

Name and Address of Applicant: _____

PREQUALIFICATION DOCUMENTS



FOR

National Competitive Prequalification

Prequalification of Firms, Companies, Book Sellers for Procurement of Books, Materials/ Journals/ Resources etc.

PQD Reference No:	PUT/PMU/2024-25/30
Prequalification Name:	Prequalification of Firms, Companies, Book Sellers for Procurement of Books, Materials/ Journals/ Resources etc.
Procurement Procedure & Method	Single Stage One Envelopes
Last Date & Time of Receipt of Bids	10-04-2025 10:00 AM
PQD Opening Date & Time:	10-04-2025 10:30 AM

UNIVERSITY OF RASUL
13-KM, SARAI ALAMGIR ROAD MANDI BAHAUDDIN
PHONE: (+ 92546-553354) URL: www.putrasul.edu.pk, pd@putrasul.edu.pk

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INVITATION TO APPLICANTS PREQUALIFICATION NOTICE

Prequalification of Firms, Companies, Book Sellers for procurement of Books, Materials, Journals/ Resources etc. for University of Rasul under the ADP Project “Provision of Infrastructural Academic and Operational facilities to the Punjab University of Technology Rasul M.B. Din”

University of Rasul Mandi Bahaudin intends to procure books / material/ Journals/ Resources etc. for its library at an estimated cost of Rs. 52.000 million (approx.). Applications for prequalification for the year 2024-25 & 2025-26 are invited from well- reputed, financially sound, income tax / sales tax registered firms having adequate experience for supply of books on Electronic Pak Acquisition and Disposal System (E-PADS) duly registered on Punjab E-PADS. The prequalification shall be made according to the provisions of PPRA Rules, 2014 (amended time to time) to ensure transparency, competitiveness and efficiency.

Detailed terms and conditions are mentioned in prequalification documents.

1. The participating firms must be registered with PPRA for e-procurement on EPADS. Applications received only through EPADS will be accepted and no hard copies of documents will be accepted in any case.
2. If any requisite document(s) is not uploaded on EPADS by the firm within timeline, due to any technical / managerial issue, either due to under capacity, unintentionally or intentionally, shall neither be entertained by the procuring agency nor justified at any forum.
3. If firm / applicant faces any issue while handling E-PADS, may seek guidance from PPRA videos uploaded for participating in prequalification process, and should submit complete set of documents as per requirement of procuring agency strictly before deadline for submission of documents on E-PADS.
4. Applicants are advised not to wait for last / near to deadline dates for uploading their bids / files on E-PADS but are advised to preferably upload documents, as early as possible to avoid any inconvenience due to technical / capacity / managerial / internet issues at their end. In no case procuring agency shall be responsible, if applicant cannot upload bid or any part of it within timelines (before deadline date & time).
5. In case of any grievance with the decision of Prequalification and procurement Committee, the applicant/firm may approach the Grievance Redressal Committee constituted for the purpose within stipulated time.
6. Submission of bid through E-PADS, means applicant has accepted all terms & conditions of Procuring Agency.
7. If any term/clause of pre-qualification document is contrary to PPRA, 2014 (amended time to time), later will prevail.

Note:

A complete set of pre-qualification documents can be downloaded from website. <https://www.ppra.punjab.gov.pk>, EPADS (<https://www.punjab.eprocure.gov.pk>), free of cost. The last date of uploading / submission of pre-qualification documents completed in all aspects is 10-04-2025 till 10:00 AM on EPADS and shall be opened on same day i.e. 10-04-2025 at 10:30 AM on E-PADS in Conference Room of University of Rasul, Mandi Bahauddin. The procuring agency will not be responsible for any cost or expense incurred by firms in connection with the preparation, uploading of Prequalification documents. Late or physically submitted or by any other means except E-PADS, pre-qualification documents shall not be entertained / accepted. Only pre-qualified firms will be eligible to participate in the further procurement process.

