

GIK INSTITUTE OF ENGINEERING SCIENCES
& TECHNOLOGY



**GHULAM ISHAQ KHAN INSTITUTE
OF ENGINEERING SCIENCES AND TECHNOLOGY**

**Pre-Qualification Notice for Supply of Computers &
Other IT Related Items through Framework Agreement**

GIK Institute of Engineering Sciences & Technology, Topi District Swabi, invites sealed proposals from the well reputed Original Equipment Manufacturers /firms or their authorized distributors/dealers having established credentials in terms of technical, financial & managerial capabilities registered with relevant tax authorities and who are on the Active Taxpayers list of the Federal Board of Revenue for the supply of Computers & other IT related items.

Submission Procedures: Proposals completed in all respects should be put in a sealed envelope and marked on the outside of the envelope "Pre-Qualification for the supply of Computers & other IT related items. Detailed pre-qualifications documents can be downloaded from **GIK website. (www.giki.edu.pk)** or collected personally from GIK Admin Block Room # F12. Sealed envelopes along with fee (Non-Refundable) of Rs. 1,000/- should reach **on or before 1500 Hours on January 27, 2023.** The sealed envelopes will be opened on the same day at 3:30 PM. Proposals will be called only from shortlisted applicants.

Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)
Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk



GIK INSTITUTE OF ENGINEERING SCIENCES
& TECHNOLOGY

(PROCUREMENT DEPARTMENT)

**Prequalification Documents for Procurement of Computer & Other
IT Related Items**

Through

Framework agreement



January 2023

Issued By:

Assistant Director (Procurement)

GIK Institute, Topi, Swabi

Email. taufeeq@giki.edu.pk

Phone. 0938-281026, Ext. 2444

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Invitation for Prequalification (IFP)

1. The GIK Institute has sufficient funds from its own resources towards the expenditure of computers and other IT related items and intends to apply part of the proceeds toward payments under the contract or contracts for Procurement of computers and other IT related items.
2. The institute intends to prequalify suppliers for Invitation to Bid(s) and sign the framework agreement(s) with the prequalified bidder(s) subsequent to bidding process in case of Closed / Open Framework Agreement(s).
3. The objective of the intended framework agreement(s) is the on-demand supply of computers and other IT related items at GIK Institute, Topi. District Swabi through subsequent Call-off Contract(s) with successful applicants, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Prequalified applicants in 2023 and Framework Agreement(s) will be signed b/w the GIK Institute and the successful bidder(s) as Framework Agreement Suppliers' one-year contracts in the upcoming quarter, April 2023, may be mutually extended for an additional year.
5. Prequalification process is open for all national applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification notice or Documents. Interested Applicants may obtain further information from the GIK Institute at the address mentioned below during office hours 08:00 am to 05:00 p.m.
- 6 A complete set of Prequalification Documents in English language may be obtained by interested Applicants from undersigned office. The documents may also be downloaded from the websites of the GIK Institute (www.giki.edu.pk) and amendments, if any, in the pre-qualification documents will be provided on the websites of the GIK Institute (www.giki.edu.pk) through issuance of corrigendum notice.
7. Proposals for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by **January 27, 2023, up to 03:00 p.m.** Late Applications will be rejected.

Assistant Director (Procurement)

GIK Institute, Topi, Swabi

Email. taufeeq@giki.edu.pk

Phone. 0938-281026, Ext. 2444

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Instruction to Applicants:

1. Scope of Application:

In connection with the “Invitation for Prequalification”, the GIK Institute, as defined in issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of computers & other IT related items.

2. Eligible Applicants and Documents required of the bidder:

An Applicant may be a private entity, a state-owned enterprise or institution or any combination of such entities in the form of a joint venture (JV). Interested applicants applying for pre-qualification are required to submit the following information with necessary supporting documents (Documents submitted should be sorted and clearly marked according to the categories below).

- 1) Company name with year of establishment, address, and contact details like phone, fax, and email address duly authorized by the firm for correspondence.
- 2) Copy of NTN #, Sales Tax Registration, and Bank Account Details.
- 3) Registration with KP Revenue Authority (if any).
- 4) Statement of annual accounts for the past three years.
- 5) Proof of experience of supply of computers & other IT related items executed in last three years.
- 6) List of existing Clients with the name and address of the contact person.
- 7) Authorization Certificate for Distributors/Dealers/ of Original Equipment Manufacturers (OEM).
- 8) List of arbitration or litigation cases in which a company has been or is currently involved.

