



**NATIONAL BOOK FOUNDATION
AS
FEDERAL TEXTBOOK BOARD
6-MAUVE AREA, G-8/4,
ISLAMABAD**

PREQUALIFICATION DOCUMENT (PQD)

**FOR
PROCUREMENT
OF
TEXTBOOKS FOR
ACADEMIC SESSION 2022-23
& GENERAL BOOKS ETC.**

Prequalification Document Fee Rs.2,000/-



PREQUALIFICATION NOTICE

FOR

PREQUALIFICATION OF PRINTERS & PUBLISHERS

FOR PROCUREMENT OF TEXTBOOKS

FOR THE ACADEMIC SESSION 2022-23

AND GENERAL BOOKS ETC.

TENDER NO.835/HPL-A (7), Dated: 26-11-2021

The National Book Foundation (NBF) is working under the administrative control of Ministry of Federal Education & Professional Training, Islamabad. It has also been notified as Federal Textbook Board (FTBB) vide SRO No. 615(I)/2010, dated 06-07-2010.

Accordingly, NBF intends to prequalify well reputed eligible printers, publishers, firms, companies and organizations having required technical experience of printing/publishing of books and financial strength having valid registration with Income Tax and Sales Tax departments for procurement of Textbooks from Class-Prep to XII for Academic Session 2022-23 and General Books etc. under finished product procedure, according to PPRA Rules, 2004.

Interested parties can purchase Prequalification Document (PQD) containing detailed terms and conditions, eligibility criteria, evaluation criteria, technical and financial strength etc. from NBF, Head Office, 6-Mauve Area, G-8/4, Islamabad, NBF, 45-C, Civic Centre, Near Telephone Exchange, Mustafa Town, Lahore, NBF, Braille Complex Building, Near TV Station, Stadium Road, Karachi and NBF, Plot No. 36-37, Sector B-2, Phase-5, Hayatabad, Peshawar against payment of non-refundable Rs.2,000/- (Rupees two thousand only).

The Applicants would be prequalified according to the criteria given in this Prequalified Document. Only prequalified Applicants shall be entitled to participate in the subsequent procurement proceedings.

The advertisement for prequalification is available on NBF's website www.nbf.org.pk and PPRA's website www.ppra.gov.pk. The prequalification document is also available on NBF's website. The existing Printers already enlisted with NBF are also eligible to submit their Applications for prequalification.

The Applications in accordance with the instructions in the Prequalification Document (PQD) must be dropped into the Tender Box placed in the Production Wing of NBF, 6-Mauve Area, G-8/4, Islamabad on or before 14-12-2021 at 11:30 a.m. The Prequalification Applications shall be opened on the same day at 12:30 p.m. in presence of the Applicants or their authorized representatives.

Manzoor Akhtar Shad Assistant Director (Production) National Book Foundation, 6-Mauve Area, G-8/4, Islamabad	Phone : 051-9261036 & 9261038 Fax No : 051-9261534 & 2264283 E-mail : books@nbf.org.pk Website : www.nbf.org.pk
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PREQUALIFICATION DOCUMENT

I N D E X

This Prequalification Document (PQD) comprises the following documents:-

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TENDER ENQUIRY

Name of Procuring Agency	:	National Book Foundation (NBF) as Federal Textbook Board (FTBB)
Tender No.	:	835/HPL-A (7), dated 26-11-2021
Address for submission of Applications	:	Assistant Director (Production), National Book Foundation, 6-Mauve Area, G-8/4, Islamabad
Language of PQD	:	English & Urdu
Bidding Method	:	Single Stage One Envelop
Response Time	:	15 days after the publication of advertisement
Bid Validity	:	120 days
Contract period	:	1 year w.e.f. the date of signing of contract or completion of job whichever is later.
Retention Guarantee	:	Rs. 200,000/- (Rupees two hundred thousand only) in the shape of Pay Order/Demand Draft in favour of National Book Foundation
Bid Receiving Date & Time	:	14 December, 2021 at 11:30 a.m.
Bid Opening Date & Time	:	14 December, 2021 at 12:30 p.m.
Bid Opening Place	:	Committee Room, National Book Foundation/ Federal Textbook Board, 6-Mauve Area, G-8/4, Islamabad
Phone No. for any Enquiry	:	051-9261036, 9261038
Website	:	www.nbf.org.pk
E. mail	:	books@nbf.org.pk

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APPLICANT'S PROFILE

1.	Name of Applicant	
2.	Name of Business	
3.	Category of Applicant (i.e. Printers/Publishers/Firm/Company/ organization)	
4.	Year of Establishment	
5.	Complete Business Address	
6.	CNIC No. of Applicant	
7.	NTN No. of Business (Active)	
8.	Sales Tax No. of Business (Active)	
9.	Name of Manager/Partner/Director	
10.	Telephone / Cell Nos. (Applicant)	(i) (ii)
11.	Telephone / Cell Nos. (Manager/Partner/Director)	(i) (ii)
12.	E. Mail (Applicant)	(i) (ii)
13.	E. Mail (Manager/Partner/Director)	

