

# PREQUALIFICATION DOCUMENT (PQD)

FOR

**PROCUREMENT OF TITLE COVERS  
OF PRIMERS/ JACKETS/ TEXTBOOKS/ SRM/ TEACHER  
GUIDES ETC. FOR CLASSES PRE-I TO X FOR THE  
ACADEMIC SESSION 2023-24 AND PRACTICAL  
NOTEBOOKS FOR ACADEMIC SESSION 2022-23**



**PUNJAB CURRICULUM & TEXTBOOK BOARD  
(PCTB)**

Address: 21/E-II, Gulberg-III, Lahore

Phone: 042-99230672-76

Website: <https://pctb.punjab.gov.pk/>

Price Rs.2,000/-

Issuing Month: July 2022

Approval Authority: PCTB

Authorized Person: Deputy Director (Procurement), PCTB

\_\_\_\_\_  
(Signature & Stamp) (Date)



## **PUNJAB CURRICULUM & TEXTBOOK BOARD LAHORE**

### **PREQUALIFICATION NOTICE**

The Punjab Curriculum & Textbook Board Lahore (PCTB) invites the applications for prequalification from the eligible Printers/ Publishers/ Firms/ Companies/ JVs/ Consortiums/ AOPs/ Sole Proprietors etc. for “Procurement of **Title Covers** of Primers/ Jackets/ Textbooks/ Supplementary Reading Material (SRM)/ Teacher Guides etc. for Academic Session 2023-24 and Practical Notebooks for Academic Session 2022-23”. The Prequalification Document (PQD), immediately available after the publication of this prequalification notice, can be purchased against payment of Rs.2,000/- (non-refundable) per copy from the office of Deputy Director (Procurement), PCTB, 21/ E-II, Gulberg-III, Lahore. The application on the letter head of Applicant, complete in all respect, should reach at the address given below in sealed envelope containing the title “Prequalification for Procurement of **Title Covers** of Primers/ Jackets/ Textbooks/ Supplementary Reading Material/ Teacher Guides etc. for Academic Session 2023-24 and Practical Notebooks for Academic Session 2022-23”. The last date and time for *submission* of applications is **12.08.2022 at 11:00 a.m.** The “late” or “by post” submission of applications shall not be entertained. The prequalification applications shall be opened on the same day **at 11:30 a.m.** in the presence of authorized representatives of applicants (who will be desirous to attend) in the Committee Room of PCTB at the address given below. The PCTB shall not be responsible for any cost or expenses incurred by the applicants in connection with the preparation or submission of Prequalification Document. In case of official holiday on the day of submission, next working day will be treated as last submission date. The said advertisement along with Prequalification Document is also available on PCTB website [www.pctb.punjab.gov.pk](http://www.pctb.punjab.gov.pk) and PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).

**MANAGING DIRECTOR**  
**Punjab Curriculum & Textbook Board (PCTB)**  
**21/ E-II, Gulberg-III, Lahore 042-99230672-76**

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## 1) ACRONYMS & ABBREVIATIONS

AOP	Association of Persons
BTBB	Balochistan Textbook Board
CNIC	Computerized National Identity Card
ITA	Instruction to Applicants
JV	Joint Venture
KPTB	Khyber Pakhtunkhwa Textbook Board
NA	Not Applicable
NTN	National Tax Number
PCTB	Punjab Curriculum and Textbook Board
PDS	Prequalification Data Sheet
PNB	Practical Notebook
PPR-14	Punjab Procurement Rules 2014
PPRA	Punjab Procurement Regulatory Authority
PQD	Prequalification Document
SBD	Standard Bidding Document
SRM	Supplementary Reading Material
STBB	Sindh Text Book Board
STRN	Sales Tax Registration Number

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## 2) INTRODUCTION TO SECTIONS OF THIS DOCUMENT

### 2.1) Section I- Instructions to Applicants (ITA)

This Section provides relevant information and instructions regarding the preparation and submission of applications of Prequalification by the Applicants for procurement of Tile Covers of Primers/ Jackets/ Textbooks/ SRM, etc. for Academic Session 2023-24 and Practical Notebooks for Academic Session 2022-23.

### 2.2) Section II- Prequalification Data Sheet (PDS)

It contains the Data Sheet which provides important information regarding time and place of submission of application, address of procuring agency and method of submission of application etc.

### 2.3) Section III- Qualification Criteria and Requirements

This section specifies the list of mandatory documents and evaluation criteria to be used for the purpose of prequalification.

### 2.4) Section IV- Application Forms

This section includes various forms required to be submitted with the Application.

### 2.5) Section V- Checklist

This section contains the checklist providing the index of page numbers of the documents required to be attached with the application.

**Note:** All documents should be arranged, numbered, indexed and bound.

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## 3) SECTION I

### INSTRUCTIONS TO APPLICANTS (ITA)

#### 3.1) Title and Scope:

- 1) Title of pre-qualification applications would be “**Prequalification for Procurement of Tile Covers of Primers/ Jackets/ Textbooks/ Supplementary Reading Material/ Teacher Guides etc. for Academic Session 2023-24 and Practical Notebooks for Academic Session 2022-23**”.
- 2) The scope of the prequalification shall be limited to the procurement of Tile Covers of Primers/ Jackets/ Textbooks/ SRM/ Teachers Guide etc. for the Academic Session 2023-24 and Practical Notebooks for the Academic Session 2022-23.
- 3) Procurement of Title Covers of Single Textbooks for the Academic Session 2023-24 will be executed under framework contract after completion of prequalification process.
- 4) The period of prequalification shall start from date of announcement of prequalification result till the discharge of the scope of prequalification.”

#### 3.2) Eligible Applicants:

- 1) Following are the eligible applicants:
  - i. Printers/ Publishers registered with Income Tax Department and Sales Tax Departments
  - ii. Sole Proprietors/ Firms/ Companies/ Association of Persons (AOP) having the requisite capability of printing/ publishing and registered with Income Tax Department and Sales Tax Departments
  - iii. Consortium/ Joint Ventures (JV) having the requisite capability of printing/ publishing (Lead Applicant must be registered with Income Tax Department and Sales Tax Departments and all other members must be registered with Income Tax Department)
  - iv. Government/ Semi-Government Institutions or Autonomous Bodies operating in the field of printing/ publishing
- 2) The applicant must have printing and lamination facilities under one roof.
- 3) The Applicant or any of the members in case of Consortium or JV should not have been blacklisted by any of the government organization and also not declared as bankrupt during last five years.

