

PREQUALIFICATION DOCUMENT (PQD)

FOR

PROCUREMENT OF

PRIMERS/ JACKETS/ TEXTBOOKS/ SRM/ TEACHER
GUIDES ETC. FOR ACADEMIC SESSION 2022-23 AND
PRACTICAL NOTEBOOKS FOR ACADEMIC SESSION 2021-22



PUNJAB CURRICULUM & TEXTBOOK BOARD (PCTB)

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

Phone: 042-99230672-76

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

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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 Primers/ Jackets/ Textbooks/ Supplementary Reading Material (SRM)/ Teacher Guides etc. for Academic Session 2022-23 and Practical Notebooks for Academic Session 2021-22”. 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 Primers/ Jackets/ Textbooks/ Supplementary Reading Material/ Teacher Guides etc. for Academic Session 2022-23 and Practical Notebooks for Academic Session 2021-22*”. The last date and time for *submission* of applications is **04.08.2021 at 2:00 p.m.** The “late” or “by post” submission of applications shall not be entertained. The prequalification applications shall be opened on the same day **at 02:30 p.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 and PPRA website 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 Primers/ Jackets/ Textbooks/ SRM, etc. for Academic Session 2022-23 and Practical Notebooks for Academic Session 2021-22.

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 Primers/ Jackets/ Textbooks/ Supplementary Reading Material/ Teacher Guides etc. for Academic Session 2022-23 and Practical Notebooks for Academic Session 2021-22**”.
- 2) The scope of the prequalification shall be limited to the procurement of Primers/ Jackets/ Textbooks/ SRM/ Teachers Guide etc. for the Academic Session 2022-23 and Practical Notebooks for the Academic Session 2021-22.
- 3) 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 a printing press of its own or in the form of JV/ Consortium at least one member (any of the members) must have a printing press.
- 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 stamp paper of Rs.1200/- whereby all the partners shall undertake to be jointly and individually liable for the accomplishment of work awarded to them.

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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.

- 3) Joint Venture/ Consortium shall be legally registered 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.

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.

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.

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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 the 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 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.

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.

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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 in 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.
- 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.

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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)

A. General	
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 Primers/ Jackets/ Textbooks/ Supplementary Reading Material/ Teacher Guides etc. for Academic Session 2022-23 and Practical Notebooks for Academic Session 2021-22 <i>(Advertisement # IPL-7205-LRM)</i>
3	Address for all sorts of official communication: DIRECTOR PRODUCTION Punjab Curriculum and Textbook Board 21/E-II, Gulberg-III, Lahore Ph # +92-42-99230698 Fax # +92-42-99230679
4	The deadline for the submission of applications is: Date: 04.08.2021 Time: 02:00 PM The applications shall be submitted at: Committee Room of Punjab Curriculum and Textbook Board (PCTB), 21/E-II, Gulberg-III, Lahore
5	The Prequalification applications shall be opened on:- Date: 04.08.2021 Time: 02:30 PM The applications shall be opened at: Committee Room of Punjab Curriculum and Textbook Board (PCTB), 21/E-II, Gulberg-III, Lahore
B. Contents of the Prequalification Document	
6	For clarification purposes , the Procuring Agency's address is: same as above
C. Preparation of Applications	
7	The language of the application as well as of all correspondence is: “English or Urdu.”

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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	40%	40
2	Technical Strength	100	60%	60
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 40% 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 “Binding Facilities 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 “Agreement with Binder” where applicable (**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 one year of the Applicant. In case of JV/ Consortium, the Sales tax returns of last one year of the Lead Applicant shall be provided.
- 20) Affidavit on a judicial 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 judicial 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 during last five years 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 Judicial 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) All documents are duly signed by the applicant or authorized signatory.

