**Expression of Interest**

**Pre-qualification of Bidders for** **Supply of Stationery & Paper Stationery**



**National Testing Service - Pakistan**

**051-8489057**

**General Terms & Conditions**

1. The Terms & Conditions are as under:

No proposal will be considered if: ‐

* + 1. Received without required documentation or found incomplete.
    2. Received later than the date and time fixed for submission.
    3. The Proposal is unsigned/unstamped.
    4. The Proposal is signed/stamped by the unauthorized agent of the Firm/company.
    5. The Proposal is from a firm which is blacklisted or in litigation of some sort with any Public-Sector Organization.
    6. The Proposal is received by telephone/telex/fax/telegram.
    7. In contradiction with the specification given by the NTS;
    8. Without sample of the items, where particularly demanded.

1. The bidder should be on the Active Tax Payer List for GST and Income Tax of FBR.
2. Applicable Income tax and GST will be deducted at source/as per rules.
3. No advance payment will be permissible.
4. Deadlines for work/purchase order will strictly be observed, and penalty will be imposed as decided by the NTS if deadlines are not met.
5. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of the bid.
6. NTS reserves the right to accept or reject any or all proposals, at any time, as per PPRA Rules.
7. In case of any clarification in the proposal, please visit the office of the undersigned.
8. No request for correction will be entertained after opening of the bid.
9. NTS shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
10. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
11. Quotation will be requested/invited from the pre-qualified bidders as and when required for subject job.
12. In case of Tie Rates in RFQ; NTS will be the final authority to award the Work/purchase Order to either party, as it deems fit. No negotiation will be made once bids are submitted/opened.
13. In case the Pre-Qualified Bidder is non-responsive for two consecutive quotes, the bidder will be informed in writing through email/courier of the non-responsiveness and will be given an opportunity to submit the reasons for the non-responsiveness (show-cause). NTS may accept or reject the reply on merit and in case of rejection; NTS may remove the firm from Pre-Qualified Bidders List and ban from future activities with NTS for the period of 6 months or as decided by the NTS. The disqualification will be as PPRA rules.
14. NTS, at any time, may consider pre-qualification of other firm(s)/add new bidders to the list of pre-qualified bidders through the same process. Existing pre-qualified bidders will remain as pre-qualified and need not to re-apply.
15. The Request for Proposal (RFP) exceeding Rs.100,000/- will be circulated among all the pre-qualified firms and the sealed envelopes will be submitted, whereas the quotations (RFQs) shall be called on e-mail from all prequalified firms for subject title and any queries having limit less than Rs. 100,000/-
16. The Request for Proposal (RFP) exceeding Rs.500,000/- will be circulated among all the pre-qualified firms and the sealed envelopes will be submitted along with bid security depends upon the volume of RFQ as and when required
17. In case, the selected/successful bidder(s) impose any conditions at a later stage; The firm will be bar from further work with NTS for at-least a period of six months or impose any other penalty as decided by NTS.
18. In case of cancellation of Work Order, the decision to award the same job to the next lowest bidder will be as per general economic principles i.e., no loss to NTS.
19. Payment will be made as per actual and only for acceptable item(s)/job done.
20. In case of non-compliance of the Work Order; NTS may dis-qualify the vendor and remove from the Pre-Qualified Bidder List AND/OR bar the vendor from further business with NTS AND/OR impose penalty as decided by NTS
21. Any condition, ***whatsoever***, will disqualify the firm from the process.
22. In case the vendor fails to complete the job within the deadline given, provided that the delay is caused by the vendor, 1% of the total price will be deducted per day for upto a total of 10% (10 Days).
23. If delay is beyond 10 days, NTS, on case-to-case basis, will decide whether to give more time to the vendor or cancel the Work Order. In case of extension of time, the penalty will be 2% of the total price per day (Day 11th onward). The cause of the delay may be established to be associated with the vendor.
24. In case of calculation error in quotation the unit price of the quotation will be considered.
25. Unit price will be taken upto 2 decimal points and total cost will be round-up to zero decimal.

