; Fertilizers; Drugs and Medicines;**
- B. Scientific Equipment & Machinery and its repair / services;**
- C. Scientific Equipment, Machinery valuing upto Rs.100,000/- and its repair /
service;**
- D. Office Equipment (Computers, Photocopier, Fax, Copy Printer & Accessories,
etc., and its repair / services;**
- E. Catering;**
- F. Others**

Note.

The firm will be pre-qualified / registered after prequalification 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

BLACKLISTING

The Vice Chancellor may impose permanent or temporary bar on the supplier (s) for participation in their respective procurement proceedings who: -

- fail to perform contractual obligations or the performance under the contract is not upto the mark;
- found to be indulging in corrupt or fraudulent practices;
- commit an action causing or liable to cause loss to the University;
- furnish false information;

DEREGISTRATION

The Treasurer may deregister or impose bar on the supplier (s) for participation in procurement proceedings for the rest of the period of registration who: -

- submit bid as employee of the firm, or proprietor or shareholder being an employee of the University;
- show non-responsive attitude in case of summoning by the University.
- back out from their offers after opening of tender;
- misbehave with the University employee;

The firm may appeal to the Vice Chancellor against the decision of the Treasurer. The decision of the Vice Chancellor shall be final.

SETTLEMENT OF DISPUTE AND GRIEVANCES

Within seven days of receipt of the disqualification notice, the applicant may appeal against the decision of the Pre-qualification Committee to the Grievances Committee mentioned at A below. The decision of the Grievances Committee shall be final.

A. GRIEVANCES COMMITTEE:

- | | |
|---|--------------------|
| i. The Treasurer | (Convener) |
| ii. Convener of the Pre-qualification Committee | (Member) |
| iii. Resident Auditor or the Technical Expert(s)
not below the rank of Assistant Professor | (Member) |
| iv. The Director (DPIC) or his representative | (Secretary/Member) |

APPLICATION FORM
PRE-QUALIFICATION OF FIRMS
FOR SUPPLY OF GOODS & SERVICES TO THE
UNIVERSITY OF AGRICULTURE, FAISALABAD
FOR THE FINANCIAL YEAR 2015-16
(Please use extra sheet(s) if required)

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) (For category E)
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 2014 _____
(Please attach a copy of the return for the tax year 2014)
9. Amount of Sales Tax paid for the Tax Year 2014 _____
(Please attach copies of the monthly returns for the month of July 2014 to May 2015)
10. Amount of Sales Tax paid for the Tax Year 2015 to PRA _____
(Please attach copies of the monthly returns for the month of July 2014 to May 2015)
11. Amount paid on account of Professional Tax (for the financial year 2014-15)
(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 & Galssware; Fertilizers; Drugs and Medicines;
- B. Scientific Equipment & Machinery and its repair / services;
- C. Scientific Equipment, Machinery valuing upto Rs.100,000/- and its
repair / service;
- 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 2014 to May 2015).

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

19. Major Client(s) (if any)

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

UNDERTAKING

Having read the pre-qualification documents including Prequalification Notice No. _____, on _____ day of _____ 2015, 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