#### 3.3) Consortium/ Joint Venture:

- 1) Each Consortium or JV shall appoint and authorize one (1) Lead Applicant to represent and irrevocably bind all members of the Consortium or JV in all matters connected with the prequalification and further bidding process (including but not limited to the submission of the prequalification application on behalf of the consortium or JV).
- 2) In case of submission of application in the form of JV/ Consortium all the JV/ Consortium partners are required to sign an agreement on a E-Stamp Paper of

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Rs.1200/- whereby all the partners shall undertake to be jointly and individually liable for the accomplishment of work awarded to them. Indication of Lead Applicant shall also be integral part of the agreement. Lead Applicant, shall be responsible for correspondence with the PCTB on behalf of all other partners. The proportionate share of all the applicants must be declared in the JV/ Consortium agreement, however, the proportionate share of the Lead Applicant must not be less than 51%.

- 3) Joint Venture/ Consortium shall be legally formed under respective relevant law/ rules.
- 4) PQD must be purchased by all the members of JV/ Consortium individually and receipts of purchase of PQD must be attached with the application.
- 5) Lead Applicant or any member of a JV/ Consortium shall not be eligible to apply as individual applicant or as a member of any other Consortium/ JV. In case of such violation, the applicant and JV/ Consortium shall be disqualified.
- 6) In case prequalified applicant declared as Lowest Evaluated Bidder/ Successful Bidder, payments regarding supply of Title Covers shall be made directly to the Lead Applicant only after imposition / deduction of all applicable taxes as per state of law and no payment shall be made to the other member(s) of Consortium or JV by the PCTB.

### **3.4) Clarification of Prequalification Document:**

- 1) An applicant seeking any clarification regarding this document shall submit the request for clarification in writing at least seven days prior to the deadline fixed for submission of applications.
- 2) The request for clarification shall be addressed to the Director (Production), PCTB at the address given in the Data Sheet.
- 3) The Procuring Agency will respond to any such request for clarification in writing before the deadline of submission of applications.
- 4) If the Procuring Agency deems it necessary to amend this document as a result of such clarification(s), it shall proceed as per the procedure described in 3.5 below “Amendments in this document”.

### **3.5) Amendments in this Document:**

- 1) At any time prior to the deadline fixed for submission of applications, the Procuring Agency may amend this document by issuing addenda under rule 25(3) of the PPR-14.
- 2) Any addendum issued shall be part of prequalification document and shall be communicated in writing to all who have obtained the prequalification document directly from the Procuring Agency.
- 3) To give applicants reasonable time to take an addendum into account while preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for the submission of applications as per rule 29 of PPR-14.



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## **3.6) Cost of Application:**

- 1) The applicant shall bear all costs associated with the preparation and submission of its application.
- 2) The Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

## **3.7) Language of Application:**

- 1) The application as well as all correspondence and documents relating to the prequalification exchanged by the applicant and the Procuring Agency, shall be written in English or Urdu. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in PDS (i.e. English or Urdu) in which case for purposes of interpretation of the application, the translation shall govern.

## **3.8) Alternative Applications:**

- 1) Alternative applications shall not be entertained in any form or kind.

## **3.9) Application Submission Form:**

- 1) The applicant shall prepare an application submission form in Section IV, "Application Forms". The form must be completed without any alteration to its format and should be on E-Stamp Paper where relevant.

## **3.10) Format and Signing of Prequalification Application:**

- 1) The applicant shall prepare original document comprising the application and clearly mark it "ORIGINAL" on the relevant Proforma given in the Prequalification Document (PQD).
- 2) The original application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

## **3.11) Sealing and Marking of Application:**

- 1) Applicants shall submit their applications by dropping into the tender box placed in the Committee Room of PCTB.
- 2) The inner and outer envelopes shall
  - a. bear the name and address of the applicant
  - b. bear the address of the Procuring Agency
  - c. be sealed properly by self-adhesive paper/tape and signed with stamp
- 3) Submission of Applications through post is not allowed.

## **3.12) Late Submission of Applications:**

- 1) The Procuring Agency shall not consider any application after the stipulated date and time for submission of applications.

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## **3.13) Confidentiality of Information:**

- 1) Information relating to the examination, evaluation, comparison of applications shall not be disclosed to the applicants or any other person not officially concerned with the process until information on the result/ outcome of the prequalification is officially communicated to all applicants.

## **3.14) Fraud and Corruption:**

- 1) It is the Government of the Punjab's policy to require that applicants and their authorized agents shall observe the highest standards of propriety during the prequalification process. For this purpose, "corrupt practice" has been defined in PPRA Act 2009 and the meaning of "corrupt and fraudulent practices" has been defined Punjab Procurement Rules 2014.
- 2) The Procuring Agency shall reject an application if it determines that the applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices as referred above.
- 3) If the Procuring Agency, at any time, determines that the applicant has directly or through an agent, been engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this prequalification, it shall disqualify the Applicant and undertake further measures under PPR-14.

## **3.15) Clarification of the Application by Procuring Agency:**

- 1) Under rule 33 of PPR-14, to assist the examination, evaluation, comparison and pre-qualification of the applications, the Procuring Agency may, at its discretion, ask any applicant for a clarification of its application.
- 2) The request of Procuring Agency for any clarification and the response shall be in writing.
- 3) Any clarification submitted by the applicant with respect to its application and that is not in response to a request by the Procuring Agency shall not be considered.
- 4) No change in the substance of the application shall be sought, offered, or permitted, except to confirm the correction of discrepancies/errors discovered by the Procuring Agency during evaluation of the application.

## **3.16) Evaluation of Applications:**

- 1) The Procuring Agency shall examine the application to confirm that all terms and conditions specified in the PQD have been accepted by the applicant without any material deviation, condition or reservation.
- 2) The Procuring Agency shall evaluate technical aspects through physical inspection and examination of the documents produced by the applicant.
- 3) The Procuring Agency shall strictly follow the factors, methods, criteria, and requirements defined in Section III "Qualification Criteria and Requirements" to evaluate the applications.

