

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
NATIONAL COMMISSION FOR HUMAN DEVELOPMENT
(Administration Department)



Pre – Qualification

(IFB/NCHD/Proc/03/2021)

Application Opening Date: November 11, 2021

Name of Firm to Whom Issued: _____

Dated: _____

Article Applied For _____
(To be filled by the Applicant)

Director Administration
National Commission for Human Development
14th Floor, Shaheed-e-Millet Secretariat, Islamabad
Tele: 051-9216200, Fax: 051 9216164

TABLE OF CONTENTS

Sr. No	Description	Page No
1	Tender Notice	3
2	Instructions to Applicants for Pre-Qualification	4 – 7
3	Schedule of Requirement (Annexure – A)	8 – 15
4	Application Form – 01	16
5	Application Form – 02	17 – 18
6	Specimen Affidavit (Annexure – B)	19
7	Evaluation / Point Scoring Criteria for Pre-Qualification (Annexure – C)	20

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
NATIONAL COMMISSION FOR HUMAN DEVELOPMENT

Pre-Qualification Notice

1. National Commission for Human Development (NCHD) invites applications from well reputed firms, who are registered with Sales Tax & Income Tax department and having their own offices / setups in Rawalpindi / Islamabad for Pre – Qualification of Stationery Items, Office Supplies, Tonners for Printers & Photocopiers, Repair & Maintenance for Computers, Printers and Photocopiers, Repair & Maintenance of Furniture & Fixture items, Repair & Maintenance of Air Conditioners & other office Equipment's, Repair & Maintenance of official Vehicles and Purchase of Tyres and Batteries.
2. Pre-Qualification documents, containing detailed terms & conditions, method and procedure for submission of applications etc. are available for the interested firms on the websites of National Commission for Human Development at www.nchd.org.pk and PPRA website at www.ppra.org.pk
4. The application must be prepared in accordance with the instructions in the Pre-qualification documents and must reach to National Commission for Human Development, 14th Floor, Shaheed-e-Millet Secretariat, Islamabad on or before 1100 hours by **November 11, 2021**. The applications will be opened on the same date at 1130 hours in NCHD Conference Room located at 15th Floor, Shaheed-e-Millat Secretariat, Islamabad, in the presence of the applications / their authorized representatives, who may choose to be present.
5. Incomplete applications will not be entertained. Competent authority may reject any or all applications at any time prior to the acceptance of application by invoking rule 33 of PPRA-2004.

Director Administration & Program Support
National Commission for Human Development – 14th Floor, Shaheed-e-Millet Secretariat,
Islamabad
Tele: 051-9216200, Fax: 051 9216164

INSTRUCTIONS TO APPLICANTS FOR PRE QUALIFICATIONS

1. General

National Commission for Human Development (NCHD) intends to pre-qualify the various suppliers / vendors under open frame work agreement for a period of three years with regard to the following items (detail attached as **Annexure-A**).

- Article – 1: All Stationery Items
- Article – 2: Office Supplies (i.e; All Cleaning / toiletries Items, & Other Misc items etc,)
- Article – 3: Tonners for Printers and Photocopiers
- Article – 4: Repair & Maintenance for Computers, Printers (Computer Accessories) and Photocopiers
- Article – 5: Repair & Maintenance of Air Conditioners & Other Office Equipment's
- Article – 6: Repair & Maintenance of Official Vehicles
- Article – 7: Purchases of Tyres and Batteries for official vehicles