Project Director (PMU), University of Rasul
13-km, Sarai Alamgir Road Mandi Bahauddin, Pakistan
Phone: (+ 92546-553354) Email ID pd@putrasul.edu.pk URL: www.putrasul.edu.pk,

Section I Instructions to Applicants (ITA)

General Instructions

A. Introduction

1 Scope of Application	i) In connection with the Invitation for Prequalification indicated in Section III, Prequalification Data Sheet (PDS), the Procuring Agency, as defined in the PDS, upload this Prequalification Document (PQD) to applicants interested in Prequalification for the supply of books described in Section
2 Source of Funds	i) PUT Rasul has received budget from the Government of Punjab.
3. Fraud and Corruption	<p>3.1 It is the Government of the Punjab's {Rule 2(1) (p) of PPRA 2014} policy to require that bidders, suppliers and their agents observe the highest standard of ethics during the procurement and execution of such contracts.</p> <p>(a) In pursuance of this policy, the following terms are defined: (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>(ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>(iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>(v) "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</p> <p>(b) the Procuring Agency will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;</p> <p>(c) the Procuring Agency will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time, determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, the contract; and</p> <p>(d) the Procuring Agency will have the right to require that a provision be included in bidding documents requiring bidders, suppliers and their agents to permit the Procuring Agency to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors / representative of procuring agency.</p>
4 Eligible Applicants	<p>4.1 An Applicant can be a private, or public entity, or any combination of public or private entities including Joint Venture (JV), consortium with the formal intent, (substantiated with a letter of intent), to enter into an agreement or under an existing agreement.</p> <p>4.2 Firms of a country may be excluded from prequalification if as a matter of law or official regulation, the Government of Pakistan prohibits commercial relations with that country;</p> <p>4.3 A firm shall not be under a declaration of blacklisting by the Procuring Agency.</p> <p>4.4 Applicants and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the technical specifications of</p>

	<p>the goods that are the subject of this prequalification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to supply the books, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods, if it provided consulting services for the contract corresponding to this prequalification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control</p> <p>4.5 Applicants shall not be under execution of a Bid–Securing Declaration in the Procuring Agency’s Country.</p> <p>4.6 Bids shall be addressed to “Project Director, University of RASUL, 13-km, Sarai Alamgir Road Mandi Bahauddin”.</p> <p>a)</p>
5. Eligible Goods	5.1 All goods to be supplied under the Contract to be financed by the Govt. of the Punjab shall have as their origin in any country not restricted by the Government of Pakistan (Notified from time to time)
5a Cost of Prequalification	i) The Applicant shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Prequalification Data Sheet, hereinafter referred to as “the Procuring Agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

B. The Prequalification Documents

6 Content of Prequalification Documents	<p>6.1 The document for the prequalification of Applicants (hereinafter “prequalification document”) consists all the sections indicated below, and should be read in conjunction with any Addendum if issued.</p> <p>Section I. Instructions to Applicants (ITA)</p> <p>Section II. Prequalification Data Sheet (PDS)</p> <p>Section III. Qualification Criteria and Requirements</p> <p>Section IV. Application Forms</p> <p>Section V. Scope</p> <p>6.2 The “Invitation for Prequalification Applications” (IPA) uploaded by the Procuring Agency is part of the prequalification document. A sample form is provided as an attachment to this Prequalification Document for information only.</p> <p>6.3 The Procuring Agency accepts no responsibility for the completeness of the prequalification document and its addenda unless they were obtained through E-PADS.</p> <p>6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.</p>
7 Clarification of Prequalification Documents	7.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Agency through E-PADS at the Procuring Agency’s address indicated in the PDS. The Procuring Agency will respond through E-PADS to any request for clarification provided that such request is received no later than three (3) days prior to the deadline for submission of applications. the Procuring Agency deem it necessary to amend the prequalification document as a result of a clarification it shall do under intimation to all the applicants who have obtained the prequalification documents.
8 Amendment of Prequalification Documents	8.1 At any time prior to the deadline for submission of applications,-but not later than three (3) days before the closing date of the submission of application, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, may modify the prequalification documents by amendment through issuance of appropriate addendum on EPADS .

	<p>8.2 Any addendum thus issued shall be part of the Prequalification Documents pursuant to ITA-5 hereof and shall be available at EPADS to all applicants of the Prequalification Documents.</p> <p>8.3 In order to allow prospective applicants reasonable time in which to take an addendum into account in preparing their applications, the Procuring Agency, at its discretion, may extend the deadline for the submission of Applications.</p>
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C. Preparation of Applications

