

# PRE-QUALIFICATION DOCUMENT

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## PUNJAB AGRICULTURE, FOOD & DRUG AUTHORITY (PAFDA)

### PAFDA-1

**Procurement of Office Furniture & Fixture for Punjab  
Agriculture, Food & Drug Authority (PAFDA), Lahore, Pakistan**

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PUNJAB AGRICULTURE, FOOD & DRUG AUTHORITY (PAFDA)  
HOME DEPARTMENT  
GOVERNMENT OF THE PUNJAB

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## **Important Note:**

Interested Parties must ensure that they submit all the required documents indicated in this Prequalification Document without fail. Proposals received without, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in this document or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Interested Parties for scrutiny. It is intimated that no objection shall be entertained regarding the terms and conditions of this Pre-Qualification Document at the later stages during Pre-Qualification process.

## **Applicability of Punjab Procurement Rules, 2014**

This Pre-Qualification Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's website.

## **1. INTRODUCTION**

Punjab Agriculture, Food & Drug Authority (PAFDA), Government of the Punjab, Pakistan intends to prequalify reputable, well-experienced and financially sound firms/companies in order to further streamline the Procurement procedures.

All reputable, registered and established Companies/Firms are invited to submit documents for Pre-qualification.

Evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity to perform so that eligible Interested Parties may be invited to get involved in further Procurement Procedures. Each Interested Parties' performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

All prospective Interested Parties are required to submit an amount of Rs. 5,000/- (Non-refundable) as tender document fee. This amount shall be deposited in form of Bank Draft or Pay Order in Favor of Director General, Punjab Agriculture, Food & Drug Authority, Lahore.

The proposals along with supporting documents etc. must be delivered to Punjab Agriculture, Food & Drug Authority (PAFDA), Lahore on 20.11.2023 on or before **11:00 hours** which shall be opened on the same date at **11:30 Hours** in the presence of applicant firms or their authorized representatives.

Any query received after said date may not be entertained. All queries shall be responded to within due time.

Interested Parties should note that during the period from the receipt of the proposal and till further notice from the Punjab Agriculture, Food & Drug Authority (PAFDA), all queries should be communicated via in writing or e-mail only. Interested Parties are also required to state, in their proposals, the name, title, fax number and email address of the their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by Interested Parties in connection with the preparation or delivery of proposals.

The PAFDA may reject all proposals at any time prior to the acceptance of a proposal, as provided under Rule-35 of the Punjab Procurement Rules, 2014.

## **1.1. TERMS AND CONDITIONS OF THE PRE-QUALIFICATION**

### **Definitions**

In this document, unless there is anything repugnant in the subject or context:

- i. "Authorized Representative", means any representative appointed, from time to time, by the Purchaser or the Supplier.
- ii. "Purchaser" means the Punjab Agriculture Food and Drug Authority, or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- iii. "The Parties", means the Interested Parties who's Proposals have been accepted.
- iv. "Day" means calendar day.
- v. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- vi. "Prescribed" means prescribed in the Pre-Qualification Document.
- vii. "Services" means work to be done by the supplier or other such obligations which the Supplier is required to provide to the Purchaser under the Purchase Order/Contract.
- viii. "Presence" declared by principle/manufacture support office in Pakistan with support staff trained by principle/manufacture.
- ix. "Warehouse" means parts depo or declared place (within Pakistan) to hold parts for warranty claims.

## **1.2. DISCLAIMER**

This Pre-Qualification for "Procurement of Furniture & Fixture for PAFDA" ('the Project') contains brief information about the Project and qualification process for short listing and pre-qualification of Applicants for RFP stage. The purpose of the Document is to provide the Applicants with information to assist the formulation of their application or response to Document ("the Application") and to pre-qualify Interested Parties for RFP Stage.

While all efforts have been made to ensure the accuracy of information contained in this Document, this document does not support to contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and may advice as per their relevant experience and international best practices as required before submission of their application. Punjab Agriculture, Food & Drug Authority (PAFDA) and Government of the Punjab or any of its employees or advisors / consultants shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the Prequalification Document.

PAFDA reserves the right to change any or all conditions/ information set in this Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as the Authorities may deem fit following through the rules and regulations issued vide PPRA 2014. Participation in the Pre-Qualification process does not qualify any applicant for the next stage of the procurement process.

PAFDA and any other Government Department will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the applications to be submitted in terms of this Document.

## **2. BACKGROUND OF THE PROJECT**

Punjab Agriculture, Food & Drug Authority (PAFDA) intends to execute the task of Procurement of Furniture & Fixture for Punjab Agriculture, Food & Drug Authority (PAFDA), Lahore. The details of the project background and other relevant information is presented in the subsequent paragraphs. The purpose of the initiative is to provide quick and prompt process for below mentioned task.