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- 4) If, after the initial scrutiny of mandatory documents, the Procuring Agency determines that the application is non-responsive, it shall reject the application straight away.
- 5) A responsive application is one that conforms to all mandatory requirements, the terms and conditions, and specifications of the Prequalification Document without material deviation, reservation or omission.
- 6) The Applicant shall be declared either “Prequalified” or “Not-Prequalified” as a result of evaluation report.

### **3.17) Procurement Agency’s Right to Annul the Prequalification Process:**

- 1) The Procuring Agency reserves the right to annul the prequalification process and reject all applications according to PPR-14 without thereby incurring any liability for the Procuring Agency.

### **3.18) Prequalification does not Guarantee for Award of Contract:**

- 1) Prequalification does never constitute an offer to enter into any contract or agreement. It is not binding on Procuring Agency to enter into any contract/ agreement with prequalified applicants or to start bidding process.
- 2) The procuring agency shall not be liable or responsible for any obligation, responsibility, commitment or liability towards any applicant arising from this document or applications submitted in its response.

### **3.19) Redressal of Grievances and Settlement of Disputes:**

- 1) The Procuring Agency shall constitute a Committee comprising of odd number of members, with proper powers and authorizations, to address the complaints of applicants that may occur prior to the entry into force of the procurement process.
- 2) Any applicant feeling aggrieved by any act of the Procuring Agency after the submission of his application may lodge a written complaint concerning his grievances **not later than ten days** after the announcement of the prequalification results.
- 3) The committee shall investigate and decide upon the complaint **within fifteen days** of the receipt of the complaint.
- 4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

### **3.20) Invitation for Technical and Financial Bids:**

- 1) After the notification of the results of the prequalification only prequalified applicants would be eligible to participate in the subsequent procurement proceedings in accordance with rule 17(5) PPR-14.

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## 4) SECTION II

### PREQUALIFICATION DATA SHEET (PDS)

<b>A. General</b>	
1	<i>Name of Procuring Agency:</i> -Punjab Curriculum and Textbook Board (PCTB)
2	<i>PQD name and number are:</i> - Application for Prequalification for Procurement of Tile Covers of Primers/ Jackets/ Textbooks/ Supplementary Reading Material/ Teacher Guides etc. for Academic Session 2023-24 and Practical Notebooks for Academic Session 2022-23 ( <i>Advertisement # IPL-7723</i> )
3	<b>Address for all sorts of official communication:</b> <b>DIRECTOR PRODUCTION</b> <b>Punjab Curriculum and Textbook Board</b> <b>21/E-II, Gulberg-III, Lahore</b>  <b>Ph # +92-42-99230698</b> <b>Fax # +92-42-99230679</b>
4	<b>The deadline for the submission of applications is:</b> Date: <b>12.08.2022</b> Time: <b>11:00 AM</b>  <b>The applications shall be submitted at:</b> Committee Room of Punjab Curriculum and Textbook Board (PCTB), 21/E-II, Gulberg-III, Lahore
5	<b>The Prequalification applications shall be opened on:-</b> Date: <b>12.08.2022</b> Time: <b>11:30 AM</b>  <b>The applications shall be opened at:</b> Committee Room of Punjab Curriculum and Textbook Board (PCTB), 21/E-II, Gulberg-III, Lahore
<b>B. Contents of the Prequalification Document</b>	
6	For <b>clarification purposes</b> , the Procuring Agency's address is: same as above
<b>C. Preparation of Applications</b>	
7	The language of the application as well as of all correspondence is: <b>“English or Urdu.”</b>

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## 5) SECTION III

### QUALIFICATION CRITERIA AND REQUIREMENTS

#### 5.1) Qualification Evaluation Criteria:

- 1) The Procuring Agency shall use the 'Qualification Evaluation Criteria' shown below to determine the capacity of the applicants. The applicants shall be evaluated in number of areas as mentioned in 'Qualification Evaluation Criteria' and will have to meet the minimum threshold to qualify.
- 2) Evaluation Criteria is as under:

Sr. #	Benchmark	Total Marks	Weightage	Maximum Marks
1	Financial Strength	100	30%	30
2	Technical Strength	100	70%	70
Total		200	100%	100

- 3) Total marks as per weightage are 100 and minimum marks of prequalifying are 65.
- 4) In case of JV/ Consortium, the Lead Applicant at its own must obtain at least 75% marks of the total marks obtained by the JV/ Consortium.
- 5) The applicant will either be declared as "Prequalified" or "Not-Prequalified" by the Procuring Agency and the result shall be promptly communicated to the applicant(s) as well as uploaded on the websites of PCTB and PPRA.

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## **5.2) List of Mandatory Documents/ Requirements:**

**The following documents must be attached with the application by the applicant. Failure to submit the mandatory documents will render the applicant to be “NON-RESPONSIVE” which shall be rejected straight away and shall not be considered for evaluation.**