9. Cost of Applications	9.1 The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
10 Language of Application	10.1 The PQD prepared by the applicant, as well as all correspondence and documents relating to the bid exchanged by the applicant and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the applicant may be accepted in another language provided these are accompanied by an accurate and certified translation of the relevant passages in English by a certified translator. In such a case for the purposes of interpretation of the Application, the translated version shall prevail.
11 Documents Comprising the Application	<p>11.1 The Application shall comprise of Two Sections on EPADS, one called the</p> <ul style="list-style-type: none"> (a) Application Submission Form, in accordance with ITA 12; (b) documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 13; (c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (d) Any other document required as specified in the PDS. (e) All pages of documents submitted should be dully signed & stamped by authorized representative.
12 Application Submission Form	<p>12.1 (a) The Applicant shall prepare an Application Submission Sheet using the form provided in Section IV, Application Forms. This Form must be completed without any alteration to its format.</p> <p>(b) The Procuring agency may cancel the prequalification process without any prior notice at any stage of pre- qualification</p>
13 Documents Establishing Applicant's Eligibility	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Form and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV, Application Forms.
14 Documents Establishing Applicant's Qualification	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.
15. Signing of the Application and Number of Copies	15.1 The applicant shall upload all documents duly signed by the authorized representative One copy only of all supporting documents
2.3.8 Period of Prequalification	i) Prequalification will be valid for the year 2024-25 and 2025-26

D. Submission of Applications

16. Identification of Applications	<p>16.1 The Application uploaded shall include:</p> <ul style="list-style-type: none"> (a) bear the name and address of the Applicant; (b) be addressed to the Procuring Agency, in accordance with and (c) bear the specific identification of this prequalification process indicated in the PDS 1.1
17 Deadline for Submission of Applications	17.1 Applicants may always upload their prequalification documents completed in all aspect on E-PADS. Late or physically submitted or any other means except E-PADS, pre- qualification documents shall not be entertained, as indicated in the PDS.

	17.2	The Procuring Agency may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document through corrigendum.
18 Late Applications	18.1	Any application uploaded on EPADS (if possible) after the deadline for submission of applications prescribed by the Procuring Agency will not be entertained.
19. Opening of Application	19.1	The Procuring Agency shall download all Applications at the date, time and place specified in the PDS

E. Procedures for Evaluation of Applications

20. Confidentiality	20.1	Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the uploading evaluation report on E-PADS / PPRA website.
21. Clarification of Applications	21.1	To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time and does not change substance of the bid / document. Any request for clarification and all clarifications reply shall be submitted through EPADS
	ii) 21.2	If an Applicant does not provide clarifications of the information requested by the deadline through EPADS, the application shall be evaluated based on the information and documents available at the time of evaluation of the application.
22. Responsiveness of Applications	22.1	All applications not responsive to the requirements of the prequalification document shall be rejected

F. Procedures for Evaluation of Applications

23. Evaluation of Applications	23.1	The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted.
24 Procuring Agency's Right to accept or Reject Applications	24.1	The Procuring Agency reserves the right to accept or reject all the applications, under provision of PPRA 2014 (Amended time to time), prior to acceptance of bids, without thereby incurring any liability to Applicants.
25. Prequalification of Applicants	25.1	All Applicants whose applications have met the specified requirements will be prequalified by the procurement agency.
26. Notification of Prequalification	26.1	Once the procurement Committee has completed the evaluation of the applications, it shall notify all Applicants through E-PADS indicating their status as to qualified or not qualified.
27. Invitation to Bid	27.1	After uploading results of the prequalification, the Procuring Agency shall initiate the procurement process within time frames of PPRA- 2014 (Amended time to time), which shall only be participated by the prequalified firms/ bidders.
28. Grievance Redressal	28. 1	In case of any grievance against the evaluation report uploaded on E- PADs, Grievance can be submitted as per Clause 67 of PPRA Rules 2014 (Amended time to time) within the stipulated time period.
	28.2	In case of any grievance against the evaluation report uploaded on E-PADs, Grievance can be submitted as per Clause 67 of PPRA Rules 2014 (Amended time to time) within the stipulated time period.
29. Rejection of Applications	29.1	Notwithstanding anything stated in this document, the Procuring Agency may reject any or all applications at any time prior to the acceptance of a application subject to provision of PPRA Rules. The Procuring Agency may upon request, communicate to an applicant, the grounds for its rejection, but shall not be under obligation to justify those grounds. The procuring agency may procure books by direct contracting as per PPRA rules

Section-II: Prequalification Data Sheet (PDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA) Section I. Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