Signature & Stamp of Applicant

ELIGIBILITY CRITERIA

The Applicants are eligible to participate in Prequalification process who fulfill the following eligibility criteria for procurement / supply of Textbooks for Academic Session 2022-2023 and General Books etc. to National Book Foundation/Federal Textbook Board:-

- (i) The printers, publishers, firms, companies and organizations registered with income tax/sales tax department who fulfill the evaluation criteria will stand eligible for prequalification;
- (ii) A Government or Semi-Government or Autonomous Body intending to participate in prequalification should have “NOC” from their Competent Authority.
- (iii) The Applicants having valid registration with Income Tax and Sales Tax departments and have required technical experience, capacity/ capability and financial strength.
- (iv) The Applicant must have a printing press of its own or in case of firm at least one partner must have a printing press in his name.
- (v) In case, the Applicant do not have own Binding Unit then he will provide valid copy of Contract / Agreement with the Binder.
- (vi) The existing printers enlisted on the panel of NBF are required to participate for prepublication proceedings otherwise they will not be eligible to participate in the forthcoming bidding proceedings.
- (vii) The Applications should be unconditional, unambiguous, and clear. Conditional and ambiguous Applications shall be rejected.
- (viii) The Applicant who fulfills Technical and Financial Evaluation Criteria shall be declared as “**PREQUALIFIED**” or “**NOT-PREQUALIFIED**”.
- (ix) The Applicants - or its sister concern blacklisted by any Government, semi government department/organization or declared bankrupt are not eligible to participate for prequalification.
- (x) The Applicants involved or convicted in piracy of book(s) and criminal case registered against them are not eligible.

INSTRUCTIONS TO APPLICANTS

And

TERMS AND CONDITIONS

Instructions to the Applicants and Terms & Conditions:

- (i) The Applicants shall submit their Applications on Letter Head duly signed and stamped titled "Prequalification for Procurement of Textbooks for the Academic Session 2022-23 and General Books etc." as per specimen given at **Annex-C** alongwith requisite documents duly signed and stamped in an envelope by the deadline given in this PQD. Alternative Applications shall not be entertained in any case.
- (ii) The Applications should be without alteration, material deviation, conditions, reservations or omissions.
- (iii) All documents submitted with Prequalification Application are required to be signed and stamped by the Applicant.
- (iv) The envelope addressed to the Assistant Director (Production), NBF should properly be sealed and bear the name and address of the Applicant.
- (v) The Applicant shall submit his Application by hand dropping in the **TENDER BOX** placed in Production Wing of NBF, 6-Mauve Area, G-8/4, Islamabad.
- (vi) The Applications complete in all respects alongwith requisite documents must be reached by 11:30 a.m. on 14-12-2021. The NBF shall not consider any application that arrives after the deadline for submission of applications. The Applications submitted by post, e-mail or fax shall not be accepted.
- (vii) The prequalification Applications shall be opened on the same day at 12:30 p.m. in presence of the Applicants or their authorized representatives who make themselves available on said date and time in the Committee Room of the NBF, 6-Mauve Area, G-8/4, Islamabad.
- (viii) The Applicant must have a printing press of its own or in case of firm at least one partner must have a printing press in his name.
- (ix) In case, the Applicant do not have own Binding Unit then he will provide valid copy of Contract / Agreement with the Binder.
- (x) The Applications once submitted cannot be changed/amended, except as per Sr. No. (xiii & xiv) of these Terms and Conditions.
- (xi) The Storage / Godown facility must be exclusively used for storage of paper/card and books only. The area of Printing Press and Binding Unit cannot be included in the Storage/Godown facility.
- (xii) The NBF has right to evaluate technical capacity and documents submitted by the Applicant through physical inspection and examination by a Committee.
- (xiii) The NBF reserves the right to amend the PQD at any time prior to the deadline fixed for submission of Applications and may issue addenda. The amendments issued in the PQD shall be communicated in writing to all the Applicants who purchased the PQD. The amendments issued shall be part of the PQD, in such case NBF may, at its discretion, extend the deadline for submission of Applications.
- (xiv) The NBF, at its discretion, will give reasonable time to the Applicants to amend their Applications accordingly.
- (xv) The NBF shall reject an Application if there is ongoing litigation between the Applicant and NBF.
- (xvi) The NBF reserves the right to reject an Application if it determines that the Applicant has directly or indirectly or through an agent, engaged in corrupt, fraudulent, collusive or obstructive practices. In such a case the NBF can forfeit the Retention Guarantee,

