

KISSAN SUPPORT SERVICES (PVT) LIMITED
(A subsidiary of Zarai Taraqati Bank Limited)



REQUALIFICATION DOCUMENT
PRE-QUALIFICATION OF REPUTED
FIRMS/MANUFACTURERS/SUPPLIERS OF UNIFORMS

KISSAN SUPPORT SERVICES (PVT.) LIMITED,
GROUND FLOOR, MAIN BUILDING, ZTBL HEAD OFFICE,
1 FAISAL AVENUE, ISLAMABAD
TEL NO. 051-289-1605; TEL/FAX NO. 051-925-2716
Email: cs.kssl@ztbl.com.pk



Table of Contents

1. ADVERTISEMENT	3
2. LIST OF MANDATORY DOCUMENTS	4
3. INSTRUCTIONS FOR APPLICANTS.....	5
4. CRITERIA FOR EVALUATION	6



1. ADVERTISEMENT



KISSAN SUPPORT SERVICES (PVT) LIMITED (a subsidiary of Zarai Taraqati Bank Limited)



PROPOSAL FOR PREQUALIFICATION OF FIRMS

Kissan Support Services (Pvt) Limited (KSSL), a wholly owned subsidiary of Zarai Taraqati Bank Limited (ZTBL) Head Office Islamabad, providing noncore support services to the Bank invites applications from the reputed Firms/manufacturers/suppliers, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for prequalification of supply of Uniforms/Liveries during the year 2018 to 2020 for Security Guards. The firms/suppliers should have at least 2 years' experience of manufacturing/supplying of uniforms.

Prequalification document, containing detailed terms and conditions is available free of cost at the Office of Senior Security Officer, Ground Floor, Main Building ZTBL Head Office, Islamabad. Prequalification document can also be downloaded from Company's or PPRA's websites www.kssl.ztbl.com.pk / www.ppra.org.pk.

Sealed proposals, prepared in accordance with the instructions provided in the prequalification document, must reach at the below mentioned address on or before February 28, 2018 by 1200 Hours and the proposals shall be opened on the same day at the address mentioned below at 1500 Hours.

KSSL reserves the right to accept or reject any/all applications or cancel prequalification process as per provisions of the PPRA Rules, 2004.

**SENIOR SECURITY OFFICER
GROUND FLOOR, MAIN BUILDING, ZTBL H.O,
1 FAISAL AVENUE, ISLAMABAD
TEL No. 051-289-1605; TEL/FAX NO. 051-925-2716**



2. LIST OF MANDATORY DOCUMENTS

- 2.1. Firm's Profile stating date of registration/incorporation of business and including experience, details of manufacturing facilities/skilled manpower etc.; address of the registered office; list of corporate clients during past 2 years along with satisfactory completion certificate for supply of uniforms, name, address, email address and phone number(s) of contact person, any other information which the firm considers worth mentioning.
- 2.2. Financial position of the firm including annual turnover.
- 2.3. Names & Addresses of Bankers/Branches
- 2.4. Sales Tax Registration of Company (Valid)
- 2.5. Income Tax Registration of Company (Valid)
- 2.6. Certificate of Incorporation or Registration in case of registered firm
- 2.7. Affidavit with respect to the following:
 - 2.7.1. That the firm is not involved in any litigation with any Govt./Semi Govt. / Corporate / Private Sector/Commercial bodies etc. anywhere in Pakistan;
 - 2.7.2. That the firm is not black listed by any Govt./Semi Govt. / Corporate / Private Sector/Commercial bodies etc.;
 - 2.7.3. That the firm is not a tax defaulter;
 - 2.7.4. That they have not been adjudged as insolvent;
 - 2.7.5. That no execution of decree or order of any court remains unsatisfied against them;
 - 2.7.6. That they have not compounded with the creditors; and
 - 2.7.7. That they have not been convicted of a financial crime.
- 2.8. Details of litigation cases if sub-clause 2.7.1. is not applicable.



3. INSTRUCTIONS FOR APPLICANTS

- 3.1. The Applicants are required to go through the criteria attached herewith and submit the applications as per criteria.
- 3.2. Firms securing 60% marks out of evaluation criteria shall be considered for prequalification.
- 3.3. Concealment of facts / misinformation will be sufficient cause for disqualification.
- 3.4. Any cutting over writing must be authenticated by the authorized person.
- 3.5. The KSSL reserves the right to disqualify a company as per Rule 18 of the PPRA Rules 2004.
- 3.6. Relevant evidences are to be attached.
- 3.7. Incomplete / conditional applications will not be considered.
- 3.8. Applicant with poor performance in dealing with any bank, organization, Govt. / Autonomous Bodies during the last two years will not be considered.
- 3.9. Applicants will be informed in due course about the results of the evaluation of applications.
- 3.10. KSSL reserves the right to annul the prequalification process and reject all applicants at any time due to any reason, without thereby incurring any liability to the applicant or any obligation to inform the applicant of the grounds for its action, as per Rule 33 of the PPRA Rules, 2004.
- 3.11. The words “Pre-qualification for Supply of Uniforms” shall be clearly written on sealed envelope.
- 3.12. The firm shall be rejected if the applicant’s qualification threshold is not met.
- 3.13. Only those firms who have been prequalified under this procedure shall be invited to bid.



4. CRITERIA FOR EVALUATION

4.1. Preamble

- 4.1.1. Pre-qualification criteria will be based on the Corporate and Financial Profile of the Firms and their capabilities to undertake the assignment.
- 4.1.2. KSSL reserves the right to waive deviations, if these don't materially affect the capability of an applicant to perform the contract.

4.2. General Criteria

- 4.2.1. A general criterion for evaluation of bids is as follows;

Sr. No.	Category	Marks
1.	Financial Profile	30
2.	Corporate Profile	30
3.	Professional Capabilities	40
	Total	100

- 4.2.2. Prequalification status shall be decided on the basis of marks obtained by the firm. The applicant must secure at least 50% score in each category and 60% on overall basis.

4.3. Detailed Criteria

4.3.1. Financial Profile

Sr. No.	Description	Marks	Explanation
1	Total Assets, Revenue and Cash & Bank Balances (Rs.)	30	Full Marks will be awarded to the firm(s) having highest Average Total Assets, Revenue and Cash & Bank Balances during the past 2 years. Proportionate marks will be awarded to remaining firms.
	Total	30	



4.3.2. Corporate Profile

Sr. No.	Description	Marks	Explanation
1.	Number of Clients for Uniforms Supplies during the past 2 years (active supply orders may be produced as an evidence)	15	Full Marks will be awarded to the firm having highest number of clients during the past 2 years. Proportionate marks will be awarded to remaining firms.
2.	Total Experience in provision of uniforms	15	10 Marks for mandatory period of 2 years plus 1 mark for each subsequent year (maximum 15 marks)
	Total	30	

4.3.3. Professional Capabilities

Sr. No.	Description	Marks	Explanation
1.	Details of Manufacturing facilities for uniform/liveries	15	15 Marks will be awarded to the firm having largest manufacturing facility. Proportionate marks will be awarded to remaining firms.
2.	No. of Skilled Manpower (list may be attached with the application)	15	15 Marks will be awarded to the firm having highest number of skilled manpower. Proportionate marks will be awarded to remaining firms.
3.	Production Capacity i.e. No. of Uniforms/Liveries produced per day	10	10 Marks will be awarded to the firm having highest production capacity. Proportionate marks will be awarded to the remaining firms.
	Total	40	