**Prequalification/Registration Document**

**PREQUALIFICATION/REGISTRATION OF BOOKSELLERS FOR PROVISION OF BOOKS TO THE UNIVERSITY OF PESHAWAR**

**UNDER THE HEC-FUNDED PROJECT TITLED**

**STRENGTHENING OF ACADEMIC AND PROFESSIONAL FACILITIES AT UNIVERSITY OF PESHAWAR**

**Last date for submission of Registration Applications: February 13, 2018 up to 10:00 AM**

**Opening of Registration Applications: February 13, 2018 at 11:00 AM**

**PROJECT DIRECTOR**

**STRENGTHENING OF ACADEMIC AND PROFESSIONAL FACILITIES AT UOP**

**OFFICE AT FIRST FLOOR, QUAID-E-AZAM COLLEGE OF COMMERCE,**

**UNIVERSITY OF PESHAWAR, JAMRUD ROAD, PESHAWAR**

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# Brief Introduction to University of Peshawar [Procuring Agency]:

University of Peshawar is one of the oldest, largest and leading public sector universities not only in Khyber Pakhtunkhwa but also in Pakistan. The University of Peshawar is the mother institution of this province. It is unique in a sense that it provides teaching, training and research services across a wholesome continuum, from kindergarten to doctorate level, across ranging disciplines.

The university has so far produced hundreds of thousands of graduates in various disciplines including academicians, lawyers, specialists, theologians, bankers, scientist and administrators etc. Most of its qualified graduates are catering to the need of communities at national and international level. Its graduates are enjoying position of importance and responsibilities in almost all disciplines both at home and abroad. The degree and certificates awarded are universally recognized.

The University has six faculties consisting of 45 post graduate departments ranging from Archaeology in alphabetical order to Zoology, 12 professional Institutes. It has eight Centers working under it patronage (National Center of Excellence in Physical Chemistry, National Center of Excellence in Geology, the Pakistan Study Centre, Centre of Bio-technology, University Computer Centre, Area Study Center, Sheikh Zaid Islamic Center and Center of Disaster Preparedness and Management). Besides departmental laboratories, it has four major research labs (Centralized Resource Lab, Phyto-Pharmaceutical & Nutraceutical Research Lab, Nuclear Medicine & Research Lab and a sophisticated Material Resource Lab). It has three constituent professional colleges i.e. Law College, College of Home Economics and Quaid e Azam College of Commerce.) It has two constituent degree colleges in general education up to bachelors level (Jinnah College for Women and University Boys College) under its administrative control.

The excellent reputation of the University of Peshawar in imparting education in traditional subject and in conducting fair and peaceful exam has further enhanced its standing as a leading institution to pioneer in adopting the emerging science of IT and Telecom, Computer Science, Electronic and Bio-technology, etc.

The University, which is the major educational institution of Khyber Pakhtunkhwa is now a leading university on the national scene. It has been catering to the educational and professional needs of the people for over half a century. It has academic control over 170 affiliated institutions throughout its jurisdiction and beyond. Institutions feel pride to get affiliation of Peshawar University. Institutions feel pride to get affiliation of Peshawar University. Institution like Pakistan Air Force Academy Risalpur, Diploma in Petroleum and Imperial Institute of Technology, Islamabad and Army Medical College Rawalpindi, nursing exam are a few example of affiliation with Peshawar University.

# Brief Introduction of the Applicant Organization

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Factors** | **Description** |
| 1 | Name of the Organization |  |
| 2 | Date of Establishment |  |
| 3 | Legal Status (Proprietorship / Partnership / Pvt. Ltd. / Ltd.) |  |
| 4 | NTN No. |  |
| 5 | Mailing Address |  |
| 6 | Name of Owner / Proprietor / MD / CE with Designation and CNIC No. |  |
| 7 | Name of Authorized/Contact Person |  |
| 8 | Signature of Authorized Person |  |
| 9 | Contact / Cell No(s) of Authorized Person |  |
| 11 | Fax No(s). |  |
| 12 | Email Address |  |
| 13 | Bank Name & Account No. (for which statement is enclosed) |  |
| 14 | Attachments | 1. Attested copy of Registration / Incorporation Certificate;
2. Attested copy of valid NTN Certificate (Active Taxpayer Status);
3. Attested copy of valid GST Certificate;
4. Financial Soundness Proof (Annual Income Tax Return or Report of Audited Accounts);
5. List of Existing Clients with contact person (regular and occasional) on specified format;
6. List of Projects Completed (if exceeds 50, then only for last five years)
 |

**Company’s Stamp**

**Name and Signature of Authorized Person**

# Tender Advertisement (Published in National Dailies on January 27, 2018)

**UNIVERSITY OF PESHAWAR**

**Notice for Prequalification/Registration of Booksellers**

1. The University of Peshawar invites Prequalification/Registration Applications on prescribed Forms from reputed booksellers, having Active Taxpayer Status with Federal Board of Revenue, to procure books under the HEC/PSDP-funded project ‘Strengthening of Academic and Professional Facilities at University of Peshawar’.
2. The prequalification/registration application form, including prequalification conditions, can be obtained from the Office of the Project Director, Strengthening of Academic and Professional Facilities at University of Peshawar, First Floor, Quaid-e-Azam College of Commerce, University of Peshawar, during office hours (8:00 AM to 4:00PM) on any working day (Monday-Friday) against an Application Fee of Rs.1000/-.
3. The Applications shall be submitted and opened as per following schedule:

|  |  |
| --- | --- |
| **Activity** | **Date and Time** |
| Last date for submission of Prequalification/Registration Applications  | 13-02-2018 up to 10:00 AM |
| Opening of Prequalification/Registration Applications | 13-02-2018 at 11:00 AM |

1. The applicants shall clearly and boldly mark the description and date/time of opening at the face of sealed envelope.
2. The sealed applications, complete in all respects, must reach the office of Project Director, Strengthening of Academic and Professional Facilities at University of Peshawar, First Floor, Quaid-e-Azam College of Commerce, University of Peshawar, as per schedule above.
3. The Prequalification/Registration Applications will be publicly opened in the Committee Room No.2, Main Administration Block, University of Peshawar in the presence of the applicants.
4. The University of Peshawar reserves the right to reject any or all bids in accordance with rules in vogue.

  **Project Director**

# Prequalification/Registration Application Evaluation Documentation Requirement

1. Covering Letter;
2. Copy of Company Registration Certificate;
3. Copy of valid NTN Certificate (Active Taxpayer Status);
4. Copy of valid Sales Tax Registration Certificate (Active Taxpayer Status);
5. Complete Profile / Introduction of Organization with details of Offices (including name of Chief Executive, Partners, Professionals, etc.);
6. Financial Soundness Proof (Annual Income Tax Return or Report of Audited Accounts);
7. Copy of any international / local affiliation (if any);
8. An affidavit on Rs 100/- Stamp Paper that the firm is not black listed or de-barred by any Government/Semi-Government Department to participate in bidding and to supply books. Failure to submit such affidavit may lead to disqualification.
9. A certificate on the Firm’s Letterhead must be attached showing that the books to be provided by the are imported through legal channel/(s) and no grey channel/ smuggled book will be provided.
10. Documents Required on Prescribed Format
	1. List of major clients previous/current customers with contact person (regular and occasional);
	2. List of major Supplies (if exceeds 50 then only of last 5 years);
	3. List of Professional Staff;
	4. List of nationwide offices.

I / we hereby confirm that required documents are provided with the Application.

**Name and Signature of Authorized Person**

**Company’s Stamp**

# Detailed Evaluation Criteria

**NOTE**: Applicants are advised to carefully read the Evaluation Criteria and provide complete information. In-complete or partial information may lead to disqualification.

**Mandatory Requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Requirement | Response (Yes/No) | Documentary Proof/Page No. |
| 1 | Brief Company Profile  |  |  |
| 2 | Active Taxpayer with Federal Board of Revenue |  |  |
| 3 | Sales Tax Registration |  |  |
| 4 | At least Annual Turnover of Rs.10.00 Million [Rupees Ten Million] in last three years. **The Applicant must attach Income Tax Return OR Audited Statement of Accounts as proof.** |  |  |
| 5 | At least 10 Years’ Experience in supply of books to government/semi-government Higher Education Institutions (Documentary Proof in form of Work Order/Satisfactory Report must be attached). Detail as per following proforma be attached: **The Applicant must fill the table given below as mandatory requirement.**

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| --- | --- | --- | --- | --- |
| S.No. | Name of the Institution | Number of Books Supplied  | Amount | Year of Job |
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 |  |  |
| 6 | Technical expertise available (complete list of technical manpower to be provided indicating position, qualification and experience) |  |  |
| 7 | Affidavit on Rs.100/- Stamp Paper must be attached in Original showing that the firm has not be blacklisted or debarred by any Government Department. |  |  |
| 8 | Certificate on the Firm’s Letterhead must be attached showing that the books to be provided by the are imported through legal channel/(s) and no grey channel/ smuggled book will be provided.  |  |  |

# Pre-Qualification/Registration of Booksellers Request Letter

The Project Director

Strengthening of Academic and Professional Facilities at University of Peshawar

University of Peshawar

Subject: **Pre-Qualification/Registration of Booksellers**

I / We are interested to register / apply for pre-qualification/registration of our organization / firm as bookseller for provision of books to the University of Peshawar.

I / We can adequately supply and provide the books to the University of Peshawar at Peshawar.

**Company’s Stamp**

**Name and Signature of Authorized Person**

# List of major Projects Completed – (in last 5 years)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Clients / Organization** | **Number of Books Provided [Multiple copies shall be counted as single book]** | **Place / City** | **Overall Cost****of Project** | **Completion Year or****Ongoing** |
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**Company’s Stamp**

**Name and Signature of Authorized Person**

# List of Firm’s major Clients with Contact Person

I / We have provided books to following Clients (along with their details):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Clients / Organization Served** | **Year of Transaction** | **Concerned Officer(s) of Client / Organization** | **Contact No. / Email** |
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**Name and Signature of Authorized Person**

**Company’s Stamp**

# List of Firm’s Professional Staff

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| **Sr.****No.** | **Name** | **Designation** | **Qualification** | **Years of Experience** |
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**Name and Signature of Authorized Person**

**Company’s Stamp**

# List of Firm’s Offices with Contact Person

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| --- | --- | --- | --- | --- |
| **Sr. No** | **Based at City** | **Partner / Concerned Officer** | **Contact Address** | **Contact No.** |
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Use extra sheet in the same format if required.

**Name and Signature of Authorized Person**

**Company’s Stamp**

# Terms & Conditions for Participation in the Prequalification/ Registration

1. The Firm must be operating in the bookselling business for at least ten years.
2. Firms should be registered with Income Tax and Sales Tax Departments having Active Taxpayer status.
3. The firm should have annual business turnover of Rs. 10 million [Rupees Ten Million].
4. The firm shall provide list of main clients (especially universities) whom it provided books during the last five years.
5. The participating firm shall submit detail of Technical expertise available (complete list of technical manpower to be provided indicating position, qualification and experience)
6. The participating firm shall submit an Affidavit on Rs.100/- Stamp Paper must be attached in Original showing that the firm has not be blacklisted or debarred by any Government Department.
7. The participating firm shall submit a certificate on the Firm’s Letterhead must be attached showing that the books to be provided by the are imported through legal channel/(s) and no grey channel/ smuggled book will be provided.
8. The sealed tender document must reach the office of Project Director on or before February 13, 2018 at 10:00 AM to following addresses:

**Office of the Project Director**

**Strengthening of Academic and Professional Facilities at University of Peshawar**

**First Floor, Quaid-e-Azam College of Commerce, University of Peshawar**

**Jamrud Road, Peshawar, Post Code: 25120**

**Name and Signature of Authorized Person**

**Company’s Stamp**

# Terms and Conditions for Prequalified/Registered Firms

Note: In following Terms and Conditions, ‘Firm’ means a ‘Prequalified/Registered Firm’

1. It shall be mandatory for firm to participate in the three to four days ‘Book Exhibition/Fair’ arranged by the University of Peshawar at its premises for Selection of Books.
2. The Timing of the Book Fair will be 09:00 am To 05:00 pm.
3. The firm will deposit a registration fees of Rs.20,000/- [Rupees Twenty Thousand] within three days of announcement of its prequalification/registration failing which its prequalification/ registration will be cancelled. The university will provide 10 Tables to every bookseller for display of books. For extra tables, Rs.2000/- [Rupees Two Thousand] per table shall be charged. Those firms requiring more tables shall submit an application in this regard at the time of submission of registration fee.
4. Only relevant and latest books will be displayed in the book fair. Subject areas will be communicated to the prequalified firms.
5. The firms are strictly prohibited from display of Disputed/Controversial/Banned books in the book fair.
6. In case the firm is an authorized dealer of a renowned publisher. The firm/suppliers should give the details of the said publisher (Publisher’s Name, Address, Phone Numbers, Contact Person and Email).
7. Disqualification: The firms who are registered can be disqualified by the University if their performance is not found satisfactory or information submitted is found inaccurate/incomplete.
8. Black Listing: The firms once registered can be black-listed by the University if it consistently failed to provide satisfactory performance.
9. The firm shall be required to provide copies of import invoices or original import invoices when demanded. Prints of publishers’ price lists from internet shall not be accepted in place of import invoices.
10. The firm shall be bound to provide bill of entry as proof of import.
11. The firm will be required to furnish copies of their own import invoices along with bills. Import invoices in names of other booksellers will not be accepted.
12. Owner of the firm must not be holding partnership or proprietorship of any other company in trading of books.
13. The text books should not be older than 2016.
14. The invoice rates should inclusive of all applicable taxes whenever financial bid will be quoted;
15. The invoice rates should also include delivery of books and accessories at University of Peshawar including all means of transportation;
16. The invoice will be processed after completion of work and its satisfaction/inspection certificate by concerned department / officers (if required);

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**Company’s Stamp**

1. The payment will be made within 30 working days after submission of invoice and receiving satisfaction/inspection certificate;
2. The delivery challan should also be submitted for all deliveries;
3. All invoices/bills will be addressed to purchase committee.
4. The task will be undertaken on the receipt of Purchase Order;
5. The work should be completed within with specified time period after that penalty will be imposed;
6. In case of Tax exemption, tax exemption certificate will be required along with Invoice;

**Name and Signature of Authorized Person**

**Company’s Stamp**