2. TERMS & CONDITIONS

- a) National Commission for Human Development (NCHD) invites sealed applications from well reputed firms, who are registered with Sales Tax and Income Tax department having relevant experience of at least three years and having their own offices / set-up in Rawalpindi / Islamabad for Pre-Qualification.
- b) The Applicants must have its own workshop in case of repair and maintenance of vehicles.
- c) The envelope must be marked as “Pre-Qualification and Area of Interest” in Bold and legible letters.
- d) The detail of Pre-Qualification for the requisite articles is annexed as **“Annexure–A”**
- e) Separate sealed envelope along with all pre-requisites documents would be submitted by the applicants in case of applying in more than one article (as mentioned in Annexure-A).
- f) The application must be submitted to the Director Administration in Sealed / Confidential envelope at the address mentioned above on or before 1100 hours by **November 11, 2021** and will be opened on the Same day by the Procurement Committee at 1130 hours in the presence of applicants or their authorized representative who wish to be present.
- g) Each page of application documents must be properly signed and stamped by the firm.
- h) No application shall be entertained after the given cut-off date and time.
- i) The procuring agency may on need basis pre-qualify new suppliers or service providers with previously pre-qualified suppliers or service providers.

3. APPLICATION EVALUATION CRITERIA

A. Process

- i.** The Application documents will be evaluated as per Evaluation / Point Scoring Criteria for Pre-Qualification (Annex C).
- ii.** The procuring agency shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings by invoking Section 16(3) of PPRA Rules 2004.
- iii.** The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them by invoking Section 16(4) of PPRA Rules 2004.
- iv.** Qualification of suppliers and contractors
 - a.** Procuring agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:
 - b.** Provided that such qualification shall only be laid down after recording reasons therefor in writing. They shall form part of the records of that procurement proceeding.
- v.** Disqualification of suppliers and contractors
 - a.** The procuring agency shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

B. DOCUMENTS TO BE ENCLOSED WITH

The Applicants are required to submit following documents along with their applications:

- i.** Duly signed and stamped Application Form (For Specific Field) by completing all in respect.
- ii.** An affidavit must also be provided on stamp paper duly attested by the Notary Public that the firm has never been blacklisted by any Government / Semi Government department / Organization and not involved in any litigation with any Government Department (Specimen is enclosed as "Annexure – B").
- iii.** Attested & Valid copy of manufacturer / authorized dealership shall be provided (if any).
- iv.** Attested & Valid copy of GST certificate must be provided.

- v. Attested & Valid copy of NTN certificate, must be provided. The Applicant must be Active Tax Payer (Proof must be provided).
- vi. Attested & Valid copy of CNIC of the Applicant.
- vii. Bank Statement of the Applicant / firm for the last three years issued / verified by the concerned Bank.
- viii. Detail of similar works carried out by the firm (along with attested copies of agreements / work orders / completion certificates) either with NCHD or any other government / semi government/ private organization etc.
- ix. Registration with AGPR, provide Vendor number (Valid)

4. SCHEDULE OF REQUIREMENT

- a) The schedule of requirement is annexed as **Annexure-A**. The quantity may increase or decrease as per need basis.

5. REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES

- a) The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of applications that may occur prior to the entry into force of the procurement contract.
- b) Any application feeling aggrieved by any act of the procuring agency after the submission of his application may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the application evaluation report under section 35 of PPRA rules 2004.
- c) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- d) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- e) Any application not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

6. ARBITRATION

- a) After coming into force of the procurement contract, disputes between the parties (if any) shall be settled by arbitration.
- b) The cost of Arbitration proceeding, including the fees of the Sole Arbitrator and any costs of proceedings imposed by the sole Arbitrator shall be borne equally by both the Parties. Notwithstanding the foregoing, each party shall bear its own legal costs.
- c) Decision of Arbitrator(s) / Umpire shall be final and binding upon the parties.

7. PAYMENT

- a) The payment to the selected applicants would be made after successful / satisfactory completion of work.
- b) Payment will be made through AGPR after deduction of all applicable taxes at source (as per applicable rules).

8. DISQUALIFICATION

- a. Incomplete / fake documentations and false information shall make the Applicant liable to be disqualified from contract, even after award of the work by the procuring agency.