- 1) Duly filled in, signed and stamped “Prequalification Application Submission Form” (**Appendix-A**).
- 2) Duly filled in, signed and stamped “Applicants Information Sheet Other than JV/ Consortium” (where applicable) (**Appendix-B**).
- 3) Duly filled in, signed and stamped “Applicant Information Sheet for Lead Applicant of JV/ Consortium” (where applicable) (**Appendix-C-1**).
- 4) Duly filled in, signed and stamped “Applicant Information Sheet for other than Lead Applicant of JV/ Consortium” (where applicable) (**Appendix-C-2**).
- 5) Duly filled in, signed and stamped “Financial Capacity Evaluation Form-1 (F.1)” (**Appendix-D**).
- 6) Duly filled in, signed and stamped “Financial Capacity Evaluation Form-2 (F.2)” (**Appendix-E**).
- 7) Duly filled in, signed and stamped “Financial Capacity Evaluation Form-3 (F.3)” (**Appendix-F**).
- 8) Duly filled in, signed and stamped “Financial Capacity Evaluation Form-4 (F.4)” (**Appendix-G**).
- 9) Duly filled in, signed and stamped “Financial Capacity Evaluation Form-5 (F.5)” (**Appendix-H**).
- 10) Duly filled in, signed and stamped “Printing Capacity Evaluation Form-1 (T.1)” (**Appendix-I**).
- 11) Duly filled in, signed and stamped “Lamination Facility Evaluation Form-2 (T.2)” (**Appendix-J**).
- 12) Duly filled in, signed and stamped “Human Resource Evaluation Form-3 (T.3)” (**Appendix-K**).
- 13) Duly filled in, signed and stamped “Storage Facility/ Godown Evaluation Form-4 (T.4)” (**Appendix-L**).
- 14) Duly filled in, signed and stamped “Alternate Power/ Genset Evaluation Form-5 (T.5)” (**Appendix-M**).
- 15) Duly filled in, signed and stamped “Computer to Plate Facility Evaluation and Design House Evaluation Form-6 (T.6)” (**Appendix-N**).
- 16) Copy of active NTN certificate of the Applicant. In case of Consortium/ JV, the active NTN certificates of all the members must be submitted (The active NTN certificate shall be verified from the website of FBR).
- 17) Copy of valid STRN certificate of the Applicant. In case of Consortium/ JV, the valid STRN certificate of the Lead Applicant must be provided.
- 18) Income tax return of last two years of the Applicant. In case of JV/ Consortium, the Income tax returns of last two years of the Lead Applicant shall be provided.

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- 19) Sales tax returns of last two year of the Applicant. In case of JV/ Consortium, the Sales tax returns of last two years of the Lead Applicant shall be provided.
- 20) Affidavit on a E-Stamp Paper of Rs.100/- that the applicant is not currently blacklisted by any Government Organization and also not declared as bankrupt during last five years. In case of JV/ Consortium, this affidavit must be provided in respect of all members.
- 21) The applicant shall provide an affidavit on a E-Stamp Paper of Rs.100/- that it has not been involved and convicted in piracy of textbooks of PCTB/ any other textbook board of federating units of Pakistan and no criminal case is registered against the applicant in this regard or any criminal proceeding is pending against the applicant (either in JV/ consortium or in individual capacity).
- 22) Bank statements of the applicant duly signed and stamped by concerned bank branch manager for last two financial years (in case of consortium and JV, all members shall submit the bank statements for last two years).
- 23) Press Declaration Certificate of the applicant (in case of JV/ Consortium, it is obligatory that at least one of the members must have Press Declaration Certificate which shall be submitted along with the application). Applicant will be bound to produce original on demand of the Procuring Agency which reserves the right to get the same verified from issuing authority.
- 24) The original agreement of JV/ Consortium signed on E-Stamp Paper of Rs.1200/- duly signed and stamped by all the members.
- 25) The prescribed forms (Appendices A to N), in case of JV/ Consortium, must be filled in, signed and stamped separately by each member of the JV/ Consortium.
- 26) Original receipt(s) of purchase of PQD from PCTB, in case original receipts is not attached with prequalification application such application shall be rejected if not verified from counterfoil record.
- 27) Copy of valid CNIC's of the applicant (in case of AOP, consortium or JV, copy of CNIC of all members)
- 28) Copy of the evidence of the ownership of the Land/ Building/ Equipment/ Machine etc. regarding relevant Printing Press/ Godown etc. In case of rent agreement, the rent agreement must be made on E-Stamp Paper by submitting required stamp duty.
- 29) All documents are duly signed by the applicant or authorized signatory.

**Note -1:** *All Stamp Papers must be E-Stamp Paper.*

**Note -2:** *All of the above documents (as per applicability) are mandatory to be attached along with the application. If a mandatory document is not attached, the application shall be considered as "NON-RESPONSIVE" and shall be rejected straight away.*

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## 5.3) Evaluation Criteria:

### PART-A: FINANCIAL STRENGTH (100 MARKS)

Sr. No.	Particulars	Description/ Distribution of Marks	Maximum Marks												
F.1	<p>Bank Statements for last two years [i.e. 01.07.2020 to 30.06.2022]</p> <p><i>(Must be verified by the concerned Bank Branch Manager)</i></p>	<table border="1"> <thead> <tr> <th style="text-align: center;">Total deposit in bank for last two years (Credit Side) (Rs. in Million)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>100 to 150</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Above 150 to 200</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Above 200 to 250</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Above 250 to 300</td> <td style="text-align: center;">16</td> </tr> <tr> <td>Above 300</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Total deposit in bank for last two years (Credit Side) (Rs. in Million)	Points Assigned	100 to 150	4	Above 150 to 200	8	Above 200 to 250	12	Above 250 to 300	16	Above 300	20	20
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100 to 150	4														
Above 150 to 200	8														
Above 200 to 250	12														
Above 250 to 300	16														
Above 300	20														
F.2	<p>Income Tax Chargeable in last two Tax Year 2020 and 2021</p> <p><i>(Attach copy of Income Tax Returns alongwith Income tax deducted/ paid with deduction certificates/ copy of challan) Online verification of ATL</i></p>	<table border="1"> <thead> <tr> <th style="text-align: center;">Income Tax (Rs. in Million)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>1 to 2</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Above 2 to 4</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Above 4 to 6</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Above 6 to 8</td> <td style="text-align: center;">16</td> </tr> <tr> <td>Above 8</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Income Tax (Rs. in Million)	Points Assigned	1 to 2	4	Above 2 to 4	8	Above 4 to 6	12	Above 6 to 8	16	Above 8	20	20
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Above 6 to 8	16														
Above 8	20														
F.3	<p>Average bank balance of 24 months w.e.f. 01.07.2020 to 30.06.2022.</p> <p><i>Sum of closing balances at last day of every month divided by 24. (Attach bank wise/ account wise monthly closing balance statement on a separate sheet of each account, otherwise no marks shall be granted)</i></p>	<table border="1"> <thead> <tr> <th style="text-align: center;">Average bank balance (Rs. in Million)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>1.0 to 2.5</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Above 2.5 to 5.0</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Above 5.0 to 10</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Above 10 to 15</td> <td style="text-align: center;">16</td> </tr> <tr> <td>Above 15</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Average bank balance (Rs. in Million)	Points Assigned	1.0 to 2.5	4	Above 2.5 to 5.0	8	Above 5.0 to 10	12	Above 10 to 15	16	Above 15	20	20
Average bank balance (Rs. in Million)	Points Assigned														
1.0 to 2.5	4														
Above 2.5 to 5.0	8														
Above 5.0 to 10	12														
Above 10 to 15	16														
Above 15	20														
F.4	<p><b>Financial Value of Similar Contracts:</b></p> <p><i>Total Value of Contracts for the period from 01.07.2020 to 30.06.2022 related to supply of Tile Covers of Primers/ Jackets/ Textbooks/ PNB/ SRM etc. to the PCTB and any other Textbook</i></p>	<table border="1"> <thead> <tr> <th style="text-align: center;">Contract Amount (Rs. in Million)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>5-20</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Above 20 to 100</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Above 100 to 200</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Above 200 to 400</td> <td style="text-align: center;">16</td> </tr> <tr> <td>Above 400</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Contract Amount (Rs. in Million)	Points Assigned	5-20	4	Above 20 to 100	8	Above 100 to 200	12	Above 200 to 400	16	Above 400	20	20
Contract Amount (Rs. in Million)	Points Assigned														
5-20	4														
Above 20 to 100	8														
Above 100 to 200	12														
Above 200 to 400	16														
Above 400	20														