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. 01.07.2019 to 30.06.2021]</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>5 to 25</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Above 25 to 50</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Above 50 to 100</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Above 100 to 200</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Above 200</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Total deposit in bank for last two years (Credit Side) (Rs. in Million)	Points Assigned	5 to 25	5	Above 25 to 50	10	Above 50 to 100	15	Above 100 to 200	20	Above 200	25	25
Total deposit in bank for last two years (Credit Side) (Rs. in Million)	Points Assigned														
5 to 25	5														
Above 25 to 50	10														
Above 50 to 100	15														
Above 100 to 200	20														
Above 200	25														
F.2	<p>Income Tax Chargeable in last two Tax Year 2019 and 2020</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>0.5 to 1</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Above 1 to 2</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Above 2 to 3</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Above 3 to 4</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Above 4</td> <td style="text-align: center;">15</td> </tr> </tbody> </table>	Income Tax (Rs. in Million)	Points Assigned	0.5 to 1	3	Above 1 to 2	6	Above 2 to 3	9	Above 3 to 4	12	Above 4	15	15
Income Tax (Rs. in Million)	Points Assigned														
0.5 to 1	3														
Above 1 to 2	6														
Above 2 to 3	9														
Above 3 to 4	12														
Above 4	15														
F.3	<p>Average bank balance of 24 months w.e.f. 01.07.2019 to 30.06.2021.</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>0.5 - 2.5</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Above 2.5 to 5.0</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Above 5.0 to 10</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Above 10 to 15</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Above 15</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Average bank balance (Rs. in Million)	Points Assigned	0.5 - 2.5	5	Above 2.5 to 5.0	10	Above 5.0 to 10	15	Above 10 to 15	20	Above 15	25	25
Average bank balance (Rs. in Million)	Points Assigned														
0.5 - 2.5	5														
Above 2.5 to 5.0	10														
Above 5.0 to 10	15														
Above 10 to 15	20														
Above 15	25														
F.4	<p>Financial Value of Similar Contracts:</p> <p><i>Total Value of Contracts for the period from 01.07.2019 to 30.06.2021 related to publication, printing and supply of Primers/ Jackets/ Textbooks/ PNB/ SRM etc. to the PCTB and any other Textbook Board in Pakistan.</i></p> <p><i>(Attested copies of Award Letter/</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;">10</td> </tr> <tr> <td>Above 20 to 100</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Above 100 to 250</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Above 250 to 500</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Above 500</td> <td style="text-align: center;">30</td> </tr> </tbody> </table>	Contract Amount (Rs. in Million)	Points Assigned	5-20	10	Above 20 to 100	15	Above 100 to 250	20	Above 250 to 500	25	Above 500	30	30
Contract Amount (Rs. in Million)	Points Assigned														
5-20	10														
Above 20 to 100	15														
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Above 500	30														

PREQUALIFICATION DOCUMENT

	<p><i>Allocation Letter/ Contract Agreement must be attached, otherwise NO MARKS 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>Audit Report:</p> <p><i>Provision of Audit Report of Accounts of the Applicant for the previous two financial years [i.e. 2018-19 and 2019-20].</i></p> <p><i>In case of JV/ Consortium, the Audit Reports of only Lead Applicant shall be considered.</i></p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">Financial Year of Audit Report</th> <th style="padding: 2px;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">2018-19</td> <td style="padding: 2px;">2.5</td> </tr> <tr> <td style="padding: 2px;">2019-20</td> <td style="padding: 2px;">2.5</td> </tr> </tbody> </table>	Financial Year of Audit Report	Points Assigned	2018-19	2.5	2019-20	2.5	5
Financial Year of Audit Report	Points Assigned								
2018-19	2.5								
2019-20	2.5								
		Total Marks (A)	100						
		Marks Obtained as per Weightage (A x 40%) = (B)							

PREQUALIFICATION DOCUMENT

PART-B: TECHNICAL STRENGTH (100 MARKS)