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
NATIONAL COMMISSION FOR HUMAN DEVELOPMENT
(Administration Department)

Annexure – A

SCHEDULE OF REQUIREMENT

Article – 01 All Stationery Items

Sr. No.	Item Description	Size	Specification	Measurement Unit	Estimated Annual Requirement as per Measurement Unit
1	Attendance Register	2 No.	Paper Quality: Fine Quality	No	100
2	Paper	A4	Paper Quality: 80 gm Imported Color: Pure White Packing: 500 sheets per pack	Packet	1000
3	Paper	A4	Paper Quality: 70 gm Imported Color: Pure White Packing: 500 sheets per pack	Packet	1000
4	File Cut Box	A4	Material: Cardboard Color: Blue/Black	No	500
5	Paper	A4	Paper Quality: 80 gm Imported Color: Green Packing: 100 sheets per pack	Packet	1000
6	Paper	A4	Color: Yellow Paper: 80 gm imported Paper Color: Yellow	Packet	1000
7	Paper	Legal	Paper Quality: 80 gm imported Color: Pure White	Packet	1000
8	Writing Pad	A4 Size	Paper Quality: Fine Quality Imported Paper Color: White	No	1000
9	File Tags	6 Inch	cotton thread made with Mattel Edges Color: White	Packet	1000
10	Fluid Correction Pen	Standard	Fine Quality Fluid: White Material: Plastic	No	300
11	Gum Stick	36 mg	Material Color: White Transparent Gum Power: strong adhesive	No	300
12	Box File -	A4	Capacity: 250 sheets Inner Mattel Rings with Daring/Spring Mechanism	No	1000
13	Ball Point	Standard	Nib: 10 x .07 mm Tip Material: Plastic Soft Rubber Grip Ink: fine quality fluent (no clotting during writing) Smooth Writing	Packet	300

14	Binder clip	19mm	Long Tail Clip Color: Black Material: Mattel Strength: Good Grip Manual (No magnetic)	Packet	100
15	Binder clip	32mm	Long Tail Clip Color: Black Material: Mattel Strength: Good Grip Manual (No magnetic)	Packet	100
16	Binder clip	25mm	Long Tail Clip Color: Black Material: Mattel Strength: Good Grip Manual (No magnetic)	Packet	100
17	Binder clip	41mm	Long Tail Clip Color: Black Material: Mattel Strength: Good Grip Manual (No magnetic)	Packet	100
18	Binder clip	51mm	Long Tail Clip Color: Black Material: Mattel Strength: Good Grip Manual (No magnetic)	Packet	100
19	Calculator	Standard	Electronic Calculator with 12 digits two way power Battery: (1.5V) solar power	No	50
20	CDs (R/W)	diameter of 120 mm	Round Shape Hard Plastic Material Capacity: Audio/Video and data Storage	No	100
21	Hi Lighter	Length 5 inch, Width 2 inch	Ink Color: Yellow Material: Plastic capped	No	500
22	Led Pencil with rubber (Gold Fish or Equivalent)	2H-Degree	Quality: High quality Material: wood lead pencil Sharpen smoothly and easy to erase Best for writing, drafting, sketching, Shading and drawing Ideal for office and general use	Packet	100
23	Packing Tape	(2 inch)	Heavy duty gum, resist splitting and ripping, helping to keep packages sealed	No	200
24	Paper Cutter	Standard Size	Plastic Grip Sharp Metal Blade	No	100
25	Peon Book	8" x 5"	Paper Quality: 80 gm imported Paper Color: White Binding: Hard Gum Binding	No	100