## PREQUALIFICATION DOCUMENT

	<p><i>Board in Pakistan.</i></p> <p><i>(Attested copies of Award Letter/ Allocation Letter/ Contract Agreement must be attached, otherwise <b>NO MARKS</b> shall be granted. In case of provision of any bogus/ fake document, the application shall be rejected straight away)</i></p> <p><i>In case of JV/ Consortium, marks will be granted as per the proportionate share of the applicant declared in the JV/ Consortium. Please attach a copy of agreement of JV/ Consortium to ascertain the proportionate share of work.</i></p>														
F.5	<p><b>Sales Tax:</b></p> <p><i>Sales Tax paid/ deducted for last two years [i.e. 01.07.2020 to 30.06.2022]</i></p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">Sales Tax paid/ deducted (Rs. in Million)</th> <th style="padding: 2px;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1 to 2</td> <td style="padding: 2px;">4</td> </tr> <tr> <td style="padding: 2px;">Above 2 to 5</td> <td style="padding: 2px;">8</td> </tr> <tr> <td style="padding: 2px;">Above 5 to 8</td> <td style="padding: 2px;">12</td> </tr> <tr> <td style="padding: 2px;">Above 8 to 11</td> <td style="padding: 2px;">16</td> </tr> <tr> <td style="padding: 2px;">Above 11</td> <td style="padding: 2px;">20</td> </tr> </tbody> </table>	Sales Tax paid/ deducted (Rs. in Million)	Points Assigned	1 to 2	4	Above 2 to 5	8	Above 5 to 8	12	Above 8 to 11	16	Above 11	20	20
Sales Tax paid/ deducted (Rs. in Million)	Points Assigned														
1 to 2	4														
Above 2 to 5	8														
Above 5 to 8	12														
Above 8 to 11	16														
Above 11	20														
		<b>Total Marks (A)</b>	<b>100</b>												
		<b>Marks Obtained as per Weightage (A x 30%) = (B)</b>													

# PREQUALIFICATION DOCUMENT

## PART-B: TECHNICAL STRENGTH (100 MARKS)

Sr. No.	Particulars	Description/ Distribution of Marks	Maximum Marks										
T.1	<p><b>Printing Capacity:</b></p> <p>i. Only four colors and above machine will be considered.</p> <p>ii. Minimum one ‘Four Color Machine’ is mandatory, otherwise, Applicant shall be Not-Prequalified.</p> <p>iii. No marks shall be given if the Printing Machine Size will be less than 23"x36".</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Model of Printing Machine</th> <th style="text-align: center;">Points Assigned for Each Machine</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Less than 1990</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">Above 1990 to 2000</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">Above 2000 to 2010</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">Above 2010</td> <td style="text-align: center;">12</td> </tr> </tbody> </table>	Model of Printing Machine	Points Assigned for Each Machine	Less than 1990	0	Above 1990 to 2000	8	Above 2000 to 2010	10	Above 2010	12	40
Model of Printing Machine	Points Assigned for Each Machine												
Less than 1990	0												
Above 1990 to 2000	8												
Above 2000 to 2010	10												
Above 2010	12												
T.2	<p><b>Lamination Capacity</b></p> <p>i. Minimum one ‘<i>Fully Automatic Sheet to Sheet Lamination Machine</i>’ (Biaxially oriented polypropylene Matt Lamination Machine) is mandatory, <i>said machine must have combined facility of lamination, heating and cutting of sheets in one processing unit</i>, Applicant will have to show said machine in working condition, otherwise, Applicant shall be ‘<b>Not-Prequalified</b>’.</p> <p>ii. <i>Printing and Lamination facility should be under one roof.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number of Fully Automatic Sheet to Sheet Lamination Machines</th> <th style="text-align: center;">Max. Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">3 or more</td> <td style="text-align: center;">30</td> </tr> </tbody> </table>	Number of Fully Automatic Sheet to Sheet Lamination Machines	Max. Points	1	10	2	20	3 or more	30	30		
Number of Fully Automatic Sheet to Sheet Lamination Machines	Max. Points												
1	10												
2	20												
3 or more	30												