A. Introduction		
PDS Clause Number	ITA Number	Amendments of, and Supplements to, Clauses in the Instruction to Applicants
1.	1.1	Name of Procuring Agency: University of Rasul Mandi Bahauddin
2	1.1	PQD name/ Title is: Prequalification of Firms, Companies, Book Sellers for Procurement of Books, Materials/ Journals/ Resources etc.
3.	4.6	Address for Communication: Project Director, University of Rasul, 13-km, Sarai Alamgir Road, Mandi Bahauddin 0546-553354, email: pd@putrasul.edu.pk
B. Contents of Prequalification Document		
4.	7.1	The address for clarification of Prequalification Documents: Project Director, University of Rasul, 13-km, Sarai Alamgir Road, Mandi Bahauddin 0546-553354, email: pd@putrasul.edu.pk
C. Preparation of Applications		
5	10.1	The language of the application as well as of all correspondence is: "English"
6.	11.1	<p>The Applicant shall submit with its application, the following additional documents:</p> <ol style="list-style-type: none"> 1. Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above. In case of JV, letter of intent to form JV or JV agreement. 2. Applicants signed affidavit on PKR 1200.00 judicial paper confirming not having been declared blacklisted / ineligible by procuring agency, as described in ITA Sub-Clause 4.3, declaration of truthfulness and not having been involved in any litigation during last three years. 3. Applicants signed affidavit on PKR 1200.00 judicial paper for not bank defaulter and bankrupt during last three years and for replacement of supplied items, if found sub-standard/low quality. 4. List of books being supplied in Pakistan 5. Annual sale volume 6. Audited balance sheets, including all related notes, audit reports and income statements for the last 2 years (2022-23 & 2023-24) 7. Name of firm, address, CNIC and telephone Number 8. Year of Established 9. Nature of the Company/Firm (Partnership/Private/Proprietorship) 10. Financial Statement by Bank for last 2 years 11. Detail of Assets of Firm 12. Registration with FBR/Certificate Income Tax/ Sales Tax for last 2 year/ATL 13. Partnership Deed/AOA (Company/Limited Firm) 14. PP & BA Membership (2024) 15. ITC of PP & BA membership. 16. Dealership with foreign and local publishers (Enclose copy of Certificates) 17. Pre-Qualification Document dully filled/Signed

7	15.2	All documents duly signed and stamped by the authorized person
D. Submission of Applications		
8.	17.1	Applicants “shall not” have the option of submitting their applications electronically (email). They should submit applications via Punjab EPADS. For clarifications purposes only, the Procuring Agency's address is: “Procuring Agency’s address is the same as that indicated in 4.7 The deadline for application submission is: Date: 10.04.2025 Time: 10:00 A.M
9.	18.1	Late applications shall not be entertained.
10	19.1	The opening of the Applications shall be at 10:30 AM on 10.04.2025 through E- PADS in Conference room of, University of Rasul.

Section III. Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Procuring Agency shall use to evaluate applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

A. Eligibility Criteria

S#	Subject	Requirement	Single Entity	Joint Venture/ Consortium			Submission Requirements
				All parties combined	Each Partner	One Partner	
	1- Eligibility						
1.1	Nationality	Nationality in accordance with ITA Clause 4	Must meet requirement	Existing or intended JV/consortium must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA Sub-Clause 4.4	Must meet requirement	Existing or intended JV/consortium must meet requirement	Must meet requirement	N/A	Application Submission Form
1.3	Ineligibility	a) Not having been declared ineligible/blacklisted by procuring agency, as described in ITA Sub-Clause 4.3 b) not having been involved in any litigation during last three years. In case yes, provide details c) not provide the declaration of truthfulness d) bank defaulter and bankrupted from last 3 years e) provide the Declaration of replacement, if found sub-standard /low quality	Must meet requirement	Existing JV/consortium must meet requirement	Must meet requirement	N/A	Form ELI – 1.2 (a) Affidavit (b) Affidavit
1.4	Applicant's Import Capacity* (with time duration)	The capacity to import with time duration along with undertaking from the applicant manufacturing firm	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form ELI – 1.3