### **Procurement of Furniture & Fixture for Punjab Agriculture, Food & Drug Authority (PAFDA)**

This Pre-Qualification document is being issued for provision of Office Furniture & Fixture for subject project i.e. Procurement of Furniture & Fixture for Punjab Agriculture, Food & Drug Authority (PAFDA). Through Pre-Qualification document, Punjab Agriculture, Food & Drug Authority (PAFDA) invites Applicants to submit their Interest to set-up and provide the complete solution on package basis. The applicants will be shortlisted on package basis and will be responsible for supplying.

## **3 PROJECT SCOPE**

### **3.0 Introduction**

Proposals are to be considered a Best Value Proposal to the Punjab Agriculture, Food & Drug Authority (PAFDA).

### **3.1 Purpose of Request for Proposal**

The Punjab Agriculture, Food & Drug Authority (PAFDA) is requesting Competitive Sealed Proposals for procurement against project “**Procurement of Office Furniture & Fixture for Punjab Agriculture, Food & Drug Authority (PAFDA)**”.

The proposal must be based on the requirements of the PAFDA. Award will be based on meeting the requirements of PAFDA. Vendors are invited to propose a complete **package** but should be prepared to address interfaces, communication, and connectivity, functional and technical requirements of PAFDA.

### **3.2.1 General Information**

Vendor must furnish and install a fully functional systems that meets the requirements specified (In technical proposal will be given separately after prequalification process).

Details regarding the Buyer's responsibilities and the Vendor's responsibilities are noted below. Vendors are invited to bid their consent for the provision of Office furniture & Fixture.

### **3.2.2 Punjab Agriculture, Food & Drug Authority (PAFDA) Responsibilities**

The Punjab Agriculture, Food & Drug Authority (PAFDA) will provide the below mentioned facilities

- Site & Room space, electricity for hardware installation

#### **3.2.2.1 Vendor's Responsibilities**

- It is mandatory to provide the consent on below mentioned document.

#### **3.2.2.2 Project Design**

- Provide a sample schedule and plan. Schedule and plan must specify activities to be completed both on and off the site, amount of time spent per activity, and resources required and provided to perform each activity.

### **3.3 Project Timeline**

The estimated time period for development and Supply, Installation, shall be maximum up to 3 months from the date of receipt of Purchase Order.

### **3.4 Payment Plan**

The payment will be made after delivery, installation, commissioning of the goods and issuance of satisfactory letter by the PAFDA.

The Primary Contact for all correspondence in relation to this bid is as follows:

#### **Primary Contact**

Project Director,  
Project Management Office,  
Punjab Agriculture, Food & Drug Authority (PAFDA)  
Lahore

## **4. SUBMISSION OF PROPOSAL**

- 4.1 The Pre-Qualification proposal and all documents relating to the Pre- Qualification proposal, exchanged between the Interested Parties and the Purchaser, shall be in English.
- 4.2 The Pre-Qualification proposal shall be filed in / accompanied by the required Forms, Annexes, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Interested Parties or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape. The Pre-Qualification proposal shall be in compliance to scope mentioned vide this document;
- 4.3 The pre-qualification proposal shall comprise of the following:-
  - i Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan;
  - ii Complete Company Profile;
  - iii Detail of relevant Projects (Successfully completed projects);
  - iv list of relevant with employment proof;
  - v Submission of undertaking on legal valid and attested stamp paper that the firm is never blacklisted by PPRA;
  - vi Financial Bank statements for the last three (03) years,

- vii Integrity Pact duly signed and stamped by authorized representative (Annexure-B);
- viii Undertaking (All terms & conditions and qualifications listed anywhere in this document
- ix Covering letter duly signed and stamped by authorized representative. (Annexure-A);
- x Financial Capacity as per evaluation criteria;
- xi Valid Registration Certificate for Income Tax & Sales Tax;
- xii Verifiable documentary proof of the mandatory and other requirements mentioned in this document must be submitted along with the below form, noncompliance of which shall lead to disqualification.

4.4 The Interested Party shall seal the sealed envelopes of Original Pre-Qualification Proposal in an outer envelope, duly marking the envelope as under:

Original Pre-Qualification Proposal for  
Pre-Qualification Title  
[Name of the Purchaser] [Address of  
the Purchaser]  
[Name of the Interested Party]  
[Address of the Interested Party]  
[Phone No. of the Interested Party]

4.5 The Interested Party shall seal the sealed envelopes copy of duplicate Pre- Qualification Proposal in an outer envelope, duly marking the envelope as under:

Pre-Qualification Proposal for  
Pre-Qualification Title  
[Name of the Purchaser] [Address of the Purchaser]  
[Name of the Interested Party]  
[Address of the Interested Party]  
[Phone No. of the Interested Party]

4.6 The Interested Party shall enclose soft copies of the Pre-Qualification Proposals, including all Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc., in the form of MS Word Documents, MS Excel Worksheets and Scanned images, with the hard copies.