Sr. No.	Particulars	Description/ Distribution of Marks	Maximum Marks																
T.1	<p>Printing Capacity:</p> <p><i>(Each color in a machine will be one unit)</i></p> <p>No marks shall be given if the Printing Machine Size will be less than 20"x30".</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Model of Printing Machine</th> <th style="width: 30%;">Points Assigned for Each Unit</th> </tr> </thead> <tbody> <tr> <td>Less than 1980</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Above 1980 to 1990</td> <td style="text-align: center;">3.0</td> </tr> <tr> <td>Above 1990 to 2000</td> <td style="text-align: center;">4.0</td> </tr> <tr> <td>Above 2000 Onwards</td> <td style="text-align: center;">5.0</td> </tr> </tbody> </table>	Model of Printing Machine	Points Assigned for Each Unit	Less than 1980	0	Above 1980 to 1990	3.0	Above 1990 to 2000	4.0	Above 2000 Onwards	5.0	40						
Model of Printing Machine	Points Assigned for Each Unit																		
Less than 1980	0																		
Above 1980 to 1990	3.0																		
Above 1990 to 2000	4.0																		
Above 2000 Onwards	5.0																		
T.2	<p>Binding Capacity:</p> <ul style="list-style-type: none"> • <i>Owned facility 100% marks.</i> • <i>In case of agreement 50% marks</i> 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Type of Machine</th> <th style="width: 15%;">Unit</th> <th style="width: 20%;">Points for Each Unit</th> <th style="width: 40%;">Max. Points</th> </tr> </thead> <tbody> <tr> <td>Automatic Folding Machine</td> <td style="text-align: center;">Machine</td> <td style="text-align: center;">2</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Trimming Machine</td> <td style="text-align: center;">Knife</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Hot Melt Glue Machine</td> <td style="text-align: center;">Clump</td> <td style="text-align: center;">1</td> <td style="text-align: center;">13</td> </tr> </tbody> </table>	Type of Machine	Unit	Points for Each Unit	Max. Points	Automatic Folding Machine	Machine	2	8	Trimming Machine	Knife	1	4	Hot Melt Glue Machine	Clump	1	13	25
Type of Machine	Unit	Points for Each Unit	Max. Points																
Automatic Folding Machine	Machine	2	8																
Trimming Machine	Knife	1	4																
Hot Melt Glue Machine	Clump	1	13																
T.3	<p>Human Resource of Printing Press:</p> <p><i>Provide detail of employees on T.3 Form along with attested copies of CNIC and list of salary sheet (duly signed & stamped by the applicant/ owner).</i></p>	<p>➤ Production/ Quality Assurance Manager (2.5) (Minimum Education: Graduation/ DAE)</p> <p>➤ Accountant: (2.5) (Min. I.Com or equivalent)</p> <p>➤ Skilled Employees (10.0)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">No of Skilled Workers</th> <th style="width: 50%;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5-9</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">10-14</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">15-19</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">20-24</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">25 and more</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	No of Skilled Workers	Points Assigned	5-9	2	10-14	4	15-19	6	20-24	8	25 and more	10	15				
No of Skilled Workers	Points Assigned																		
5-9	2																		
10-14	4																		
15-19	6																		
20-24	8																		
25 and more	10																		

PREQUALIFICATION DOCUMENT

T.4	<p>Storage Facility/ Godown:</p> <ul style="list-style-type: none"> • <i>Owned Facility: 100% Marks.</i> • <i>Rent Agreement, 50% Marks</i> <p><i>(Storage Facility/ Godown must be within the premises of Printing Press or up to radius of five kilometer of Printing Press)</i></p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Space (Marla)</th> <th style="padding: 5px;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">3-5</td> <td style="text-align: center; padding: 5px;">2.5</td> </tr> <tr> <td style="text-align: center; padding: 5px;">6-10</td> <td style="text-align: center; padding: 5px;">5</td> </tr> <tr> <td style="text-align: center; padding: 5px;">11-15</td> <td style="text-align: center; padding: 5px;">7.5</td> </tr> <tr> <td style="text-align: center; padding: 5px;">16 and above</td> <td style="text-align: center; padding: 5px;">10</td> </tr> </tbody> </table>	Space (Marla)	Points Assigned	3-5	2.5	6-10	5	11-15	7.5	16 and above	10	10
Space (Marla)	Points Assigned												
3-5	2.5												
6-10	5												
11-15	7.5												
16 and above	10												
T.5	<p>Alternate Power/ Genset:</p> <p><i>(It shall be in working condition and within the premises of printing press.)</i></p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Power (KVA)</th> <th style="padding: 5px;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">100 – 200</td> <td style="text-align: center; padding: 5px;">5</td> </tr> <tr> <td style="text-align: center; padding: 5px;">More than 200</td> <td style="text-align: center; padding: 5px;">10</td> </tr> </tbody> </table>	Power (KVA)	Points Assigned	100 – 200	5	More than 200	10	10				
Power (KVA)	Points Assigned												
100 – 200	5												
More than 200	10												
		Total Marks (C)	100										
		Marks Obtained as per Weightage (C x 60%)=(D)											
		Total Marks (B+D)											

PREQUALIFICATION DOCUMENT

6) SECTION- IV

APPLICATION FORMS

Sr. No.	Detail	Appendices	On Form/ Stamp Paper	Value of 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	Binding 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	Agreement With Binder	N	On Stamp Paper	Rs. 1200

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 PRIMERS/
JACKETS/ TEXTBOOKS/ SUPPLEMENTARY READING
MATERIAL/ TEACHER GUIDES ETC. FOR ACADEMIC SESSION
2022-23 AND PRACTICAL NOTEBOOKS FOR ACADEMIC SESSION
2021-22.**

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 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 – 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 2019 and 2020 along with Income Tax deducted /paid/ deduction certificate/copy of challan)