## PREQUALIFICATION DOCUMENT

T.3	<p><b>Human Resource of Printing Press:</b></p> <p>Provide detail of employees on T.3 Form along with attested copies of CNIC and list of salary sheet (duly signed &amp; stamped by the applicant/ owner).</p>	<p>➤ <b>Production/ Quality Assurance Manager:</b> (2.0) (Minimum Education: Graduation/ DAE)</p> <p>➤ <b>Human Resource Manager/ Executive:</b> (1.0) (Minimum Education: Graduation)</p> <p>➤ <b>Accountant:</b> (2.0) (Min. I.Com or equivalent)</p> <p>➤ <b>Skilled Employees</b> (10.0)</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">No of Skilled Workers</th> <th style="padding: 5px;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1-10</td> <td style="padding: 5px;">4</td> </tr> <tr> <td style="padding: 5px;">11-20</td> <td style="padding: 5px;">6</td> </tr> <tr> <td style="padding: 5px;">20-30</td> <td style="padding: 5px;">8</td> </tr> <tr> <td style="padding: 5px;">Above 30</td> <td style="padding: 5px;">10</td> </tr> </tbody> </table>	No of Skilled Workers	Points Assigned	1-10	4	11-20	6	20-30	8	Above 30	10	15
No of Skilled Workers	Points Assigned												
1-10	4												
11-20	6												
20-30	8												
Above 30	10												
T.4	<p><b>Storage Facility/ Godown:</b></p> <p>Storage Facility/ Godown must be within the premises of Printing Press</p>	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Space (Marla)</th> <th style="padding: 5px;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">10 to 20</td> <td style="padding: 5px;">2.5</td> </tr> <tr> <td style="padding: 5px;">Above 20</td> <td style="padding: 5px;">5.0</td> </tr> </tbody> </table>	Space (Marla)	Points Assigned	10 to 20	2.5	Above 20	5.0	5				
Space (Marla)	Points Assigned												
10 to 20	2.5												
Above 20	5.0												
T.5	<p><b>Alternate Power/ Genset:</b></p> <p>(It shall be in working condition and within the premises of printing press.)</p>	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Power (KVA)</th> <th style="padding: 5px;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">150 – 250</td> <td style="padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">More than 250</td> <td style="padding: 5px;">5</td> </tr> </tbody> </table>	Power (KVA)	Points Assigned	150 – 250	2	More than 250	5	5				
Power (KVA)	Points Assigned												
150 – 250	2												
More than 250	5												
T.6	<p>Computer to Plate (CTP) Facility and Design House</p>	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Description</th> <th style="padding: 5px;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Availability of Computer to Plate Machine and Design House</td> <td style="padding: 5px;">5</td> </tr> </tbody> </table>	Description	Points Assigned	Availability of Computer to Plate Machine and Design House	5	5						
Description	Points Assigned												
Availability of Computer to Plate Machine and Design House	5												
		<b>Total Marks (C)</b>	<b>100</b>										
		<b>Marks Obtained as per Weightage (C x 70%)=(D)</b>											
		<b>Total Marks (B+D)</b>											

# PREQUALIFICATION DOCUMENT

## 6) SECTION- IV APPLICATION FORMS

Sr. No.	Detail	Appendices	On Form/ E-Stamp Paper	Value of E-Stamp Paper
I	Prequalification Application Submission Form	A	On Form	NA
II	Applicant Information Sheet Other than JV/ Consortium (Where Applicable)	B	On Form	NA
III	Applicant Information Sheet for Lead Applicant of JV/ Consortium (Where Applicable)	C-1	On Form	NA
IV	Applicant Information Sheet for other than Lead Applicant of JV/ Consortium (Where Applicable)	C-2	On Form	NA
V	Financial Capacity Evaluation Form-1 (F.1)	D	On Form	NA
VI	Financial Capacity Evaluation Form-2 (F.2)	E	On Form	NA
VII	Financial Capacity Evaluation Form-3 (F.3)	F	On Form	NA
VIII	Financial Capacity Evaluation Form-4 (F.4)	G	On Form	NA
IX	Financial Capacity Evaluation Form-5 (F.5)	H	On Form	NA
X	Printing Capacity Evaluation Form-1 (T.1)	I	On Form	NA
XI	Lamination Facilities Evaluation Form-2 (T.2)	J	On Form	NA
XII	Human Resource Evaluation Form-3 (T.3)	K	On Form	NA
XIII	Storage Facility/ Godown Evaluation Form-4 (T.4)	L	On Form	NA
XIV	Alternate Power/ Genset Evaluation Form-5 (T.5)	M	On Form	NA
XV	Computer to Plate and Design House Facility Evaluation Form-6 (T.6)	N	On Form	NA

# PREQUALIFICATION DOCUMENT

“Appendix – A”

## **PREQUALIFICATION APPLICATION SUBMISSION FORM** **(To be submitted on the letterhead)**

To

Managing Director,  
Punjab Curriculum and Textbook Board,  
21/E-II, Gulberg-III, Lahore

Date \_\_\_\_\_

Subject: **PREQUALIFICATION FOR PROCUREMENT OF TILE COVERS OF PRIMERS/ JACKETS/ TEXTBOOKS/ SUPPLEMENTARY READING MATERIAL/ TEACHER GUIDES ETC. FOR ACADEMIC SESSION 2023-24 AND PRACTICAL NOTEBOOKS FOR ACADEMIC SESSION 2022-23.**

Dear Sir,

Pursuant to the advertisement of invitation for submission of applications regarding the subject cited above, I/We \_\_\_\_\_

\_\_\_\_\_ hereby submit the application in conformity with the Prequalification Document and request to be considered for said prequalification.

I/We do hereby solemnly confirm to:

- (a) agree to comply with all Prequalification procedures in light of all rules, laws and regulations governing the Prequalification process as issued by the relevant authorities from time to time;
- (b) accept the right of the Punjab Curriculum and Textbook Board to (i) request additional information reasonably required to assess our application, (ii) amend the procedures or make clarifications thereof, and (iii) extend or amend the schedule of the prequalification;
- (c) fully and completely understand and accept the terms of the Prequalification Document and undertake to comply with the same.
- (d) state that all the mandatory documents have been attached with the application.
- (e) declare that all of the information submitted in this Prequalification Application, including the enclosed forms and documents, is accurate in all respects and none is fake or bogus document.
- (f) agree that provision of any wrongful information or fake/ bogus document in this Prequalification application process shall lead to My/Our disqualification and legal action as per law.

