

PRE-QUALIFICATION DOCUMENTS

for

**Procurement of Various Tools, Supplies,
& Accessories & Other Related Items**

Through

Framework Agreement



October 2023

Issued By:

Deputy Director (Procurement) GIK

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GIK INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY

(Procurement Department)

Invitation for Pre-Qualification (IFP)

PRE-QUALIFICATION NOTICE FOR SUPPLY OF VARIOUS TOOLS / SUPPLIES / ACCESSORIES & OTHER RELATED ITEMS THROUGH FRAMEWORK AGREEMENT

Tender # GIKI/PD/FA-980/23

1. The GIK Institute of Engineering Sciences & Technology intends to prequalify suppliers for Invitation to (Bids) and sign the framework agreement(s) with the selected bidder(s) subsequent to bidding process.
2. The institute invites sealed proposals from the well reputed Manufacturers or their Authorized Distributors / Dealers / Firms / Suppliers having experiences and 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 following supplies / accessories and other related items.

S #	Details
1.	General Stationary items / Paper Reams
2.	General Hygienic & Toilet items
3.	Desktop Computer , Laptops, and IT related Accessories
4.	Provision of Electrical / Electronic / Chemical / Mechanical / Workshop Tools & Supplies
5.	Provision of Office Supplies & Gas Refilling
6.	Supplies of Medicines
7.	Dry food items (Ration)
8.	Fresh food items (vegetables)
9.	Supply of furniture & Fixture
10.	Provision of vehicle tyres, batteries & spart parts etc.
11.	Supply of Paints
12.	Supply of LED lights , bulbs , Electric cables etc..
13.	Provision of uniform & shoes

3. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and Framework Agreement(s) will be signed b/w the Institute and the successful bidder(s) for the period of 1 year.
4. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the Procurement Department at the address mentioned below during office hours i.e 0900 hours to 1700 hours.
5. A complete set of Prequalification Documents may be downloaded from the website www.giki.edu.pk, applicants are also instructed to remain in touch with the respective web link for observing amendment(s), if any, in Prequalification Documents.
6. Sealed Applications along with Non-Refundable Fee of Rs. 2,000/- for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by **1200 hours on 30th October 2023**. The sealed envelopes will be opened on the same day at 1230 Hours. Late Applications will be rejected.
7. The Institute reserves the right to accept or reject any or all applications as per rules.

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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 various Tools / Supplies / Accessories & other related items Through framework agreement.

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, where required.
- 4) Proof of experience of supplies for which an applicant is submitting proposal (**Note: Applicant may submit proposal for one or more categories and will be mentioned separately for each category**)
- 5) List of existing Clients with the name and address of the contact person.
- 6) Authorization Certificate for Distributors/Dealers/ of Original Equipment Manufacturers (OEM), in case Authorized Dealer or Distributor.
- 7) 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 documents 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 submit their applications or proposal in original by registered mail, courier or by hand. Applications shall be received by the Institute at the address above and not 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 from Prequalified Applicants:

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 Committee:

The Institute 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 supply of various Tools / Supplies / Accessories & Other Related Items through Framework AGREEMENT

Mandatory / Qualification 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, where required.
- 4) Proof of experience for relevant category for which bidder is submitting proposal.
- 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), in case of authorized dealer or distributor.
- 9) List of arbitration or litigation cases in which a company has been or is currently involved.

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

Evaluation Criteria:

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

Sr. No	Description	Maximum Marks
1	General Experience of the Firm <ul style="list-style-type: none">• Less than 3 years=5• 3 to 5 years =10• 5 to 8 years = 15• Above 8 years= 20	20 marks
2	Proof of Financial stability (Bank Statement of Last Financial year to be attached) <ul style="list-style-type: none">• Annual Cash Flow Less than 2 million in last FY each=5• Annual cash flow 2 million to 3 million in last FY each =10• Annual Cash flow 3 million to 5 million in last FY each=15• Annual cash flow above 6 million in last FY each =20	20 marks
3	Relevant work order/Agreement by the Government/Semi-Government offices / Autonomous Bodies / multinational companies in Pakistan <ul style="list-style-type: none">• 03 to 05 numbers =05• 05 to 08 numbers =10• 08 to 10 numbers =15• 10 to 15 numbers =20• Above 15 = 25	25 marks

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4	Relevant Work Order/Agreement with the Government/Semi-Government / Autonomous Bodies / multinational companies in Pakistan worth (in rupees) is <ul style="list-style-type: none">• Amount Less than or equal to 1 million = 5 marks• Amount above 1 Million and Less than 2 million = 10 marks• Amount above 2 million and Less than 3 million = 15 marks• Amount above 3 and Less than 5 million = 20 marks• Amount above 5 million rupees = 25 Marks	25 marks
5	Performance certificate(s) from the client(s) establishing satisfactory performance	10 Marks
	Total Marks	100
	Minimum Passing marks	65

Note:

- Applicants Scoring at-least 65 % marks shall be qualified.
- Bidders which obtain less than 65 marks in qualification criteria shall not be pre-qualified and declared ineligible Applicants and shall not considered in the further procurement process.
- Please provide suitable documentary evidence to earn the marks
- Such supply contracts which are continuously in progress shall be treated as executed contracts.

Authorized Signature of the firm