26	Dispatch Register	6 No	Paper: Imported fine quality Paper Color: White	No	30
27	Pointer Pen	Standard	Nib: 03mm Material: Plastic	Packet	50
28	Post it Flags	Standard	Material: Plastic Color: Multi Color	No	50
29	Post it Pad	(3 X 3)	Color: yellow Sticky Note	No	130
30	Punch Machine Double Whole	15-20 sheets	Manual Binding Round hole machine for office files Portable down press	No	24
31	Register	(12 No)	Paper Quality: Imported fine paper Paper Color: White Printing: Narrow lines	No	12
32	Ring File	A4	Material: Plastic with inner motel rings Color: Multi Color	No	3000
33	Scale	12 inch	Material: Steel Mattel	No	100
34	Scissor paper cutting	Small	Material: Stainless Steel with Plastic Grip Light weight with long blade	No	50
35	Scotch Tape	(1 inch)	Three Flower Equivalent	No	200
36	Separator	A4	Paper Quality: hard card Color: Multi	Packet	500
37	Sharpener	standard	Material: Mattel Good sharp blades Sharp pencil smoothly	Packet	24
38	Stapler Machine	Short edge 6 inch	Capacity: staple 15-20 70 gm or 80 gm sheets Good pushing power	No	24
39	Stapler Machine	Heavy Duty	Capacity: Staple 210 70 gm or 80 gm Sheets good pushing Power	No	6
40	Stapler Pins	24/06	Material: Mattel hard grip	Packet	700
41	Stapler pins	23/13	Material: Mattel hard grip	Packet	12
42	Stapler Pins	23/17	Material: Mattelhard grip	Packet	12
43	Stapler Pins	23/24	Material: Mattel hard grip	Packet	12
44	Gel Pen	Standard	Ink: Thick and opaque Nib: .18mm rolling ball	Packet	50
45	Permanent Marker	Standard	Black, Blue, Red	Packet	50
46	Board Marker	Standard	Black, Blue, Red	Packet	50
47	Permanent Marker silver color	Standard	Silver Color	Packet	100
48	Uni Ball	Standard	Green, Blue & Black Colors	Packet	300
49	File Board	Standard	White color with lace and colors	No	1000
50	Paper Pin	Standard	Standard	Packet	100
51	Paper Clip	Standard	Standard	Packet	100

52	Color Charts	Standard	White, Blue, Pink, Red	No	300
53	Thumb Pin	Standard	Standard	Packet	200
54	Stock Register	Standard	Standard	No	20
55	Eraser	Standard	Soft	Packet	50
56	Punch Machine Single whole	Standard	Single whole in large size	No	100
57	Punch Machine Heavy Duty	Standard	Heavy duty	No	20
58	Blanco with Thinner	Standard	Standard	Packet	200
59	Stamp Pad	Standard	Green, Blue & Black Colors	No	100
60	Diary Register	Standard	Standard	No	50
61	USB	64 GB	64 GB	No	20
62	Any other item		Need Basis		Need Basis

Article – 02 Office Supplies (i.e; All Cleaning / toiletries Items, & Other Misc items etc,)

Sr. No.	Item Description	Size	Specification	Measurement Unit	Estimated Annual Requirement as per Measurement Unit
1	Toilet Roll	Standard	2 Ply, Size 4.5" X 3.6"	No	1500
2	Tissue box	Large	The inside dimensions are 4 3/4" x 9 1/2" x 4 1/4" tall. Cover walls are 1/4" thick, 2 ply	No	1000
3	Tissue box	Small	B2 PETAL DELUXE TISSUE BOX – 400 SHEETS k, 2 ply	No	1000
4	Disposable Glass	Small	Plastic glass, disposable, Medium Size	No	25000
5	Sweep	Large	Strong, Toilet Cleaner, Tiles Cleaner, Drain Opener, Wash Basins	Bottles	200
6	Bleach	Large	non-abrasive formula that will not scratch surfaces and are safe to use in septic systems	Bottles	200
7	Broom (Jharoo)	Large	Standard	Nos	50
8	Cleaning Mop	Large	Standard	No	50
9	Soap	Large	Bath soap	No	300
10	Soap (Crookery)	Large	Soap for crookery	No	200
11	Phenyl	Large	Standard	Bottles	200
12	Furniture Polish	Large	Standard	Bottles	200
13	Air Freshener	Large	Jasmine, Rose	Bottles	200
14	Mosquitos Killer	Large	For insects & Mosquitos	Bottles	200
15	Sweeping Brush	Large	Standard	No	50
16	Duster Cloth		cotton	Metter	200
17	Wipers	Large	Steel Rod with soft rubber	No	50
18	Extension Leads	Standard	For Computers & Equipments	No	100
19	Table Locks	Standard	Table Drawer locks 22 mm	No	100
20	Bolt locks	Standard	Steel with screws	No	100
21	Locks	Standard	China Made	No	100