4.7 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the proposal submitted by the Interested Party/Contractor.

## **5. OTHER TERMS & CONDITIONS**

5.1 Interested Parties which submitted complete document in compliance to scope mentioned vide this document, shall only be considered for Pre-Qualification.

## **6. EVALUATION CRITERIA**

### IMPORTANT NOTE:-

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Interested Parties\ for its pre-qualification are under Oath.

Any document/statement provided if proved false, miss-stated, concocted, or incorrect at any time during or after Pre-qualification will result into dis- qualification and black listing of the firm/Company/Partners and will be forward to PPRA.

PASS MARKS: Based on conditions listed in this document, Proposal not meeting the criteria will be rejected. The Firms who have duly complied with the Qualification and Evaluation Criteria against package will be eligible for further processing.

If the Evaluation Committee deemed necessary further clarification or information, it is the responsibility of the Supplier to provide such information in the span of time mentioned in such case. Failure to do so would lead to disqualification of such firm. The proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:



## PARAMETERS OF EVALUATION CRITERIA (OFFICE FURNITURE)

The Firm/Company securing less than 70% marks will be disqualified

-Total Marks: **100**

=**Qualification Marks 70 (70%) + Mandatory**

Category	Description	Points		Compliance/ Points
<b>Legal (Mandatory) For Bidder.</b>	Income Tax Registration	Mandatory		
	General Sales Tax Registration (Active)	Mandatory		
	Professional Tax Certificate 2023-24	Mandatory		
	Undertaking that the firm is not blacklisted by the procuring agency and/or PPRA in Pakistan or at International Level and is not involved in litigation with the Government.	Mandatory		
	Address and PTCL No	Mandatory		
	Availability of manufacturing unit and warehouse (Purchase Committee will inspect their manufacturing Unit)	Mandatory		
	Foreign firms must have availability of local agent and warehouse.	Mandatory		
	Undertaking that successful bidder/firm shall establish after sales services office in Lahore.	Mandatory		
<b>Financial strength, (For Bidder)</b>	Financial Bank Statement (Last 3 Financial year). (Max Points 30)	300-400 million (Credit Transactions)	10 Point	
		> 400 to 500 million (Credit Transactions)	20 Points	
		Above 500 million (Credit Transactions)	30 Points	
<b>Human resource</b>	Total No. of skilled employees working with the Bidder. The bidder shall submit proper proof of employment in this regard. (Max Points 30)	10-15	10 Points	
		16-20	20 Points	
		21 and above	30 Points	
<b>Office furniture experience</b>	Experience of handling office furniture. (Max points 40)  The bidder shall have to submit purchase order and completion certificate in last three years.	300-400 Million	20 Points	
		>400-500 Million	25 Points	
		>500-600 Million	30 Points	
		Above 600 Million	40 Points	

**Note:** Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

## **ANNEXURE-A**

### Format for Covering Letter

To

(Name and address of Purchaser)

**Sub:** \_\_\_\_\_.

Dear Sir,

- a) Having examined the Pre-Qualification document and Appendixes we, the undersigned, in conformity with the said document.
- b) We understand that you are not bound to accept any proposal you may receive, not to give any reason for rejection of any proposal and that you will not defray any expenses incurred by us in Pre-Qualification.

Authorized Signatures with Official Seal.

\_\_\_\_\_

**ANNEXURE-B**

**INTEGRITY PACT  
(To be submitted on Legal Stamp Paper)**

**AFFIDAVIT**

We \_(Name of the Interested Party/Contractor)\_ being the first duly sworn on oath submit, that Mr. /

Mrs. \_(if participating through agent / representative) is the agent / representative duly authorized by \_(Name of the Interested Party/Contractor)\_ hereinafter called Contractor to submit the attached proposal to the \_(Name of the Purchaser)\_. Affiant further states that the said M/s (Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the \_(Name of the Purchaser)\_ any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the Firm/Contractor in the Pre-Qualification Process and in the evaluation and selection of the Firm/Contractor for contract or Participating in further Procurement Procedures or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Firm] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support.

[The Firm] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Firm] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Firm] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

\_\_\_\_\_  
Authorized Signature & Stamp

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Notary Public

**ANNEXURE-C  
UNDERTAKING**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Prequalification and are liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

Signature

(Company Seal)

\_\_\_\_\_

In the capacity of

Duly authorized to sign proposals for and on behalf of: