

PREQUALIFICATION DOCUMENT (PQD)

FOR

PROCUREMENT OF PRACTICAL NOTE BOOKS/PRIMERS/JACKETS/TEXTBOOKS/ SRM ETC.



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: September, 2020

Approval Authority: Managing Director (PCTB)

Authorized Person: Deputy Director (Procurement)

(Signature & Stamp) (Date)



PUNJAB CURRICULUM & TEXTBOOK BOARD LAHORE

PREQUALIFICATION NOTICE

The Punjab Curriculum & Textbook Board Lahore intends to prequalify well reputed Printers / Publishers / Firms / Companies / JVs / Consortium / AOPs / Groups etc. having requisite technical experience, financial strength, registered with income tax and sales tax departments desirous to get themselves prequalified for Procurement of Primers / Jackets/ Textbooks/ Practical Notebooks / Teacher Guides/ SRMs etc. for the period w.e.f 15.10.2020 to 31-12-2021. Prequalification Document (PQD) is immediately available after date of publication of advertisement against payment of **Rs.2,000/-** per copy.

The application complete in all respects should reach at the address given below. The sealed envelope must contain the words “Prequalification for Procurement of Primers / Jackets/ Textbooks/ Practical Notebooks / Teacher Guides/ SRMs etc.” The last date for **submission** of Prequalification Document is **02.10.2020 at 03:00 P.M** and will be **opened on the same day at 03:30 P.M** in the presence of applicants authorized representatives (who choose to attend) in the Committee Room of PCTB. Late submission of Prequalification Document shall not be accepted. Only qualified bidders shall be allowed to participate in further bidding procedure. The applicants shall not be blacklisted by any Government Department, Semi-Government Department, Attached Department, Autonomous Body, Agency, Special Institution, Company and Organization. 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 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

GOP	Government of Punjab
PPRA	Punjab Procurement Regulatory Authority
PCTB	Punjab Curriculum and Textbook Board
SBD	Standard Bidding Document
PQD	Prequalification Document
TSC	Technical Score Card
ITA	Instruction to Applicants
AIS	Application Information Sheet
MR	Mandatory Requirements
PDS	Prequalification Data Sheet
AOP	Association of Person
JV	Joint Venture
LOA	Letter of Acceptance
ACGJ	AOP, Consortium, Group & JV
CDS	Compulsory Documents Sheet
MDS	Mandatory Documents Sheet
NA	Not Applicable

2) INTRODUCTION TO SECTIONS OF THIS DOCUMENT

2.1) Section I- Instructions to Applicants (ITA)

This Section provides relevant information enabling applicants in preparation and submission their applications for prequalification. Detailed Information regarding opening and evaluation of Applications. **Section I contains provisions that are to be used without modification.**

2.2) Section II- Prequalification Data Sheet (PDS)

This section includes provisions that are specific to this prequalification and supplements Section I “Instructions to Applicants”.

2.3) Section III- Qualification Criteria and Requirements

This section specifies the methods, criteria, and requirements to be used to determine how the applicants shall be prequalified and subsequently invited to bid. This section is sub divided into following two parts:

1. Compulsory Documents Sheet (CDS)
2. Technical Score Card (TSC)

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 confirms the documents required along with this Prequalification Document (PQD) with indexing and paging.

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

3) SECTION I

INSTRUCTIONS TO APPLICANTS (ITA)

3.1) Scope of Applications

- 1) In connection with invitations for prequalification indicated in Section II, Prequalification Data Sheet (PDS), PCTB (the procuring agency) issues this Prequalification Document (PQD) to the applicants desirous of being prequalified for the work according to the work/service requirements that has been mentioned in Standard Bidding Documents (SBD).
- 2) Title of pre-qualification applications would be “**APPLICATION FOR PREQUALIFICATION FOR PROCUREMENT OF PRINTING, BINDING & SUPPLY OF PRACTICAL NOTEBOOKS, PRIMERS, JACKETS, TEXTBOOKS, SUPPLEMENTARY READING MATERIAL Etc. FOR THE PERIOD WITH EFFECT FROM OCTOBER 15, 2020 TO DECEMBER 31, 2021**”

3.2) Source of Funds

- 1) Funds of PCTB, Government of Punjab

3.3) PCTB (The Procuring Agency) and its address

The Procuring Agency/PCTB is the Punjab Curriculum and Textbook Board (PCTB) having the following mailing address:-

**Director(Production)
Punjab Curriculum and Textbook Board
21/E-II, Gulberg-III, Lahore**

Ph # +92-42-99230698

Fax # +92-42-99230679

3.4) Fraud and Corruption

- 1) It is the Government of the Punjab’s policy to require that applicants and their authorize agents observe the highest standard of propriety during the prequalification process. For this purpose of the meaning of “corrupt practice” has been defined in PPRA Act 2014 and the meaning of “corrupt and fraudulent practices” has been defined Public Procurement Rules 2014.
- 2) The Procuring Agency/PCTB 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) The Procuring Agency/PCTB will sanction any applicant including declaring ineligible or blacklisting if it, at any time, it determines that the applicant has directly or through an agent, been engaged in corrupt,

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fraudulent, collusive, coercive or obstructive practices in competing for this prequalification. In such case, Procuring Agency/PCTB can forfeit the “Retention Guarantee”.