22	Table Cloth	Standard	Green Color	Metter	200
23	Table Glass	Standard	On Need Basis	Sq./Ft	Need Basis
24	Scotch bright	Standard	Standard	No	200
25	Surf	KG	Standard	KG	100
26	Hand Sanitizer	Standard	Standard	Bottles	200
27	Face Masks	Standard	Good Quality	Box	200
28	Tube light	Small	LED	No	500
29	Starters for Tube light	Small	Standard	No	500
30	Choks for Tube Lights	Small	Standard	No	500
31	LED Bulbs	18w	18 Wats	No	200
32	Room Bells	Standard	Standard	No	20
33	Cells for Remote	Small	For remote use	No	100
34	Cells for Clocks	Medium	For Clocks	No	100
35	AC Remotes	Standard	Need Basis	No	Need Basis
36	TV Remotes	Standard	Need Basis	No	Need Basis
37	Door Locks	Standard	Standard	No	24
38	Door Closers	Standard	Standard	No	36
39	Glass for Doors	Standard	Need Basis	Sq./Ft	Need Basis
40	Balti	Large	Pure Plastic	No	6
41	Bath Mugs	Standard	Standard	No	12
42	Dust Bins	Standard	Standard	NO	50
43	Door Mats	2 x 3 ft.	Nylon / Carpet	No	12
44	Glints	Standard	Standard	No	24
45	Any other item		Need Basis		Need Basis

Article – 03 Tonners for Printers and Photocopiers

Sr. No.	Item Description	Article	Specification	Measurement Unit	Estimated Annual Requirement as per Measurement Unit
1	HP Laser Jet P 1102	Printer	85 A Original	No	12
2	HP 1300	Printer	13 A Original	No	18
3	LEXMARK E 120	Printer	E250 Original	No	2
4	HP 1150	Printer	24 A Original	No	24
5	HP 1200	Printer	15A Original	No	24
6	Laser Jet pro 400	Printer	80A Original	No	12
7	HP 2055	Printer	05A Original	No	10
8	HP 1022	Printer	12A Original	No	2
9	HP 1320	Printer	49A Original	No	10
10	HP 4350	Printer	42A Original	No	10
11	HP 600	Printer	90A Original	No	6
12	HP 4300	Printer	39A Original	No	12
13	HP M402	Printer	26A Original	No	24
14	HP pro MFP 102	Printer	17A Original	No	6
15	HP CP 1025 color(312A)	Printer	312A Original	No	12

16	Panasonic DP-4530	Photocopier	Original	No	12
17	Toshiba 2309A	Photocopier	Original	No	6
18	Any other item		Need Basis		Need Basis

Article – 04 Repair & Maintenance for Computers, Laptops, Printers (other accessories) and Photocopiers