B. Scoring Criteria

	1. The applicants fulfilling the Eligibility criteria as mentioned above (section A) shall be evaluated and scored as per following criteria:		
1	Firms Capabilities	20	Minimum qualifying marks is 50%
2	Experience Record	30	
3	Financial Capacity	30	
4	Supply Capabilities	20	
	Total	100	
S#	Technical Proposal		Name of Companies which submitted their Document
1	Firms Capabilities	(20)	
1.1	a. Nature of Book Sellers 15 Private Limited. 15 Partnership 10 Proprietorship 07 Individual 05		Copy of incorporation Certificate in case of Private Limited Company or Copy of Certificate from Registrar of Firms in case of Partnership/ Proprietorship or Copy of registration of Firm/Company with FBR

1.2	b. Collection 05 More than ten thousand books in Stock 02 More than fifty thousand books in Stock 04 More than hundred thousand books in Stock 05		Verified Certificate of the Firm/Company
2	Experience Record	(30)	
2.1	a. Experience in years 15 More than 15 years 15 More than 10 years and less than 15 years 10 More than 05 years and less than 10 years 05		As mentioned on the Certificate issued by Registrar of Firm/SECP/FBR
	b. Value of Supply 10 Supplies up to 20 million per annum 05 Supplies more than 20 million per annum 10		Copies of Supply Orders and Bills.
2.2	a. Detail of Staff 03 Permanent staff up to 05 persons 01 Permanent staff more than 05 persons 02 Permanent staff more than 10 persons 03		Detail of staff along-with verified salary and disbursement sheet of the employees
	b. More than 01 branch in various cities 02		Proof of branches
3	Financial Capacity	(30)	
3.1	a. Working Capital (max. 15 marks) Working Capital less than 10 million 05 Working Capital in between 10 -20million 10 Working Capital more than 20M. 15		Copies of audited bank statements
3.2	b. Revenue (max. 15 marks) Average revenue of last two-year up to 25 Million 05 mark Average revenue of last two-year is more than 25 M and less than 35 Million 10 marks Average revenue of last two-year is more than 25 M and less than 35 Million 15 marks		Copies of audited bank statements
4	Supply capabilities	(20)	Each part carries 05 marks
	a. PP & BA Membership 05		certificate issued by the President/Secretary
	b. ITC of PP & BA Membership 05		certificate issued by the President/Secretary
	c. Dealership of foreign publisher(s) 05		certificate issued by the Publisher
	d. Dealership of local publishers(s) 05		Dealership Certificates of local Publishers.
	TOTAL MARKS	(100)	

Note: Supporting documents (where demanded) must be attached otherwise no marks would be awarded.

Qualifying Marks 30% in each section is mandatory

Minimum 50% marks are mandatory in prequalification stage.

Section IV. Application Forms

8.1. Application Submission Form

[To be signed & stamped by the Applicant and reproduced on the letter head. To be uploaded with the Application]

No: _____ Date: _____

PQD title: **Procurement of Books, materials and Journals etc.**

To
Project Director,
University of Rasul.
13-km, Sarai Alamgir Road, Mandi Bahauddin

I / we, the undersigned, apply to be prequalified for the referenced procurement and declare that:

- (a) I/we have examined and have no reservations to the Prequalification Documents, including Addendum(s) No(s), (if any) issued in accordance with Instructions to Applicants (ITA) Clause 8: [insert the number and issuing date of each addendum].
- (b) I/we, have nationalities from eligible countries, in accordance with ITA Sub-Clause 4.2: [insert the nationality of the Applicant, including that of all partners in case of a Joint Venture / Consortium if applicable];
- (c) I/we, for any part of the contract resulting from this prequalification, do not have any conflict of interest;
- (d) I/we for any part of the contract resulting from this prequalification, have not been declared disqualified / blacklisted by the Procuring Agency
- (e) I/we understand that you may cancel the prequalification process at any time; the prequalification does not bound the procuring agency to call for the bids from the prequalified firms.
- (f) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed [insert signature(s) of an authorized representative(s) of the Applicant]

Name [insert full name of person signing the application]

In the Capacity of [insert capacity of person signing the application]

Duly authorized to sign the application for and on behalf of:

Applicant's Name [insert full name of Applicant]

Address [insert street number/town or city/country address]

Dated on __/__/2025

Form ELI-1.1. Applicant Information Form

[To be signed and stamped by the Applicant and to be uploaded with Application]

Dated: _____

PQD title: Prequalification of Firms for Procurement of Books, Material/ Journals etc.

