PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

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| PRE-QUALIFICATION OFPRINTING PRESSES/FIRMS |

1.The Pakistan Institute for Parliamentary Services (PIPS) invites proposals from well-reputed and financially sound Printing Presses/Firms based at Islamabad/Rawalpindi having minimum three (03) years relevant experience and registered with Income Tax and Sales Tax departments, for their Pre-qualification, **for a period of three years.**

2. The Pre-qualification proforma containing detailed information,   
terms & conditions etc. are available on the websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and PIPS ([www.pips.gov.pk](http://www.pips.gov.pk)). The documents can also be obtained from office of the undersigned free of cost on any working day during office hours.

3. The proposals will be received latest by **March 27, 2023 at 11:00 a.m** and will be opened on the same date at **11:30 a.m** in the Seminar Room of PIPS.

**(SHER DIL KHAN)**

Director General (Admn)

Pakistan Institute for Parliamentary Services

Ataturk Avenue, Sector F-5/2, Islamabad

Phone: 051-9091111/314

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

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| Terms and Conditions |

PRE-QUALIFICATION OF PRINTING PRESSES/FIRMS

The Pakistan Institute for Parliamentary Services(PIPS) hereby invites proposals, for   
Pre-qualification of Printing Presses/Firms, for a period **of three (03) years**, as per **Annex-I**.

**General Terms and Conditions:**

1) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).

2) The firm should have a minimum of three (03) years’ experience of similar assignment and should have proper setup and office at Islamabad/ Rawalpindi.

3) The pre-qualified firms would be required to submit Security Deposit in the shape of Pay Order for Rs. 50,000/- (Rupees fifty thousand only) payable at Islamabad/Rawalpindi, in favour of PIPS and in case of failure, the firm will be treated non-prequalified. The security will be released to the firms within 30 days after expiry of the period of Pre-qualification. Cash/Cheque will not be accepted.

4) The proposals are required to be delivered to the office of the undersigned by 11:30 a.m on March 27, 2023. The Committee will open the proposals for evaluation as per criteria fixed by PIPS on same day at 11:30 a.m in the presence of the bidders or their authorized representatives, who may like to be present.

5) The proposals should not have any over-writing or cutting the application(s) with any of the aforementioned defects may not be considered.

6) The Assessment Criteria is attached (Annexure II).

7) During the period of Pre-qualification, the firm will be bound to deliver the printing material of the approved quality at PIPS office situated at Ataturk Avenue, Sector F-5/2 Islamabad from time to time at the approved/ agreed rates within seven (07) days of the receipt of work order, or the period decided between PIPS and the Supplier, failing which the security deposit will be forfeited by the Institute.

8) Payment of the bills will be subject to the deduction of government taxes/levies.

9) PIPS reserves the right to accept or reject any or all proposals as PPRA Rules.

10) PIPS reserved the right of ownership of every publication and will be binding on the vendor to provide editable version in soft form.

11) Printing items may vary from Books, Modules to printing of Letterheads, Folders, Files and other Misc. Items.

**(SHER DIL KHAN)**

Director General (Admn)

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

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| Pre-Qualification Proposal Proforma |

PRE-QUALIFICATION OF PRINTING PRESSES/FIRMS

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| Name of the Firm |  |
| Address  (Telephone, Fax & E-mail) |  |
| Year of Establishment |  |
| Sales Tax Registration No.  (attach documentary evidence) |  |
| Income Tax No.  (attach documentary evidence) |  |
| Banker’s Name & Contact Details |  |
| Annual Turnover supported by income tax return  (For the FY 2021-22) |  |
| Experience related to similar assignment |  |
| Clientage (number of clients in 2021-22)  *Attach as separate Annexure (if necessary)* |  |
| Managerial Capability  a). Total No. of Permanent Staff:  b). Total No. of Contract/Project Staff:  *Attach as separate Annexure (if necessary)* | Technical\_\_\_\_\_\_+ Manager\_\_\_\_\_\_\_ =\_\_\_\_\_\_  Technical\_\_\_\_\_\_+ Manager\_\_\_\_\_\_\_ =\_\_\_\_\_\_ |
| Type, Model, year of manufacturing and No. of Machinery & Equipment  *Attach as separate Annexure (if necessary)* |  |
| Assignments in Hand, presently |  |
| Enlistment Certificate  (copy of certificate enlisted with Government/Semi Govt. Organizations, if any) |  |
| Affidavit  (that the firm has not been blacklisted by private, Government, Semi-Government and Autonomous Body) |  |
| Contact Person  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  ***Name & Designation***  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Authorized Signature & Stamp*** |

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| **ASSESSMENT CRITERIA** |

PRE-QUALIFICATION OF PRINTING PRESSES/FIRMS

The Pre-qualification applications will be evaluated as per the following criteria;

|  |  |
| --- | --- |
| **Grading:-** | **Marks** |
| Experience related to the similar assignments | 20 |
| Type, Model & No. of Machinery & Equipment | 20 |
| Annual Turnover (2021-22) | 20 |
| Managerial Capability | 15 |
| Clientage (number of clients in 2021-22) | 20 |
| Assignments in Hand | 05 |

**Note:** Minimum score required to pass for Pre-qualification is 60%.

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| **ASSESSMENT KEY** |

PRE-QUALIFICATION OF PRINTING PRESSES/FIRMS

The Pre-qualification applications will be evaluated as per the following criteria;

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| --- | --- |
| **Grading:-** | **Marks** |
| Experience related to the similar assignments  (4 marks for each similar assignment) | 20 |
| Type, Model year of manufacturing & No. of Machinery & Equipment  (Model up to 2022 = 20 Marks)  (Model up to 2019 = 15 marks)  (Model up to 2016 = 12 marks)  (Below 2012 = 10 marks) | 20 |
| Annual Turnover (2021-22)  (2 marks for each one million) | 20 |
| Managerial Capability  (1 mark for each technical employee) | 15 |
| Clientage (number of clients in 2021-22)  (2 marks for each client)  (10 or more clients = full marks) | 20 |
| Assignments in Hand  (1 mark for each assignment) | 05 |

**Note:** Minimum score required to pass for Pre-qualification is 60%.