Income Tax Return Year	Amount of Income Tax (Rs. in Million)
2019	
2020	
Total	

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)				
Name of Bank					Total
Name of Branch					
-	A	B	C	D	E = A+B+C+D
July - 2019					
August - 2019					
September - 2019					
October - 2019					
November - 2019					
December - 2019					
January - 2020					
February - 2020					
March - 2020					
April - 2020					
May - 2020					
June - 2020					
July - 2020					
August - 2020					
September - 2020					
October - 2020					
November - 2020					
December - 2020					
January - 2021					
February - 2021					
March - 2021					
April - 2021					
May - 2021					
June - 2021					
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 Primers/ Jackets/ Textbooks/ PNB/ SRM etc. during last two years [i.e. 01.07.2019 to 30.06.2021].

Financial Year	Total Financial Value of Similar Contracts (Rs. in Million)					
	PCTB	KPTB	STBB	BTBB	Other Textbook Boards	Total
	A	B	C	D	E	F = A + B + C + D + E
01.07.2019 to 30.06.2020						
01.07.2020 to 30.06.2021						
Grand Total						

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: _____

Contact No.: _____

Provision of Audit Report of Accounts of the Applicant for the previous two financial years [i.e. 2018-19 and 2019-20].

Financial Year of Audit Report	Attached with Documents (Yes/ No)
2018-19	
2019-20	

Signature of Applicant with Stamp

PREQUALIFICATION DOCUMENT

“Appendix -J”

Binding Facilities Evaluation Form-2 (T.2)

Owned/ Agreement

- a) Name of Applicant: _____
- b) Name of Binding house: _____
- c) Address & Telephone: _____
- d) Name of Owner: _____

Type of Machine	Unit	No. of Total Machines	No. of Total Units
Automatic Folding Machines	Machine		
Trimming Machines	Knife		
Hot Melt Glue Machines	Clump		

Note: In case of JV/ Consortium, this form is to be filled separately by each member

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 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						
6						
7						

PREQUALIFICATION DOCUMENT

8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Note:

- i. Provide the above-mentioned detail of employees along with 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.

Signature of Applicant with Stamp

PREQUALIFICATION DOCUMENT

“Appendix -L”

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

a) Name of Applicant: _____

b) Address: _____

Sr. #	Address	Within Premises of Printing Press (Yes/No)	Distance from the Printing Press (Km)	Owned/ Rented	Covered Area (Marla)

Note: *The storage facility/ Godown must be exclusively used for storage of paper & books only. Spaces available at printing presses & binding house area shall not be considered as storage facility/ Godown.*

Signature of Applicant with Stamp

PREQUALIFICATION DOCUMENT

“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

“Appendix -N”

(On Rs.1200 Stamp Paper)

Agreement With Binder

This agreement is signed on _____ between **Name and address of Applicant / Lead Applicant** and **Name and address of the owner of Binding House** as per following detail:

Sr. No.	Binding Facilities	Particulars & Models of Machines	Area/ Number of Machines
1.	Area of Binding House (Sq. Ft.)	NA	
2.	Automatic Folding Machine		
3.	Trimming Machines		
4.	Hot Melt Glue Machine		

- That both parties have entered into an agreement for the availability of my Binding House facilities for the purpose of binding of **Primers/Jackets/Textbooks/PNB/SRM** of the PCTB, Lahore.
- That the Binding House also affirms that in case of urgency it will stop the other binding jobs and will ensure that the binding job of PCTB is done on top priority.
- The Binding House undertakes that if it fails to fulfill its obligation under this agreement, the applicant and the PCTB through the applicant shall have the right to undertake necessary measures to force it to accomplish the assigned target for binding.
- The Binding House shall not engage with more than one applicant participating in the Prequalification Process for binding of **Primers/Jackets/Textbooks/PNB/SRM**.
- I do also affirm that I have only entered into agreement with the above said applicant.
- In case of violation of clause (d), all the participants shall be declared disqualified.
- Both parties do hereby also undertake that they operate within the same city.

Signature of Binder

Name _____

Signature _____

CNIC # _____

Witness

Name _____

Signature _____

Signature of Applicant

Name _____

Signature _____

CNIC _____

Witness

Name _____

Signature _____

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	Binding 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	Agreement With Binder (Where Applicable)		
14	“JV/ Consortium Agreement” on 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 (where applicable)		
19	Annual Income Tax Returns for last two years and Sales Tax Return of Last One Year		
20	Affidavit on Rs.100/- Stamp Paper that firm(s) is not blacklisted and bankrupt		
21	List of Bank Accounts		

PREQUALIFICATION DOCUMENT

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.		