- 4) If any financial loss sustained by the PCTB due to the corrupt, fraudulent, collusive, coercive or obstructive practices activity exceeding the amount of “Retention Guarantee”, it shall be borne by the bidder. The amount of loss shall be calculated by the special committee constituted by the Authority for the said purpose. However, an opportunity of defense shall be provided to the applicant.

3.5) Eligible Applicants

- 1) Printers/ publishers / firms/companies/ AOP, Consortium, Group and JV, as defined by law, shall stand eligible for prequalification if registered with Income Tax Department and Sales Tax Departments and also fulfill the criteria specified in this document.
- 2) Formation of AOP, Consortium, Group and JV (ACGJ) etc. shall be as the procedure laid down in this PQD.
- 3) A Government or Semi-Government or Autonomous body intending to participate in prequalification should have “NOC” from their Competent Authority.
- 4) The applicant or its members (in case of AOP, consortium, group or JV etc. as defined by law) should not have been blacklisted by any of the government public organization. Original affidavit of Rs.100/- in respect of having never been involved in corrupt or fraudulent practices and never been blacklisted must be attached with the application.
- 5) Applicants that were heavily penalized (more than 25% of total contract value) for unsatisfactory performance of PCTB or any other Government Department contract/s shall not be considered.

3.6) Printers / Publishers / Firms / Companies / JVs / Consortium / AOPs / Groups etc.

- 1) The Applicant may be an individual person, single entity or may take the form of a JV, AOP, consortium or group comprising of companies, firms, corporate bodies or other legal entities as permitted under law.
- 2) Each consortium, AOP, group or JV shall appoint and authorize one (1) Lead Member to represent and irrevocably bind all members of the consortium, AOP, group 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, AOP, group or JV.)
- 3) An applicant wishing to be qualified as a consortium , JV, AOP, or group shall submit agreement on Rs.1200.00 stamp paper duly executed by the legal representative of each consortium , JV, AOP, or group which:
 - a. Confirms each member’s commitment to the consortium, JV, AOP or group

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- b. Identifies the member that will assume the role of Lead Member on behalf of the other members with the authority of committing on behalf of all members in dealings, whatsoever
- 4) *PQD must be purchased by all the members of JV, AOP, Consortium or Group in their respective capacity. However, the details of all the members will be clubbed/provided by the “Lead Member”.*

3.7) Retention Guarantee

- 1) The applicant shall submit a “Retention Guarantee” of Rs. 200,000/- in favor of Procuring Agency/PCTB in form of pay order, demand draft or CDR along with the application for prequalification.
- 2) The guarantee of unsuccessful/ unqualified applicants shall be refunded after the announcement of evaluation results of the prequalification.
- 3) In case of any false or misleading information or any fraudulent activity at the part of the applicant the retention guarantee shall be forfeited.
- 4) The “Retention Guarantee” of qualified applicant shall be released after the completion of the prequalification period.

3.8) Clarification of Prequalification Documents

- 1) An applicant requiring any clarification regarding this document shall contact to the Director (Production)/Deputy Director (Procurement), PCTB in writing at the Procuring Agency/PCTB’s address indicated in this document. The Procuring Agency/PCTB will respond in writing to any request for clarification, provided that such request is received prior to the deadline fixed for the submission of application.
- 2) If the Procuring Agency/PCTB deems it necessary to amend this document as a result of such clarification, it shall proceed as per the procedure described in 3.9 below “Amendments in this document”.

3.9) Amendments in this document

- 1) At any time prior to the deadline fixed for submission of applications, the Procuring Agency/PCTB may amend this document by issuing addenda.
- 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/PCTB.
- 3) To give applicants reasonable time to take an addendum into account while preparing their applications, the Procuring Agency/PCTB may, at its discretion, extend the deadline for the submission of applications.

3.10) Cost of Applications

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

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3.11) Language of Applications

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

3.12) Alternative Applications

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

3.13) Documents establishing the Qualification of Applicants

- 1) To establish its qualification to perform the work, the applicant shall submit all evidences indicated in section III “Qualification Criteria and Requirements”.

3.14) 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.

3.15) 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.

3.16) Sealing and Marking of Application

- 1) Applicants may submit their applications by hand only to the authorized official nominated by PCTB or the tender box.
- 2) The inner and outer envelopes shall
 - a. bear the name and address of the applicant
 - b. bear the address of the Procuring Agency/PCTB
 - c. be sealed properly by self-adhesive paper/tape and signed with stamp

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3.17) Deadline for Submission of Applications

- 1) Application must reach at the address of the Procuring Agency/PCTB not later than **October 2, 2020 by 03:00 PM.**

3.18) Late Submission of Applications

- 1) The Procuring Agency/PCTB shall not consider any application that arrives, by any means, after the deadline for submission of applications. Any application received by the Procuring Agency/PCTB after the deadline for submission of applications shall be declared late and returned unopened to the Applicant(s).

