

GIK INSTITUTE OF ENGINEERING SCIENCES
& TECHNOLOGY

(PROCUREMENT DEPARTMENT)

**Prequalification Documents for Supply of Fresh Fruits &
Vegetables**

Through

Framework agreement



June 2024

Issued By:

Assistant Director (Procurement)

GIK Institute, Topi, Swabi

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Phone. 0938-281026, Ext. 2444

GIK INSTITUTE OF ENGINEERING SCIENCES **& TECHNOLOGY**

Invitation for Prequalification (IFP)

1. GIK Institute, Topi invites sealed proposals from eligible candidates for Supply of Fresh Fruits & Vegetables.
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 Supply of Fresh Fruits & Vegetables at GIK Institute.
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 2024 and Framework Agreement(s) will be signed b/w the GIK Institute and the successful bidder(s) as Framework Agreement.
5. A one-year contract will be signed between the parties, with the possibility of future extensions.
6. Prequalification process is open for all national applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification notice or Documents.
7. 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.
8. 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 website of the GIK Institute through issuance of corrigendum notice.
9. Proposals for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by **June 25, 2024, up to 14:30 p.m.** Late Applications will be rejected.

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Instruction to Bidders:

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 hiring of courier services.

2. Eligible Applicants and Documents required of the bidder:

Bidder must furnish following information/documents along with application failing which the application shall be rejected without further evaluation:

- Copy of Income Tax / Sales Tax / KPRA Registration Certificate
- Affidavit/Undertaking on the Stamp Paper for Non-Blacklisting
- Supply Orders for supply of relevant items received in the past.

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.

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

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- 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 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.

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

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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.

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 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 bidders 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

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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 envelops 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 for the hiring of courier services.

Mandatory Requirements:

All bidders shall comply with the following mandatory requirements.

- Copy of Income Tax & Sales Tax Registration Certificate
- Affidavit/Undertaking on the Stamp Paper
- Supply Orders for supply of relevant items received in the past.

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 bidders.

Qualification Criteria:

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

Description	Marks	Criteria
Company Registration with FBR / KPRA and Active Taxpayer list	20	Registration with Income Tax / GST / KPRA
Firm's Experience (copy of the orders to be attached)	40	- Similar nature of contracts executed/In-load during the last 3 years – (25 marks) - Contracts of General Business nature during last 3 years – (15 Marks)
Litigation History of The Firm	10	Last 3 years
Financial Soundness of firm	30	Bank Statement of Last 3 years (minimum cash flow of Rs. 3 million or above)

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 be considered in the further procurement process.