**Eligibility, Selection Criteria & Qualification**

**Mandatory Requirements**

|  |  |
| --- | --- |
| 1. Declaration Form **(Form No. I)** | **Mandatory** |
| 1. Company Profile | **Mandatory** |
| 1. GST and NTN Registered | **Mandatory** |
| 1. Active Tax Payer List (ATL) of FBR   Status as “Active” and Compliance Level is 100% | **Mandatory** |
| 1. **Proof of Non-Blacklisting:**   Affidavit on legal paper of appropriate value (duly attested from notary public)/ /Letterhead signed & stamped that the firm/company is neither black listed nor in litigation with any of its public sector clients. | **Mandatory** |

**Selection Criteria (Total Marks = 80)**

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| --- | --- | --- | --- | --- |
| **TECHNICAL EVALUATION CRITERIA** | | | | |
| **Sr. #** | **Description/ Information** | **Scale Points** | **Total Points** | **Documents required for Evaluation (signed & stamped)** |
| 1. | Paper Distributer/ Stationery supplier | Preference to Paper distributer and stationery wholesale dealers  Distributer/wholesale dealer = 15  Stationery / Paper Stationery dealers = 10 | 15 | Copy of relevant certificates/ Services |
| 2. | Number of years in Business | 1-3 years = 5  3-5 years = 10  above 5 Years = 15 | 15 | Proof of establishment, registration/incorporation |
| 3. | Experience of Similar work/ assignments with organizations regarding Supply of stationery/ paper stationery | |  |  | | --- | --- | | 1-5 Organizations = 5  6-10 Organizations = 10  11 and above = 15 |  | | 15 | Copy of Contract agreement/ work orders and form 2. |
| 4. | List of Clients of similar nature works/ assignments | 1-5 Organizations = 5  6-10 Organizations = 10  11 and above = 15 | 15 | Form No. 3  with verifiable contact and address of the clients over Rs. 100,000/- Projects |
| 5. | Offices Detail | Office in Rwp/ Isb = 10  Office in other then Rwp/ Isb = 5 | 10 | Detail of offices with address and verifiable contact |
| 6. | Financial Soundness / status | |  | | --- | | Financial Position/ Status/ bank Statement for last 2 Years  Average balance in one financial year at least Rs. 500,000/- 5 Lac = 5, 7 Lac = 7, 8 & above = 10 Marks | | 10 | Copy of bank account statement of last 2 financial years. |
| **TOTAL** | | | **80** |  |

**To be qualified, Securing Minimum of 50% Marks is Mandatory.**

**Failing to fulfill ANY of the Mandatory Requirement will disqualify the bidder from the process.**

**Form I**

**Declaration Form**

**(Mandatory)**

**(This form is to be provided with the Bid. Non-provision of this form will disqualify the bidder from the bidding process)**

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I / We agree that the decision of committee in selection will be final and binding to me/us.

I / We have read the instructions appended to the proforma and I / we understand that if any false information is found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, imposing a bar/restriction from future business with NTS AND/OR blacklisting.

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| **Tender No.** |  |  |
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| **Name of Firm/ Company** |  |  |
|  |  |  |
| **Year of Establishment** |  |  |
|  |  |  |
| **Name of Owner/Authorized agent** |  |  |
|  |  |  |
| **Office Address** |  |  |
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| **GST No.** |  |  |
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| **NTN.** |  |  |
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| **Valid Telephone No.** |  |  |
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| **Valid E-mail**  (For Official Correspondence) |  |  |
|  |  |  |
| **Signature & Stamp**  (Authorized Representative) |  |  |

**Form II**

**Professional Experience**

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| --- | --- | --- | --- |
| **SN** | **Client Detail with Organization & Address** | **Contact Number of Client** | **Duration of Contract** |
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Attach Work Order/Contract Agreement/Payment Receipts/Bank Statements etc for each

of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

**Form III**

**Clientele List**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Client Detail with Organization & Address** | **Contact Number of Client** | **Duration of Contract** |
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Attach Work Order/Contract Agreement/Payment Receipts/Bank Statements etc for each

of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

**Check List** *(To be filled by Bidder)*

Please submit your proposal in the order as below with

**proper separators/Proper Binding/Plastic Cover/Staple**

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| --- | --- | --- |
| **Detail** | **Yes**  **🗸** | **No**  **🗴** |
| 1. Company Profile |  |  |
| 1. Form-I to IV (Along with Proof) |  |  |
| 1. Active Tax Payer List (GST and Income Tax) |  |  |
| 1. GST and Income Tax Registration Certificate |  |  |
| 1. Professional Experience |  |  |
| 1. Client List |  |  |

**For queries and further clarification, you may**

* write to us on Procurement@nts.org.pk
* Visit us at Procurement Department, 2nd Floor, NTS, Islamabad
* Call us at 051-8489057