3.19) Opening of Prequalification Applications

- 1) The Prequalification applications will be received up to **October 02, 2020 by 03:00 PM** in the office of Director Production, PCTB. The prequalification applications shall be opened on the same date **03:30 PM** in the presence of applicants or their representatives who make themselves available on the date and time in the auditorium of PCTB, 21/E-II, Gulberg-III, Lahore.

3.20) 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.

3.21) Clarification of the Application by Procuring Agency/ PCTB

- 1) Under **PPRA Rules 2014**, to assist the examination, evaluation, comparison and **pre**-qualification of the applications, the Procuring Agency/PCTB may, at its discretion, ask any applicant for a clarification of its application. Any clarification submitted by the applicant with respect to its application and that is not in response to a request by the Procuring Agency/PCTB shall not be considered.
- 2) The request of Procuring Agency/PCTB for any clarification and the response shall be in writing.
- 3) 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/PCTB during evaluation of the application.

3.22) Evaluation of Applications

- 1) The Procuring Agency/PCTB 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.

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- 2) The Procuring Agency/PCTB shall evaluate technical aspects through physical inspection or examination of the documents produced by the applicant.
- 3) The Procuring Agency/PCTB shall use the factors, methods, criteria, and requirements defined in Section III “Qualification Criteria and Requirements” to evaluate the applicants.
- 4) If, after the technical evaluation, the Procuring Agency/PCTB determines that the application is not substantially responsive it shall reject the application.
- 5) A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the Prequalification Document without material deviation, reservation or omission.
- 6) The Applicant will be declared either qualified or unqualified as per evaluation criteria.

3.23) Procurement Agency’s right to accept any application, and to reject all of the applications

- 1) The Procuring Agency/PCTB reserves the right to annul the prequalification process and reject all applications at any time prior to notification of the result of prequalification according to PPRA Rules, 2014 without thereby incurring any liability for the Procuring Agency/PCTB.

3.24) Notification and Period of Prequalification

- 1) Once the Procuring Agency/PCTB has completed the evaluation of applications it shall notify all applicants in writing indicating their status as to qualified or unqualified.
- 2) Prequalification will remain valid from October 15, 2020 to December 31,2021.

3.25) Prequalification does not guarantee award of contract

- 1) Prequalification does never constitute an offer to enter into any contract or agreement. It is not binding on Procuring Agency/PCTB to enter into any contract/ agreement with prequalified applicants or to start bidding process.
- 2) The procuring agency/ PCTB 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.

3.26) Redressal of Grievances and Settlement of Disputes

- 1) The Procuring Agency/PCTB shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- 2) Any applicant feeling aggrieved by any act of the Procuring Agency/PCTB after the submission of his application may lodge a

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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.

3.27) Arbitration

- 5) If the matter after award of work order is not resolved the dispute between the Procuring Agency/PCTB shall be settled through mediation or arbitration of Pakistan Arbitration Act 1940 and PPRA Rules 2014. The decision of arbitrator will be final.

3.28) Invitation for Financial Bid

- 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 PPRA rules 2014.

3.29) Integrity Pact

- 1) In case the value of the procurement exceeds specified limit mentioned in PPRA rules 2014; the integrity pact shall be signed between Procuring Agency/PCTB and the bidder/prequalified firm.

3.30) Scope of Work

- 1) The scope of work of the PQD may be extended on the same terms and conditions mentioned in this PQD.

3.31) Additional/ Subsequent Procurement

- 1) The Procuring Agency/PCTB may engage prequalified applicants on similar nature of procurement(s) beyond the said work up to 15% repeat order as per the rules ibid.

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SECTION II

PREQUALIFICATION DATA SHEET (PDS)

Section II: Prequalification Data Sheet (PDS)	
A. General	
ITA 3	<i>Name of Procuring Agency/PCTB:</i> -Punjab Curriculum and Textbook Board (PCTB)
ITA 1	<i>PQD name and number are:</i> - Pre-qualification of firms for Procurement of Printing, Binding and Delivery Services: <u>IPL-7846-C</u>
ITA 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
ITA 17	The deadline for the submission of applications is: Date: 02.10.2020 Time: <u>03:00 PM</u>
	The Prequalification applications shall be opened at:- Address: Committee Room of Punjab Curriculum and Textbook Board (PCTB), 21/E-II, Gulberg-III, Lahore City: Lahore Country: Pakistan Date: 02.10.2020 Time: <u>03:30 PM</u>
B. Contents of the Prequalification Document	
ITA 3	For clarification purposes , the Procuring Agency/PCTB's address is: same as above
C. Preparation of Applications	
ITA 11	The language of the application as well as of all correspondence is: “English or Urdu.”
D. Submission of Applications	
ITA 3	Applicants will submit prequalification documents personally by hand duly completed in all respects. For application submission purposes only, the Procuring Agency/PCTB's address is: <i>“Procuring Agency/PCTB’s address is the same as that indicated above</i>
ITA 18	Late Applications Late applications shall not be entertained.