**Name, Signature and Stamp of the Applicant**  
(Lead applicant in case of JV/ Consortium)

# PREQUALIFICATION DOCUMENT

“Appendix –B”

## APPLICANT INFORMATION SHEET

(Other than JV/ Consortium)

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

**1. Category of Applicant:** (Mark  against relevant option)

- a) Printer     b) Publisher     c) Firm     e) Company     g) AOP   
h) Sole Proprietorship     i) Other: \_\_\_\_\_

**2. Applicant's Business Information:**

Business Name	
Year of Establishment	
Primary Business Activity	
Address	
Telephone Number	
NTN	
STRN	
Email	
Fax Number	
Name of Authorized Person	
CNIC of Authorized Person	
Contact No. of Authorized Person	
Email of Authorized Person	

Signature, Name and Stamp of the Applicant

# PREQUALIFICATION DOCUMENT

“Appendix –C-1”

## APPLICANT INFORMATION SHEET

(For Lead Applicant of JV/ Consortium)

1. **Name of JV/ Consortium:** \_\_\_\_\_
2. **Name of Lead Applicant:** \_\_\_\_\_
3. **Particulars of Lead Applicant:**

Business Name	
Year of Establishment	
Primary Business Activity	
Business Address	
Business Telephone Number	
Business NTN	
Business STRN	
Business Email	
Business Fax Number	
Name of Authorized Person	
CNIC of Authorized Person	
Contact No. of Authorized Person	
Email of Authorized Person	

4. **Number of Total Members in JV/ Consortium:** \_\_\_\_\_
5. **Names of Other Members of JV/ Consortium:**
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_

**Note:** Attach “JV/ Consortium Agreement” on E-Stamp Paper of Rs.1,200/-.

**Signature and Stamp of the Lead Applicant**

# PREQUALIFICATION DOCUMENT

“Appendix –C-2”

## APPLICANT INFORMATION SHEET

(For Other than Lead Applicant of JV/ Consortium)

1. Name of JV/ Consortium: \_\_\_\_\_
2. Name of Applicant, Other than Lead Applicant: \_\_\_\_\_
3. Particulars of Applicant, Other than Lead Applicant:

Business Name	
Year of Establishment	
Primary Business Activity	
Business Address	
Business Telephone Number	
Business NTN	
Business STRN	
Business Email	
Business Fax Number	
Name of Authorized Person	
CNIC of Authorized Person	
Contact No. of Authorized Person	
Email of Authorized Person	

**Signature and Stamp of the Other than Lead Applicant**

**Note:** Please use C-2 Proforma for all members of JV/ Consortium other than Lead Applicant separately and annex with the application.



# PREQUALIFICATION DOCUMENT

“Appendix – D”

## Financial Capacity Evaluation Form-1 (F.1)

Name of Applicant/ Member of JV or Consortium: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Deposit (Credit Side of Bank Statement Only)						
Title of Account	Account No.	Name of Bank	Name of Branch	Amount (Rs. in Million)		
				01.07.2020 to 30.06.2021	01.07.2021 to 30.06.2022	Total
<b>Grand Total</b>						

(Fill the Proforma and attach copies of bank statements duly verified by concerned bank branch manager)

**Signature of Applicant with Stamp**

# PREQUALIFICATION DOCUMENT

“Appendix – E”

## Financial Capacity Evaluation Form-2 (F.2)

Name of Applicant/ Member of JV or Consortium: \_\_\_\_\_

Address: \_\_\_\_\_

NTN No. \_\_\_\_\_, Contact No.: \_\_\_\_\_

Income Tax Chargeable for previous two completed Tax Years to be corroborated with evidence. (Attach Income Tax Returns for last two tax years 2020 and 2021 along with Income Tax deducted /paid/ deduction certificate/copy of challan)

<b>Income Tax Return Year</b>	<b>Amount of Income Tax (Rs. in Million)</b>
2020	
2021	
<b>Total</b>	

**Signature of Applicant with Stamp**

# PREQUALIFICATION DOCUMENT

“Appendix – F”

## Financial Capacity Evaluation Form-3 (F.3)

Name of Applicant/ Member of JV or Consortium: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

The information to be filled in the following table shall be corroborated through the bank statements duly verified by the bank manager.

-	Closing Balance as of Last Date of the Each Month (Rs. in Million)			
Title of Account				Total
Account No.				
Name of Bank				
Name of Branch				
-	A	B	C	E = A+B+C
July – 2020				
August – 2020				
September – 2020				
October – 2020				
November – 2020				
December – 2020				
January – 2021				
February – 2021				
March – 2021				
April – 2021				
May – 2021				
June – 2021				
July – 2021				
August – 2021				
September – 2021				
October – 2021				
November – 2021				
December – 2021				
January – 2022				
February – 2022				
March – 2022				
April – 2022				
May – 2022				
June – 2022				
Total				

Signature of Applicant with Stamp

# PREQUALIFICATION DOCUMENT

“Appendix – G”

## Financial Capacity Evaluation Form-4 (F.4)

Name of Applicant/ Member of JV or Consortium: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Total financial value of similar contracts relating to publication/ supply of Tile Covers of Primers/ Jackets/ Textbooks/ PNB/ SRM etc. during last two years [i.e. 01.07.2020 to 30.06.2022].

Financial Year	Total Financial Value of Similar Contracts (Rs. in Million)						
	PCTB	KPTB	STBB	BTBB	National Book Foundation, Islamabad	Other Textbook Boards	Total
	A	B	C	D	E	F	F = A+B+C +D+E+F
01.07.2020 to 30.06.2021							
01.07.2021 to 30.06.2022							
<b>Grand Total</b>							

Signature of Applicant with Stamp

# PREQUALIFICATION DOCUMENT

“Appendix – H”

## Financial Capacity Evaluation Form-5 (F.5)

Name of Applicant/ Member of JV or Consortium: \_\_\_\_\_

Address: \_\_\_\_\_

STRN: \_\_\_\_\_, Contact No.: \_\_\_\_\_

Sales Tax paid/ deducted for previous two completed Financial Years to be corroborated with evidence. (Attach Sale Tax Returns for last two financial years [i.e. 01.07.2020 to 30.06.2022] along with Sales Tax deducted /paid/ Sales Tax Returns)

<b>Month</b>	<b>Sales Tax (Deducted/ Paid) (Rs. in Millions)</b>
July – 2020	
August – 2020	
September – 2020	
October – 2020	
November – 2020	
December – 2020	
January – 2021	
February – 2021	
March – 2021	
April – 2021	
May – 2021	
June – 2021	
July – 2021	
August – 2021	
September – 2021	
October – 2021	
November – 2021	
December – 2021	
January – 2022	
February – 2022	
March – 2022	
April – 2022	
May – 2022	
June – 2022	
<b>Total</b>	



# PREQUALIFICATION DOCUMENT

“Appendix -J”

## Lamination Capacity Evaluation Form-2 (T.2)

- a) Name of Applicant: \_\_\_\_\_  
b) Address & Telephone: \_\_\_\_\_  
c) Name of Owner: \_\_\_\_\_

Minimum one '*Fully Automatic Sheet to Sheet Lamination Machine*' (Biaxially oriented polypropylene Matt Lamination Machine) is mandatory, *said machine must have combined facility of lamination, heating and cutting of sheets in one processing unit*, Applicant will have to show said machine in working condition, otherwise, Applicant shall be '**Not-Prequalified**'.