Sr. No.	Item Description	Article	Specification	Measurement Unit	Estimated Annual Requirement as per Measurement Unit
1	Laptop	Laptop	Core2dou, P-IV, Core-I5	No	Need Basis
2	Computer	Computer	Core2dou, P-IV, Core-I5	No	Need Basis
3	LCD / LED / Monitor	LCD / LED / Monitor	Standard	No	Need Basis
4	Scanner	Scanner	Standard	No	Need Basis
5	Fax Machine	Fax Machine	Panasonic	No	Need Basis
6	Telephone Exchange	Telephone Exchange	NorTel NorStar	No	Need Basis
7	HP Laser Jet P 1102	Printer	85 A Original	No	Need Basis
8	HP 1300	Printer	13 A Original	No	Need Basis
9	LEXMARK E 120	Printer	E250 Original	No	Need Basis
10	HP 1150	Printer	24 A Original	No	Need Basis
11	HP 1200	Printer	15A Original	No	Need Basis
12	Laser Jet pro 400	Printer	80A Original	No	Need Basis
13	HP 2055	Printer	05A Original	No	Need Basis
14	HP 1022	Printer	12A Original	No	Need Basis
15	HP 1320	Printer	49A Original	No	Need Basis
16	HP 4350	Printer	42A Original	No	Need Basis
17	HP 600	Printer	90A Original	No	Need Basis
18	HP 4300	Printer	39A Original	No	Need Basis
19	HP M402	Printer	26A Original	No	Need Basis
20	HP pro MFP 102	Printer	17A Original	No	Need Basis
21	HP CP 1025 color(312A)	Printer	312A Original	No	Need Basis
22	Panasonic DP-4530	Photocopier	Original	No	Need Basis
23	Toshiba 2309A	Photocopier	Original	No	Need Basis
24	Misc. IT / Computer Accessories		Need Basis		Need Basis

Article – 05**Repair & Maintenance of Air Conditioners & Other Office Equipment's**

Sr. No.	Item Description	Article	Specification	Measurement Unit	Estimated Annual Requirement as per Measurement Unit
1	R & M of ACs, Split (1-Tons, 1.5-Tons, 2-Tons & 4-tons) & Other Office Equipment	AC / Equipment	ACs & Other Office Equipment	Need Basis	Need Basis
2	Any other item		Need Basis		Need Basis

Article – 06**Repair & Maintenance of Official Vehicles**

Sr. No.	Item Description	Article	Specification	Measurement Unit	No of Vehicles
1	Toyota Prado	2982cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
2	Toyota Prado	2986 cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	2
3	Toyota Land Cruiser	4164cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
4	Toyota Surf	2982cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	2
5	Toyota Corolla	2000cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	4
6	Toyota Car XLI	1598cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
7	Toyota Hilux (Double Cabin)	2779cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
8	Suzuki Bolan Van	800cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	2
9	Suzuki Potohar	970cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
10	Lucida Van	2200cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
11	Hiace Van	3000cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
12	Motorcycle	70cc	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
13	Generator	--	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance	No	1
14	Any other Vehicle	Vehicle	-Routine Minor Repair & Maintenance -Routine Major Repair & Maintenance		Need Basis

Article 07**Procurement of Batteries & Tyres for Official Vehicles**

Sr. No.	Item Description	Article	Specification	Measurement Unit	No of Vehicles
1	Toyota Prado	2982cc	Tyres / Battery, On Need Basis	No	1
2	Toyota Prado	2986 cc	Tyres / Battery, On Need Basis	No	2

3	Toyota Land Cruiser	4164cc	Tyres / Battery, On Need Basis	No	1
4	Toyota Surf	2982cc	Tyres / Battery, On Need Basis	No	2
5	Toyota Corolla	2000cc	Tyres / Battery, On Need Basis	No	4
6	Toyota Car XLI	1598cc	Tyres / Battery, On Need Basis	No	1
7	Toyota Hilux (Double Cabin)	2779cc	Tyres / Battery, On Need Basis	No	1
8	Suzuki Bolan Van	800cc	Tyres / Battery, On Need Basis	No	2
9	Suzuki Potohar	970cc	Tyres / Battery, On Need Basis	No	1
10	Lucida Van	2200cc	Tyres / Battery, On Need Basis	No	1
11	Hiace Van	3000cc	Tyres / Battery, On Need Basis	No	1
12	Motorcycle	70cc	Tyres / Battery, On Need Basis	No	1
13	Generator	--	Tyres / Battery, On Need Basis	No	1
14	Any other Vehicle	Vehicle	Tyres / Battery, On Need Basis		Need Basis

APPLICATION FORM-01

Name of the Firm: _____

Application Reference No: _____

Date of Opening of Application: _____

Documentary Evidence for Determining the Eligibility of the Applicants. The applicants should sign against those requirements that they are attaching with the form. The applicants are required to mention the exact page number of relevant document placed in the Bid. The Applicants are required to attain at least 70% score for pre-qualification.