SECTION III

5): QAULFICATION CRITERIA AND REQUIREMENTS

5.1) Qualification Evaluation Criteria

- 1) The Procuring Agency/PCTB shall use the Technical Score Card System shown below to determine the capacity of the applicant. The applicant shall be evaluated in number of areas as mentioned in the score card and will have to meet the minimum threshold to qualify.
- 2) Technical score consists of following

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 qualifying marks are **65**.
- 4) The applicant will either be declared as “Qualified” or “Unqualified” by the Procuring Agency/PCTB and the result shall be promptly communicated to the applicant(s).

<u>CATEGORY:</u>	A / B / C
A	Above 80 Marks
B	71 - 80 Marks
C	65 – 70 Marks

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5.2) List of Compulsory Documents/Obligatory Requirement

(Knock Down Criteria)

The following documents must be attached to the application by the applicant. Failure to supply the following documents will render the applicant ineligible in the evaluation and shall be declared unqualified.

- 1) Prequalification Performa
- 2) Complete profile / Introduction of applicant (including name of Chief Executive Officer/MD, Partner/s, Owner/s and addresses with contacts)
- 3) Copy of Firm Registration / Company Registration/ Incorporation Certificate (if applicable)
- 4) Copy of valid/active NTN and STRN certificate/online verification of NTN and STRN from FBR website
- 5) Income tax return of last two years and sales tax return of last one year.
- 6) Affidavit on Rs.100/- Stamp Paper that the applicant has never been blacklisted
- 7) Undertaking that the firm has/had never been penalized heavily (more than 25% of total contract value) by Punjab Curriculum and Textbook Board or any other public Organization.
- 8) Bank statements of the last two financial years (at least one member in case of AOP, consortium, group and JV).
- 9) Press Declaration Certificate wherever applicable (Obligatory for at least one of the members in case of AOP, Consortium, Group and JV).
- 10) Each member of consortium Group or JV having valid/active NTN.
- 11) AOP/ Consortium/ Group /JV be legally formed otherwise the financial of lead member will only be considered.
- 12) The Printing Press must be owned by the applicant or In case of AOP, Consortium, Group or JV, the ownership of printing press is obligatory for at least one of the members (Attach proof of ownership).
- 13) In case of consortium, group or JV the Lead applicant must be a publisher/ printer as well as fulfills minimum 40% of evaluation criteria
- 14) Attach all forms given in Section IV
- 15) Original receipt of purchase of PQD from PCTB and of each member (if applicable)
- 16) Retention Guarantee in the form of Pay Order/Demand Draft/ CDR of Rs. 200,000/-
- 17) Copy of CNIC's of all members in case of AOP, consortium, group or JV
- 18) All documents are duly signed by the applicant or authorized signatory

The Applicant shall not be prequalified if it does not attach the above stated documents.

Authorized person _____

Signature _____

Date _____

Stamp _____

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5.3) Technical Score/Evaluation Card

Name of applicant: _____

Address: _____

Sr. No.	Particulars	Description	Maximum Marks	Marks Obtained												
FINANCIAL BENCHMARK (100 MARKS)																
F.1	Bank Statements for last two years (July 01, 2018 to June 30, 2020) (Must be verified by the concerned Bank Branch)	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Total deposit in bank statements (Credit side)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5-25 Million</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">25-50 Million</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">50-100 Million</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">100-200 Million</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">200 Million</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Total deposit in bank statements (Credit side)	Points Assigned	5-25 Million	5	25-50 Million	10	50-100 Million	15	100-200 Million	20	200 Million	25	25	
Total deposit in bank statements (Credit side)	Points Assigned															
5-25 Million	5															
25-50 Million	10															
50-100 Million	15															
100-200 Million	20															
200 Million	25															
F.2	Income Tax Chargeable in last two Tax Year 2018 and 2019 (<i>Attach copy of Income Tax Return alongwith Income tax deducted/paid with deduction certificates/copy of challan</i>) <i>Online verification of ATL</i>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Income Tax</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0.5 to 1 Million</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">Above 1 to 2 Million</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">Above 2 to 3 Million</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">Above 4 Million</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Income Tax	Points Assigned	0.5 to 1 Million	10	Above 1 to 2 Million	15	Above 2 to 3 Million	20	Above 4 Million	25	25			
Income Tax	Points Assigned															
0.5 to 1 Million	10															
Above 1 to 2 Million	15															
Above 2 to 3 Million	20															
Above 4 Million	25															
F.3	Average bank balance in last 24 months [July 1 st , 2018-June 30 th , 2020] Sum of closing balances at last day of every month divided by 24 (attached bank wise / account wise monthly closing balance statement on a separate sheet of each account)	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Average bank balance (Rupees)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0.5 - 2.5 Million</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">2.5 – 5.0 Million</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">5.0 - 10 Million</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">10 Million</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Average bank balance (Rupees)	Points Assigned	0.5 - 2.5 Million	10	2.5 – 5.0 Million	15	5.0 - 10 Million	20	10 Million	25	25			
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10 Million	25															