Sr. #	Make & Model	Capacity Of Lamination (Sheets per hour)
1		
2		
3		

Signature of Applicant with Stamp

# PREQUALIFICATION DOCUMENT

“Appendix -K”

## Human Resource Evaluation Form-3 (T.3)

a) Name of Applicant: \_\_\_\_\_

b) Name of Printing Press: \_\_\_\_\_

c) **Detail of Staff / Employees/ Work Force:**

Detail of Production/ Quality Assurance Manager					
Sr. No.	Name	Education	CNIC #	Monthly Salary (PKR)	Date of Joining
1					

Detail of human Resource Manager/ Executive					
Sr. No.	Name	Education	CNIC #	Monthly Salary (PKR)	Date of Joining
1					

Detail of Accountant					
S. No.	Name	Education	CNIC #	Monthly Salary (PKR)	Date of Joining
1					

Detail of Skilled Employees						
Sr. No.	Name	Designation	Education	CNIC #	Monthly Salary (PKR)	Date of Joining
1						
2						
3						
4						
5						



## PREQUALIFICATION DOCUMENT

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6						
7						
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26						
27						
28						
29						
30						
31						

**Notes:**

- i. Provide the above-mentioned detail of employees along with attested copies of CNIC and list of salary sheet (duly signed & stamped by the applicant/ owner).
- ii. Supporting staff such as drivers, guards, sweepers, cleaners etc. will not to be considered.
- iii. Extra copy may be used for additional information.

**Signature of Applicant with Stamp**

# PREQUALIFICATION DOCUMENT

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“Appendix -L”

## Storage Facility/ Godown Evaluation Form-4 (T.4)

a) Name of Applicant: \_\_\_\_\_

b) Address: \_\_\_\_\_

Within Premises of Printing Press (Yes/No)	Covered Area (Marla)

**Notes:**

- i. *The storage facility/ Godown must be exclusively used for storage of Paper, Coated Bleached Board & Books only. Spaces available at printing presses shall not be considered as storage facility/ Godown.*
- ii. *Fire alarm and firefighting equipment must be installed.*

**Signature of Applicant with Stamp**

# PREQUALIFICATION DOCUMENT

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“Appendix -M”

## Alternate Power/ Genset Evaluation Form-5 (T.5)

- a) Name of Applicant: \_\_\_\_\_
- b) Address of Printing Press: \_\_\_\_\_
- c) Alternate power facilities (Yes/ No) \_\_\_\_\_

Sr. #	Make & Model	Capacity Of Power Generator (KVA)

**Note:** Generator must be in operational condition. If during the inspection, it is found not operational, marks will not be awarded.

**Signature of Applicant with Stamp**

# PREQUALIFICATION DOCUMENT

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“Appendix – N”

## Computer to Plate (CTP) Facility and Design Facility Evaluation Form-6 (F.6)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

<b>CTP Machine and Design House are available (Yes/No)</b>	<b>Make &amp; Model of CTP Machine</b>

Signature of Applicant with Stamp

# PREQUALIFICATION DOCUMENT

## 7) SECTION-V

### CHECKLIST OF DOCUMENTS

Particulars of documents to be attached duly signed and stamped by the applicant.

S. No.	Detail	Tick	Page No.
1	Prequalification Application Submission Form		
2	Applicant Information Sheet Other than JV/ Consortium (Where Applicable)		
3	Applicant Information Sheet for Lead Applicant of JV/ Consortium (Where Applicable)		
4	Applicant Information Sheet for other than Lead Applicant of JV/ Consortium (Where Applicable)		
3	Financial Capacity Evaluation Form-1 (F.1)		
4	Financial Capacity Evaluation Form-2 (F.2)		
5	Financial Capacity Evaluation Form-3 (F.3)		
6	Financial Capacity Evaluation Form-4 (F.4)		
7	Financial Capacity Evaluation Form-5 (F.5)		
8	Printing Capacity Evaluation Form-1 (T.1)		
9	Lamination Facilities Evaluation Form-2 (T.2)		
10	Human Resource Evaluation Form-3 (T.3)		
11	Storage Facility/ Godown Evaluation Form-4 (T.4)		
12	Alternate Power/ Genset Evaluation Form-5 (T.5)		
13	Computer to Plate Facility and Design House Facility Evaluation Form-6 (T.6)		
14	“JV/ Consortium Agreement” on E-Stamp Paper of Rs.1,200/- (Where Applicable).		
15	Copy of Firm/ Company Registration/ Incorporation		
16	Copy of CNIC of all members (if applicable)		
17	Certificate Copy of Income Tax Registration/NTN		
18	Certificate Copy of Sales Tax Registration/STRN		
19	Annual Income Tax and Sales Tax Returns for last two years		
20	Affidavit on Rs.100/- E-Stamp Paper that firm(s) is not blacklisted and bankrupt		
21	List of Bank Accounts		

## **PREQUALIFICATION DOCUMENT**

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22	Bank Statements of last two years		
23	Press Declaration Certificate (Where Applicable)		
24	Detail of Work if Executed/ Performed under AOP, JV and Consortium (Where Applicable)		
25	Original receipt of purchase of PQD from PCTB and of each member (where applicable)		
26	Any other information deemed fit by the applicant for prequalification		
27	Details of Employees along with attested copies of CNIC and list of salary sheet.		

**Signature of Applicant with Stamp**