Any Additional information which may help establish the prequalification credentials.

3. Cost of Application:

Bidder shall bear all costs associated with preparation and submission of its application and the GIK Institute shall in no case be responsible for those costs, regardless of the conduct or outcome of the prequalification process.

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4. Amendment of Prequalification Documents:

At any time prior to the deadline for submission of Applications, the GIK Institute may amend the Prequalification Documents by issuing an Addendum. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the Institute. The Institute shall promptly publish the Addendum at the Institute web page and newspapers.

5. Signing of the Application and Number of Copies:

Application shall be signed by the person duly authorized by the bidder on original (GIK Institute can obtain copies as required by them upon request to the applicants).

6. Sealing and marking of applications.

Bidder shall enclose original and required copies in sealed envelope which shall,

- a. bear name and address of the bidder
- b. bear specific identification of this prequalification process as mentioned in the Notice for Prequalification or in the instructions.
- c. If the envelope is not sealed and marked as required, the GIK Institute will assume no responsibility for misplacement of application.

7. Deadline for submission of application:

Applicants may either submit their applications by mail, by courier or by hand. Applications shall be received by the Institute at the address above and no later than the deadline indicated in the prequalification notice or documents.

8. Late Application:

The Institute reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.

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9. Opening of application:

The Institute shall open all Applications at the date, time and place specified in the notice. The Institute shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.

10. Confidentiality:

Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants, or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants.

11. Clarification of Applications:

To assist in the evaluation of Applications, the Institute may, ask an Applicant for a clarification (including missing documents) of its application, to be submitted within a stated reasonable period of time. Any request for clarification from the Institute and all clarifications from the Applicant shall be in writing. If an Applicant does not provide clarifications and/or documents requested by the date and time set by the Institute request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

12. Responsiveness of Applications:

The Institute may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

13. Evaluation of Applications:

The Institute shall use the factors, methods, criteria, and requirements, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Institute reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract.

14. Procuring Agency's Right to Accept or Reject Applications:

The Institute reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.

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15. Prequalification of Applicants:

All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Institute. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Institute. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Institute before or at the time of submitting their Bids.

16. Notification of Prequalification:

The Institute shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.

17. Request for Bids:

Promptly after the notification of the results of the Prequalification, the Institute will invite the Bids from all the Applicants that have been prequalified.

18. Constitution of Grievance Redressal:

Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The committee must have one subject specialist depending on the nature of the procurement.

Any party or applicant can file its written complaint against the eligibility parameters, or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline. Any Bidder feeling aggrieved by any act of the Institute after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. The GRC shall investigate and decide upon the complaint within ten days of its receipt.

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Qualification Criteria and Requirements

The bidders shall provide complete information solicited for the Qualification Criteria and requirements for the pre-qualification of the bidders/ suppliers for the purchase of computers & other IT related items.

Mandatory Requirements:

All bidders/ suppliers shall comply with the following mandatory requirements.

- 1) Company name with year of establishment, address, and contact details like phone, fax, and email address duly authorized by the firm for correspondence.
- 2) Copy of NTN #, Sales Tax Registration, and Bank Account Details.
- 3) Registration with KP Revenue Authority (if any) .
- 4) Statement of annual accounts for the past three years.
- 5) Proof of experience of supply of computers & other IT related items executed in last three years.
- 7) List of existing Clients with the name and address of the contact person.
- 8) Authorization Certificate for Distributors/Dealers/ of Original Equipment Manufacturers (OEM)
- 9) List of arbitration or litigation cases in which a company has been or is currently involved. Any Additional information which may help establish the prequalification credentials.

The bidders which fulfill the mandatory requirements shall be eligible for further evaluation through the following Qualification Criteria otherwise they are not pre-qualified bidder.

Qualification Criteria:

Please provide requisite documentary evidence to establish qualification in following each category:

Criteria	Scale
<p>The bidders/ suppliers shall have experience of minimum 05 years for the supply of the computers & other IT related items to Government or Semi-Government or Autonomous Bodies or multinational Companies in Pakistan.</p> <p>Maximum Marks: 40</p> <p>Pl. provide suitable documentary evidence to obtain the marks in this category.</p>	<p>If bidders have 10 years or above of requisite experience, then full marks (40 marks) will be provided.</p> <p>ii) If bidders have experience equal to 5 years, then 15 marks will be provided.</p> <p>iii) If bidder having experience less than 05 years, then no marks (0 marks) will be given.</p> <p>iv) If bidders have experience above 5 years and below 10 years, then marks will be calculated as below.</p> <p>Marks = 5 * (Total Experience of bidder above 05 years and below 10 years)</p>
<p>Successful experience as prime supplier of at least 10 similar contracts in the last five (5) years. This experience should include prove of successful Supply of Computer & other IT related items above 2,000,000/- (two million rupees) in the last five years with Government or Semi-Government or Autonomous bodies or Autonomous Bodies or multinational Companies in Pakistan.</p>	<p>a) If bidders executed 10 numbers or above contracts related to the supply of computers & other IT related items above Rs. 2 million rupees within the last five years as stipulated in the criteria, then full marks (30 Marks) will be provided.</p> <p>b) If bidders executed a minimum of five (05) numbers of supply contracts as stipulated in the criteria, then 15 marks will be given.</p>

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<p>Maximum Marks: 30 Please provide suitable documents evidence to earn the marks in this category. Explanation: For the purposes of this criteria, such supply contracts of computers & other IT related items which are continuously in progress for the last five years shall be treated as executed contracts.</p>	<p>c) If bidders executed less than five (05) numbers of supply contracts as stipulated in criteria, then no marks (0 marks) will be given. d) If bidders executed supply contracts between five (05) and ten (10) numbers as stipulated in criteria related to supply of computers & other IT related items, then following formula shall be used for the marks in the category. Marks = 5 * Total number of contracts between 05 to 10 numbers</p>
<p>The bidders have one (01) or above supply of computers & other IT related items of value above 1,000,000/- (one million rupees) in the current financial year (FY 2022-23) with Government or Semi Government or Autonomous bodies or multinational companies in Pakistan. Maximum Marks: 10 Please provide suitable documentary evidence to earn the marks</p>	<p>If the bidders have one or more supply contracts as per the stipulated criteria, then 10 marks will be given. ii. If bidder having no supply contract as per the stipulated criteria, then no marks will be given.</p>
<p>The bidder's average total annual turnover should be around 2 million to 6 million of the sales of computers & other IT related items in the last 3 years. Maximum Marks: 15 Please provide documentary evidence with respect to annual turnover for the last three years to earn the marks in this category.</p>	<p>a. If the average total annual turnover for the last 3 years is Rs. 6 million or above then 15 (fifteen) marks will be given. b. If the average total annual turnover for the last 3 years is Rs. 2 million then 5 (five) marks will be given. c. If the average total annual turnover for the last 3 years is below Rs. 2 million, no marks will be given. d. If the average total annual turnover for the last 3 years is between 2 million to 6 million, the following formula will be used to calculate the marks. Marks = 5/2 * Average Annual Turnover in million for the last 03 years.5</p>
<p>Performance certificate(s) from the client(s) establishing satisfactory performance in respect of supply of computers & other IT related items. Maximum Marks: 05</p>	<p>i) If the bidder provide 02 or above performance certificates from clients then 05 marks will be awarded. ii) If bidder provide 01 performance certificate from client, then 02 marks will be given. iii) If no performance certified is furnished then no marks will be given</p>

Note: Applicants Scoring at-least 70 %marks shall be qualified. Bidders which obtain less than 70 marks in qualification criteria shall not be pre-qualified and declared ineligible Applicants and shall not considered in the further procurement pro

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STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form
- Application Form 2 - General Experience Record
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates, or publicity materials with their applications.
- Application Form 3 - Details of Contracts of similar nature and complexity
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Equipment Capability
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 5 - Financial Capability
This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

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Application Form 6 -

Litigation History

This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture

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APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

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APPLICATION FORM (2)

GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data		
Year	Turnover	Amount (PKR).
1.		
2.		
3.		
4.		
5.		

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APPLICATION FORM (4) EQUIPMENT CAPABILITIES

<u>Name of Applicant</u>

Item of equipment		
Equipment information	1. Name of manufacturer 3. Capacity	2. Model and power rating 4. Year of manufacturer
Current status	5. Current location 6. Details of current commitments	
Source	7. Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name _____
	9. Address of owner

	Telephone Contact name and title

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APPLICATION FORM (5)

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture

Banker	Name of banker <hr style="border: 0.5px solid black;"/> Address of banker Telephone Contact name and title <hr style="border: 0.5px solid black;"/> Fax E mail
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Financial information in PKR	Actual : Projected: previous five years next two years			
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

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5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount in PKR.
1.	
2.	
3.	
4.	

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