PREQUALIFICATION DOCUMENT

F.4	Experience/Average Value of Contracts [July 01 st , 2018-June 30 th , 2020] related to publication, printing and supply of text books/PNBs alongwith copy of allocation/award letter / contract agreement. (Penalty amounting to rupees Five Hundred Thousands & above per year will deduct 3 marks)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Contract Amount (Rupees)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5-20 Million</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">20-100 Million</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">100-250 Million</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">250-500 Million</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">500 Million</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Contract Amount (Rupees)	Points Assigned	5-20 Million	5	20-100 Million	10	100-250 Million	15	250-500 Million	20	500 Million	25	25	
		Contract Amount (Rupees)	Points Assigned													
5-20 Million	5															
20-100 Million	10															
100-250 Million	15															
250-500 Million	20															
500 Million	25															
Total Marks (A)	100															
		Marks Obtained as per Weightage (Ax 40%)=(B)														
TECHNICAL BENCHMARK (100 MARKS)																
T.1	Printing Capacity (Each color in a machine will be one unit) Owned facility 100% marks. In case of agreement 50% marks	a. Number & model of single colour machines _____ b. Number & model of two colour machines _____ c. Number & model of four colour machines _____ <ul style="list-style-type: none"> • Printing machine should not be less than 1980 Model. • 1980 to 1985 Model 3.0 mark for each unit • Model 1986, onward will carry 3.5 marks for each unit. • Model 1995, onward will carry 4.0 marks for each unit. • Model 2005, onward will carry 5.0 marks for each unit 	40													
T.2	Binding Capacity Owned facility 100% marks. In case of agreement 50% marks	a. Number of Automatic Folding Machines _____ (Maximum 6 points, 2 points for each) b. Number of Trimming Machines _____ (Max. 4 points, 1 point for each single knife) c. Number of Hot Melt Glue Machines _____ (Maximum 13 points, 1 point for each clump) d. Section wise swing machine _____ (Max. 2 points, 1 point for each machine)	25													

PREQUALIFICATION DOCUMENT

T.3	<p>Technical and Managerial Resource</p> <p>Provide detail on sheet attached, also provide copies of CNIC and salary sheet</p>	<ul style="list-style-type: none"> ➤ Manager / Executive, Quality Assurance (3) (Diploma / Certification, relevant) ➤ Manager / Executive, HR (2) (Min. Graduate or equivalent) ➤ Accountant Qualified (2) (Min. I.Com or equivalent) ➤ Technical employees as per the sheet attached (08) <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">No of Skilled Workers</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3-6</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">7-10</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">11-20</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">> 20</td> <td style="text-align: center;">8</td> </tr> </tbody> </table>	No of Skilled Workers	Points Assigned	3-6	2	7-10	4	11-20	6	> 20	8	15	
No of Skilled Workers	Points Assigned													
3-6	2													
7-10	4													
11-20	6													
> 20	8													
T.4	<p>Alternate Power</p>	<ul style="list-style-type: none"> ➤ Alternate Power Source <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Power (KVA)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">100 – 150</td> <td style="text-align: center;">2.5</td> </tr> <tr> <td style="text-align: center;">150</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	Power (KVA)	Points Assigned	100 – 150	2.5	150	5	05					
Power (KVA)	Points Assigned													
100 – 150	2.5													
150	5													
T.5	<p>Storage Facility / Godown</p> <p>Owned facility 100% marks. In case of agreement 50% marks</p>	<ul style="list-style-type: none"> ➤ Space Available <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Space (Marla)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">2.5</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">7.5</td> </tr> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Space (Marla)	Points Assigned	5	2.5	7	5	10	7.5	15	10	10	
Space (Marla)	Points Assigned													
5	2.5													
7	5													
10	7.5													
15	10													
T.6	<p>Similar Experience (other than printing & supply of textbooks)</p>	<p>Major institutions (Government/ Semi-Government) served (Directly or Indirectly): General experience in last two years; Each Order of Rs. 3 millions & above. (03) Supply to public sector institutions in last two years; Each Order of Rs. 2 millions & above (02)</p>	05											
Total Marks (C)			100											
Marks Obtained as per Weightage (C x 60%)=(D)														

PREQUALIFICATION DOCUMENT

Total Marks (B+D)		
--------------------------	--	--

QUALIFIED	UNQUALIFIED
------------------	--------------------

Signatures:

Stamp:

Name of Authorized

Officer-I

Dated:

Designation:

Signatures:

Stamp:

Name of Authorized

Officer-II

Dated:

Designation:

PREQUALIFICATION DOCUMENT

SECTION- IV

APPLICATION FORMS

S. No.	Detail	Annexure	On Form/Stamp Paper	Value of Stamp Paper
I	Application Submission Form	A	On Form	NA
II	Prequalification Performa	B	On Form	NA
III	Application Information Sheet	C	On Form	NA
IV	ACGJ Information Sheet	D	On Form	NA
V	Affidavit	E	On Stamp Paper	Rs. 100
VI	Agreement with Printers where applicable	F	On Stamp Paper	Rs. 1200
VII	Agreement with Binders where applicable	G	On Stamp Paper	Rs. 1200

PREQUALIFICATION DOCUMENT

ANNEXURE – “A”

PREQUALIFICATION APPLICATION SUBMISSION FORM

To,

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

Date.....

Subject: **PREQUALIFICATION FOR PREQUALIFICATION DOCUMENT FOR PROCUREMENT OF PRINTING, BINDING & SUPPLY OF PRACTICAL NOTE BOOKS, PRIMERS, JACKETS, TEXTBOOKS, SUPPLEMENTARY READING MATERIAL & TEACHER GUIDES.**

Dear Sir,

Pursuant to the Invitation for Prequalification dated _____,

I/We _____
hereby submits its Prequalification Application in conformity with the Prequalification Document, Instruction to Applicants (as amended and/or supplemented from time to time) and requests to be considered for prequalification for the Assignment.

I/We do hereby confirm that it:

- (a) Agrees 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) accepts 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) accepts the exclusive application of the federal and provincial (Punjab) laws with respect to these prequalification procedures; and
- (d) fully and completely understands and accepts the terms of the Prequalification Document and hereby undertakes to comply with the same.

PREQUALIFICATION DOCUMENT

I/We do hereby represent and warrants that as of the date of this letter:

- (a) all of the information submitted in this Prequalification Application, including the enclosed forms and documents, is accurate in all respects;
- (b) I/We do, including any of our AOP, Consortium members, JV or Group, has(ve) not been subject to any voluntary or involuntary bankruptcy or insolvency or similar proceeding during the last five (5) years; and
- (c) I/We do, including any of our AOP, Consortium members, JV or Group], has(ve) paid all taxes due, except those which are being contested in good faith by appropriate proceedings and for which adequate reserves have been established.

Attached herewith to this Prequalification Application are the following documents, as appropriate:

- (a) Application Information Form/Sheet
- (b) All documents as per Checklist attached.
- (g) All Documents as required in the Prequalification Document.

I/We do hereby designate

Mr/Ms _____ as its representative to receive notices in respect of the prequalification and the tender at the following address, telephone and facsimile numbers:

[Representative's address, telephone and facsimile numbers.] _____

[Signature]

In the capacity of _____

Authorized to sign this Prequalification Application
for _____

[Name /of Applicant]

PREQUALIFICATION DOCUMENT

Annexure – “B”

Prequalification Performa

a. Financial Capacity Evaluation Form

1. Name of Firm/JV/AOPs/Consortium: _____

Address: _____

NTN No. _____ STRN. _____

Contract No.: _____

(In case of JV/AOPs/Consortium/Group, of the Authorized Signatory)

2. **Financial Information:** (In case of JV/AOPs / detail of all members to be provided)

Note: *If any of the following information is left blank, no credit shall be awarded for that information,*

(F1) Bank Statement for previous last two years 1st July 2018 to 30th June 2020

(attach copies of bank statements duly verified by concerned bank branch)

Financial Year	Total Deposit (Credit Side of Bank Statement only)
1 st July 2018 to 30 th June 2019	
1 st July 2019 to 30 th June 2020	
Total	

(F2) Income Tax Chargeable for previous two completed Tax Years (**Obligatory**) to be corroborated with evidence. (Attach Income Tax Return for last two tax years 2018 and 2019 alongwith Income Tax deducted /paid/ deduction certificate/copy of challan)

Income Tax Return Year	Amount of Income Tax
2018	
2019	
Total	

PREQUALIFICATION DOCUMENT

(F3) Cash Flow Availability: attach Bank Statement of last two consecutive fiscal years from 1st July 2018 to 30th June 2020.(average bank balance in last 24 months, sum of closing balances at last day of every month divided by 24.) Attach detail sheet showing Bank wise/ account wise monthly closing balance statement.

Financial Year	Amount
1 st July 2018 to 30 th June 2019	
1 st July 2019 to 30 th June 2020	
Total	
Balance	

(F4) Experience/ Average value of contracts relating to publication/supply of Textbooks/PNBs during last two years (attach copies of allocation/Award/contract agreement letters).

Financial Year	Amount
1 st July 2018 to 30 th June 2019	
1 st July 2019 to 30 th June 2020	
Total	

Signature of Applicant with Stamp

Production Capacity Evaluation Form

T-1) Printing Facilities (Applicant/ Members): Owned/Agreement

i.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

ii.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

iii.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

iv.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

v.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

PREQUALIFICATION DOCUMENT

1) Single colour Machine (Sheet Fed)

Sr. No.	Make & Model	Size	Quantity	Year of manufacture	Output speed per hour

2) Two Colour Machine (Sheet Fed)

Sr. No.	Make & Model	Size	Quantity	Year of manufacture	Output speed per hour

3) Four colour Machine (Sheet Fed)

Sr No.	Make & Model	Size	Quantity	Year of manufacture	Output speed per hour

PREQUALIFICATION DOCUMENT

T-2. Binding Facilities

Owned/Agreement

(i)

- a) Name of Binding house _____
- b) Address & Telephone _____
- c) Covered area of binding house _____
- d) Number of automatic paper folding & gathering machines _____
- e) Number of average human resource available for folding and gathering _____
- f) Section wise Sewing Machine _____
- g) Automatic Pin Binding Machines _____
- h) Detail of Hot Melt Glue Machines with 8 hour binding speed:

Sr. No.	Nature of machine	Quantity	Capacity
(i)	single clump		
(ii)	three clump		
(iii)	five clump		
(iv)	12-15 clump		

(ii)

- a) Name of Binding house _____
- b) Address & Telephone _____
- c) Covered area of binding house _____
- d) Number of automatic paper folding & gathering machines _____
- e) Number of average human resource available for folding and gathering _____
- f) Section wise Sewing Machine _____
- g) Automatic Pin Binding Machines _____
- h) Detail of Hot Melt Glue Machines with 8 hour binding speed:

Sr. No.	Nature of machine	Quantity	Capacity
(i)	single clump		
(ii)	three clump		
(iii)	five clump		
(iv)	12-15 clump		

iii) Book Trimming Machines

- i) Single knife _____

PREQUALIFICATION DOCUMENT

T-3) Detail of Staff /Employees/Work Force

Detail of Technical staff						
S. No.	Designation	Member	Member	Member	Member	Total
Total (A)						

Detail of Managerial staff						
S. No.	Designation	Member	Member	Member	Member	Total
Total (B)						
Grand Total (A+B)						

T-4) Alternate power facilities _____ Yes/ No

Capacity of power generator _____ KVA

T-5) Storage capacity for paper/books **Owned/Rented**

i) Location of Godown _____

Size of Godown _____

ii) Location of Godown _____

Size of Godown _____

***Note:** The storage should be exclusively for paper & books. Spaces available at presses & binding houses will not be considered only where separate distinguishable storage of paper is made/reserved.*

PREQUALIFICATION DOCUMENT

T-6) Similar Experience

(Minimum two years with major institutions (Government / semi Government) in Printing or similar job)

(i) _____

(ii) _____

(iii) _____

Note:

- Signature and Support staffs such as drivers, guards, sweepers, cleaners etc. are not to be included.

stamp _____

Name of Firm/Bidder _____

Name of Owner/Representative _____

Dated: _____ CNIC: _____

Member

Member

Member

Name _____

Name _____

Name _____

Signature _____

Signature _____

Signature _____

CNIC _____

CNIC _____

CNIC _____

Date _____

Date _____

Date _____

Stamp _____

Stamp _____

Stamp _____

Note: All pages must be signed and stamped.

PREQUALIFICATION DOCUMENT

Annexure – “C”

APPLICANT INFORMATION SHEET

Date:-----

PQD No.:-----

1.Applicant’s Legal Name in case of Sole Proprietor/Partnership/Company						
2.Name in case of JV/ Consortium/ AOP/ Group						
	(a)	Name of JV/ Consortium/ AOP/ Group				
	(b)	Name of Authorized/Lead Applicant				
3.		Name of firm with address	%age share	Owner’s name	CNIC	NTN
	(i)					
	(ii)					
	(iii)					
	(iv)					
Attach copy of agreement on stamp paper of requisite value / letter of intent in form of JV/ Consortium/AOP/Group, copies of NTN and NIC of members (in case of more members attach separate list)						
4. Applicant’s Address:						
5. Contact No: _____ Email: _____ Fax No: _____						
6. Applicant’s Authorized Representative Information						
Name:_____						
CNIC No.:_____						
Address:_____						
Telephone/Fax number:_____						
E-Mail Address:_____						
Specimen Signature of Authorized Person_____						

PREQUALIFICATION DOCUMENT

Annexure – “D”

Profile of Applicant's AOP, Consortium, Group, JV (ACGJ)

The following form shall be completed to provide information relating to each member of AOP, Consortium, Group or JV (ACGJ)

Name of Lead Applicant:

Business Name of Lead Applicant:

Business Address of Lead Member:

Information of (ACGJ)

Detail	Member	Member	Member
Business Name			
Year of Establishment			
Primary Business Activity			
Business Address			
Contact Information			
NTN			
Business Email			
Fax Number			
Name of Authorized Person			
Contact No. of Authorized Person			
Email of Authorized Person			

We hereby fully authorize (*Name Lead Member*) of (*Business Name of Lead Member*) to deal with Procuring Agency/PCTB on our behalf. We shall be responsible for any act of the Lead Member:

Member	Member	Member
Name _____	Name _____	Name _____
Signature _____	Signature _____	Signature _____
CNIC _____	CNIC _____	CNIC _____
Date _____	Date _____	Date _____
Stamp	Stamp	Stamp

Affidavit
INTEGRITY PACT
DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE THE SUPPLIERS OF GOODS, SERVICES & WORKS

Contract number: _____ Dated: _____
Contract value: _____
Contract title: _____

I, _____ hereby solemnly declares that it has not obtained or induced the procurement of any contract , right, interest, privilege or other obligation or benefit from Government of the Punjab, or any Administrative Department, Attached Department, Autonomous Body, Special Institution, Agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing, _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from it, except that which has been expressly declared pursuant hereto.

I, _____ certifies that it has made and will make full disclosure of arrangement with all persons in respect of or related to the transaction with Government of the Punjab, or any Administrative Department, Attached Department, Autonomous Body, Special Institution, Agency thereof or any other entity owned or controlled by it and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

I, _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresentation of facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PCTB under any law, contract or other instrument, be voidable at the option of the PCTB.