Applicant's legal name [insert full legal name]
Nature of the Company / Firms: [attach legal status of firm / company]
Applicant's Actual country of constitution: [indicate country of Constitution]
Applicant's actual year of constitution: [indicate year of Constitution]
Applicant's legal address in country of constitution: [insert street/ number/ town or city/ country]
Applicant's authorized representative information Name: [insert full legal name] Address: [insert street/ number/ town or city/ country] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [indicate e-mail address]
Number of Books available in stock [attach detail list]
Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement.

Form ELI-1.2 Applicant Affidavit

[To be printed on PKR 1200 Stamp Paper, duly attested by oath commissioner. Submitted to PA before closing time and scanned copy to be uploaded on E-PADS along with application]

a. Affidavit for declaration of truthfulness, Non-Blacklisting and No Litigation

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Prequalification document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the procuring agency, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the University of Rasul can be deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the University of Rasul. The undersigned further affirms on behalf of the firm that:

- (i) The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA or any other court of law competence in this regard against any such blacklisting order.
- (ii) The documents/photocopies provided with application are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department
- (v) We undertake that in case our application is accepted, we will take part in bidding process.
- (vi) We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this prequalification document.
- (vii) We undertake that our firms is not involved in any Litigation against Government / Semi Government, Department/Organization in any court of law during the last 2 years.
- (viii)

[Name of the Contractor/ Applicant/ Supplier] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Name of Officer: _____

Title of Officer: _____

Name of Company: _____

Date: _____

b- Affidavit for not to have bank defaulter & bankrupt and for Replacement of Books

[To be printed on PKR 1200 Stamp Paper, duly attested by oath commissioner. Submitted to PA before closing time and scanned copy to be uploaded on E-PADS along with application]

We M/S [Firm Name] having its registered office at [Firm Address], do hereby solemnly affirm and declare as under:

1. That I am the lawful representative and authorized signatory of [Firm Name] (hereinafter referred to as "the Firm").
2. That the Firm is duly registered and operating under the laws of Pakistan.
3. That the Firm has not been declared bankrupt or defaulter by any scheduled bank in Pakistan during the last three (3) years from the date of this affidavit.
4. That this affidavit is being submitted to [Purpose of Submission, e.g., compliance with PQD requirements] and for any other legal purposes as required.
5. That the statements made above are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

We M/S [Firm Name] having its registered office at [Firm Address], do hereby solemnly affirm and declare as under:

1. That I am the lawful representative and authorized signatory of [Firm Name] (hereinafter referred to as "the Firm").
2. That the Firm is duly registered and operating under the laws of Pakistan.
3. That if the Firm is declared successful during the competitive bidding process, it undertakes to supply books, journals etc. of the highest quality and standard. Furthermore, if any sub-standard material is found at the time of supply, the Firm accepts full responsibility and shall be liable for all consequences, including but not limited to replacement, penalties, and any legal action as per applicable laws. The prices charged are correct. If any "discrepancy" at any stage is found, we undertake to refund the excess payment made to us. It is further declared that publications supplied will be original authorized editions/ reprint and not pirated ones. It is further declared that the titles supplied will not be remainders.
4. That this affidavit is being submitted to [Purpose of Submission, e.g., compliance with PQD requirements] and for any other legal purposes as required.
5. That the statements made above are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

Form ELI-1.3 List of Clients

[To be signed & stamped by the Applicant and reproduced on the letter head. To be uploaded with application]

Date: [insert day, month, year]

PQD title: Procurement of Books, material ad journals etc. for University of Rasul Library.

Sr.#	Description of Supplies	Name of Client / Institution and Contact person with contact number.	Location	Magnitude of supply along with cost	Nature of supplies

Stamp & Signature of Applicant _____

Name: _____

Designation: _____

Date: _____

The Procuring Agency reserves the right to physically verify the information provided by the applicant in the prequalification documents.

Form FIN-2.1 (a) Financial Situation

[To be signed & stamped by the Applicant and reproduced on the letter head. To be uploaded with application]
[The following table shall be filled in for the Applicant and for each partner of a Joint Venture / Consortium]

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

Applicant's Party Legal Name: [insert full name]

PQD title: Pre-qualification of firms for Procurement of Books, Journals etc. for University of RASUL Library

1. Financial data

Financial information in (PKR in Million)	previous _[insert number] years, years information [insert in words] (PKR in Million)				
	Year 1	Year 2	Year...	Year ...	Year...
Information from Balance Sheet					
Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW) ² (TA – TL)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital ³ (CA – CL)					
Information from Income Statement					
Total Revenue (TR)					

Stamp & Signature of Applicant _____

Name: _____

Designation: _____

Date: _____

²Net worth is the difference between total assets and total liabilities. The net worth measures a firm's ability to produce profits over the long run as well as its ability to sustain losses.

³Working capital is the difference between current assets and current liabilities, and measures the firm's ability to generate cash in the short term.

2. Financial Documents

[To be signed & stamped by the Applicant and reproduced on the letter head. To be uploaded with application]

The Applicant and its parties shall provide copies of the balance sheets and/or financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) Reflect the financial situation of the Applicant or partner to a JV/Consortium, and not sister or parent companies.
 - (b) Be audited by a certified chartered accountant.
 - (c) Be complete, including all notes to the financial statements.
 - (d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
- ☐ Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the [number] years required above; and complying with the requirements

Stamp & Signature of Applicant _____

Name: _____

Designation: _____

Date: _____

Form EXP- 3.1 General Experience

[To be signed & stamped by the Applicant and reproduced on the letter head. To be uploaded with application]

[The following table shall be filled in for the Applicant]

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

Applicant Party Legal Name: [insert full name]

PQD title: [insert PQD]

[Identify contracts that demonstrate continuous supplies over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates. Attach documentary proof with proper reference for the companies / organizations mentioned above.]

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
[indicate month / year]	[indicate month / year]	Contract name: [insert full name] Brief Description of the supplies by the Applicant: [describe goods supplied briefly] Amount of contract: [insert amount in PKR] Name of Procuring Agency: [indicate full name] Address: [indicate street/number/town or city/country]	[insert "Supplier or Agent"]
		Contract name: [insert full name] Brief Description of the supplies by the Applicant: [describe goods supplied briefly] Amount of contract: [insert amount in PKR] Name of Procuring Agency: [indicate full name] Address: [indicate street/number/town or city/country]	[insert Supplier or Agent]
		Contract name: [insert full name] Brief Description of the supplies by the Applicant: [describe goods supplied briefly] Amount of contract: [insert amount in PKR] Name of Procuring Agency: [indicate full name] Address: [indicate street/number/town or city/country]	[insert "Supplier or Agent"]
		Contract name: [insert full name] Brief Description of the supplies by the Applicant: [describe goods supplied briefly] Amount of contract: [insert amount in PKR] Name of Procuring Agency: [indicate full name] Address: [indicate street/number/town or city/country]	[insert "Supplier or Agent"]
		Contract name: [insert full name] Brief Description of the supplies by the Applicant: [describe goods supplied briefly] Amount of contract: [insert amount in PKR] Name of Procuring Agency: [indicate full name] Address: [indicate street/number/town or city/country]	[insert "Supplier or Agent"]

Section V: Scope of Products

The scope of Procurement Includes but not limited to:

- ✓ Procurement of Books for multiple departments of the university.
- ✓ Procurement of reference books.
- ✓ Journals / Magazine's (Local / International), Atlases, Maps etc.

Check List/ Table of Contents

[To be uploaded after being signed and stamped on Applicant's letter head pad]

The provision of this checklist is essential prerequisite along with submission of applications

Note: Applicant is required to submit original affidavits on legal stamp paper worth Rs. 1200 to the effect as per PDS

S.#	Document	Page No.
1.	Name and Address of the Firm	
2.	Copy of CNIC of the Owner	
3.	Year of Established	
4.	Telephone No.	
5.	Proof of Experience /Contract Execution (last 3 years)	
6.	Valid Import License	
7.	List of Machinery & Equipment	
8.	Financial Statement by Bank for last 2 years	
9.	Detail of Assets of Firm	
10.	Affidavit of no Litigation against Government/Semi Government, Department/Organization	
11.	Affidavit for not Blacklisted	
12.	Affidavit for declaration of truthfulness	
13.	Affidavit for not Bank defaulter and bankrupt during last three years	
14.	Registration with FBR/Certificate Income Tax/ Sales Tax for last 2 year/ATL	
15.	Detail of Import Capacity	
16.	Partnership Deed/AOA (Company/Limited Firm)	
17.	Pre-Qualification Document dully filled/Signed	
18.	Audit Report for last 02 years	
19.	Tax Returns for last 02 years	

Important Note: Paging of document submitted must be done in the same order/sequence mentioned in the above check list.

Certified that all the above required documents will be provided at the time of signing of contract.

Stamp & Signature of Applicant _____