Required Documentation	Signature of Applicant	Supporting Document's	Name Page Number in the Application
NTN Certificate	[signed]	[Yes/No]	[page. No. xxx]
GST Certificate	[signed]	[Yes/No]	[page. No. xxx]
On Active Tax Payers List of FBR	[signed]	[Yes/No]	[page. No. xxx]
Registration/Incorporation/Business Certificate	[signed]	[Yes/No]	[page. No. xxx]
Complete Company profile	[signed]	[Yes/No]	[page. No. xxx]
Operational Office in Islamabad / Rawalpindi	[signed]	[Yes/No]	[page. No. xxx]
Bank Statement of Last 3-Years	[signed]	[Yes/No]	[page. No. xxx]
Performance (Projects / Purchase order of similar nature) of last 3-years (To be filled Application-Form-2)	[signed]	[Yes/No]	[page. No. xxx]
Affidavit: application is not blacklisted by any Federal, Provincial Public sector / private organization.	[signed]	[Yes/No]	[page. No. xxx]
AGPR Vendor Number (Attach proof)	[signed]	[Yes/No]	[page. No. xxx]

Firm’s Past Performance

Name of the Firm: _____

Application Reference No: _____

Date of opening of Technical Application: _____

Name of the Client/Institution	Purchase Order No. & Date	Description of Order	Value of Order (Rs)	Date of Completion Work	Completion Certificate by client

The Applicants may use additional Sheets if required.

Purchase Orders / Completion certificates must be attached with this form.

Undertaking

Terms & Conditions prescribed in the Pre-Qualification documents are fully understood and accepted; I / We hereby agree to abide by all and shall fulfill the terms & conditions as mentioned in the documents. I / We further certify that I / we have the capacity to complete the delivery / services (as and when required) in an efficient and effective manner.

(Signature, Name, Stamp and Date)

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
NATIONAL COMMISSION FOR HUMAN DEVELOPMENT
(Administration Department)

Annexure – B

Specimen-Affidavit

I / We, _____ resident of _____ holding
CNIC _____ do hereby solemnly affirm and declare as under:

1. That being the owner / proprietor of the firm established in the name of _____ located at _____.
2. That M/S. _____ have never been black listed, disqualified or debarred from any Government Department, Semi Government Organization, Private Company or Corporation.
3. That, M/S. _____ has never been or is involved in litigation, arbitration with any Government Department.
4. That, all the information submitted with Application Documents is complete and accurate.
5. The Firm has neither been black listed nor any contract rescinded due to non-fulfillment of contractual obligations in the past.
6. That the firm shall pay all the taxes to the government as per prevailing law/ rules.
7. That the firm will provide the services to NCHD on specified locations through skilled persons of relevant field.
8. It is certified that declaration given above is true to the best of my knowledge and belief and nothing has been kept hidden.

M/S: _____

Date: _____

Place: _____

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING
NATIONAL COMMISSION FOR HUMAN DEVELOPMENT
(Administration Department)

Annexure – C

EVALUATION / POINT SCORING CRITERIA FOR PRE-QUALIFICATION

[100 Marks]

S. No	Required Documentation	Total Marks
		100
1.	NTN Certificate	10
2.	GST Certificate	10
3.	Active Tax Payer	10
4.	Active AGPR Vendor Number	10
5.	Financial Strength – Bank Statement of last 3 years	20
6.	Relevant Experience	20
7.	Operational Office in Islamabad / Rawalpindi / (Auto repair Workshops in case of Vehicle repair)	10
8.	Affidavit on Judicial Stamp paper	10
	Total Marks	100

- Minimum 70% score is required for qualification