Notwithstanding any right and remedies exercised by PCTB in this regard, _____ agrees to indemnify PCTB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PCTB in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder’s fee or kickback given by {name of supplier} as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the PCTB.

PREQUALIFICATION DOCUMENT

I, _____ also certifies that firm has not been blacklisted by Government of the Punjab, or any Administrative Department, Attached Department, Autonomous Body, Special Institution, Agency thereof or any other entity owned or controlled by it.

_____ Deponent
CNIC # _____

Verification

Verified on Oath at Lahore on this day _____ that the contents of the above statement are true to the best of my knowledge and belief and nothing of importance has been omitted or concealed.

Deponent
CNIC
#: _____

In case of Sole Proprietorship/Partnership/Company

(I, *Owner Proprietor/Owner/Director/Managing Partner etc.*) of (*Business Name*)

Name: _____

Signature _____

CNIC: _____

In case of JV/AOP/Consortium/Group

Member	Member	Member
Name _____	Name _____	Name _____
Signature _____	Signature _____	Signature _____
CNIC _____	CNIC _____	CNIC _____
Date _____	Date _____	Date _____
Stamp _____	Stamp _____	Stamp _____

PREQUALIFICATION DOCUMENT

(On Rs.1200 Stamp Paper) Agreement With Printer

This agreement entered on -----between

Name and address of Applicant-----

and

_____ S/o _____ owner of
the following printing press having facilities as mentioned below:

1. Name of Printing Press _____
2. Address _____
3. Detail of printing machines

Sr. No.	Colours of Printing Machines	Number of Machines	Size of Printing Machines	Model (Year)	Make	Impressions in one hour
1.						
2.						
3.						
4.						
5.						

(a) I have entered into an agreement with M/s _____ for the availability of my Printing Press facilities for the purpose of printing of **Primers/Jackets/Textbooks/PNB/SRM** of PESRP through the PCTB, Lahore.

(b) I do also affirm that in case of urgency I will stop the other printing jobs and will ensure that the printing job of PCTB is done on top priority.

(c) The printer undertakes that if he fails to fulfill its obligation under this agreement, the Bidder and the PCTB through the bidder shall have the right to force him to accomplish the assigned target for printing.

(d) The printer shall only engage with one applicant, in case the printer himself apply for prequalification then he cannot enter into agreement with any other applicant.

Signature of Printer

Name _____

Signature _____

CNIC # _____

Witness

Name _____

Signature _____

Signature of Bidder

Name _____

Signature _____

CNIC # _____

Witness

Name _____

Signature _____

PREQUALIFICATION DOCUMENT

Annexure “F”

(On Rs.1200 Stamp Paper)

Agreement With Binder

This agreement entered on ----- between

Name and address of Applicant -----
and

_____ S/o _____ owner of the
following Book Binding House facilities as mentioned below:

1. Name of Binding House _____
2. Address _____
3. Detail of Binding Machines

Sr. No.	Binding Facilities	Particulars & Models of Machines	Area & Number of Machines
1.	Area of Binding House (Sq. Ft.)		
2.	Automatic Folders		
3.	Stitching Machines		
4.	Trimming Machines		
5	Hot Melt glue machine		

(a) I have entered into an agreement with M/s _____ for the availability of my Binding House facilities for the purpose of binding of **Primers/Jackets/Textbooks/PNB/SRM** of PESRP through the PCTB, Lahore.

(b) I do also affirm that in case of urgency I will stop the other binding jobs and will ensure that the binding job of PCTB is done on top priority.

(c) The binder undertakes that if he fails to fulfill its obligation under this agreement, the Bidder and the PCTB through the bidder shall have the right to force him to accomplish the assigned target for binding.

(d) The binder shall not engage with more than one applicant of PQ for binding of **Primers/Jackets/Textbooks/PNB/SRM**.

Signature of Binder

Name _____

Signature _____

CNIC # _____

Signature of Applicant

Name _____

Signature _____

CNIC _____

Witness

Name _____

Signature _____

Witness

Name _____

Signature _____

PREQUALIFICATION DOCUMENT

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 Performa		
2	Application Submission Form		
3	ACGJ Information Sheet (If Applicable)		
4	Application Information Sheet		
5	Complete profile / Introduction of Firm (including name of Chief Executive Officer/MD, Partner/s and Owner/s and addresses/contacts)		
6	Copy of Firm/ Company Registration/ Incorporation		
7	Copy of CNIC of all members (if applicable)		
8	Certificate Copy of Income Tax Registration/NTN		
9	Annual Tax Returns for last two years		
10	Affidavit on Rs.100/- Stamp Paper that firm(s) is not blacklisted		
11	List of Bankers		
12	Bank Statements of last two years		
13	Press Declaration Certificate		
14	Detail of Work if Executed/Performed under AOP, JV and Consortium & Group		
15	Original receipt of purchase of PQD from PCTB and of each member (if applicable)		
16	Retention Guarantee in the form of CDR of Rs. 200,000/-		
17	Any other information deemed fit by the applicant for prequalification		