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- Bid Security, Performance Guarantee or any amount payable to him besides declaring ineligible or blacklisting.
- (xvii) Inspection Committee of NBF may visit the premises of Printing Press, Binding Unit and Godown etc. for verification of Technical Capacity. If the Committee observes that the Applicant has provided wrong/bogus information, his Application for prequalification will be rejected immediately.
 - (xviii) The Printing Machines, Binding Unit and the alternate power facility must be in working condition at the time of inspection of the Inspection Committee.
 - (xix) The Applicant must ensure his presence at the time of inspection of his printing press, Binding Unit and Godown etc. to get the inspection himself to avoid any problems later on.
 - (xx) It is clarified that the procurement process shall not be suspended / stopped due to lodging of complaints by any Applicants.
 - (xxi) The NBF reserves the right to revoke the prequalification process and reject all Applications as per PPRA Rules-33 2004 without incurring any liability thereon.
 - (xxii) The Bid shall remain valid for the period of 120 days from date of opening of the Bid and may be extended as per PPRA Rules-26, 2004.
 - (xxiii) The Applicants shall bear all cost related with the preparation and submission of their Applications and Bids. The NBF shall not be responsible or liable for those cost.
 - (xxiv) If any Applicant provides wrong or misleading information, the NBF reserves the right to initiate the process of blacklisting against the said Applicant and forfeit his Retention Guarantee, Bid Security & Performance Guarantee etc.

2) Clarification of PQD:

An Applicant shall submit a request to the Secretary, NBF in writing for seeking any clarification regarding this PQD at least seven days before the deadline for submission of Applications. The NBF will respond to such requests in writing before the deadline.

3) Existing Printers to Apply for Prequalification:

The existing Printers enlisted on the panel of NBF are required to participate for prequalification proceedings otherwise they will not be eligible to participate in the forthcoming bidding proceedings.

4) Clarification of Applications:

The NBF may ask any Applicant in writing for clarification of his Application or documents attached therewith. The reply of the Applicant shall also be in writing.

5) Cost of Applications:

The Applicant shall bear all costs associated with the preparation and submission of its application. NBF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

6) Alternative Applications:

Alternative applications shall not considered.

7) Confidentiality of Information:

The information relating to the examination, evaluation, comparison of applications shall not be disclosed to the Applicants or any other person not officially concerned with process until declaration of result/outcome of the prequalification is officially communicated to all Applicants.

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8) Evaluation of Applications:

The NBF shall examine the Applications to confirm that all terms and conditions specified in the PQD have been accepted by the Applicants without any material deviation, conditions or reservations. The Inspection Committee may also visit the Printing Presses, Binding Units and Store / Godown to ensure / evaluate Technical Capacity / Capability through physical inspection and examination with respect to the documents produced by the Applicants, strictly following the criteria, and requirements defined in PQD.

9) Prequalification does not Guarantee for Award of Contract:

The prequalification process does not guarantee the Applicant to enter into any Contract Agreement with NBF. The NBF shall not have any obligation, responsibility, commitment, or legal liability of any nature whatsoever towards any Applicant arising from this Prequalification Document or any Prequalification Applications submitted in response to it.

10) Period of Prequalification:

One year from the date of signing the Agreement between NBF and the prequalified printers, publishers, firms and companies or completion of the work/ assignment awarded to him whichever is later.

11) Execution of Agreement:

The NBF will execute an Agreement with the successful bidder after the bidding process to be followed after this prequalification process as per specimen given at **Annex-F**.

12) Agreement With Binder:

If the Applicant does not has his own Binding Unit then he will provide copy of Agreement with the Binder as per specimen given at **Annex-G**.

13) Retention Guarantee:

The Applicant **shall** provide Retention Guarantee of Rs. 200,000/- (Rupees two hundred thousand only) with the Application for prequalification in shape of Pay Order/ Demand Draft in the favour of National Book Foundation. The Retention Guarantee shall be released to NOT-QUALIFIED Applicants after announcement of Prequalification Results while the Retention Guarantee of Prequalified Applicants will be released after satisfactory completion of the work / assignment.

14) Declaration of Prequalification Result:

After evaluation of Applications received, the Applicants shall be declared as "PREQUALIFIED" or "NOT-PREQUALIFIED".

15) Delay in completion of Work:

If the Applicant fails to complete the work / assignment awarded to him the Penalty as per schedule given in the Standard Bidding Documents (SBD) shall be imposed.

16) Refusal of Work:

If any Applicant to whom work / assignment would be awarded by the NBF but later on he refuses to do the work, or fails to fulfill his obligations, the NBF will reject his Prequalification and reserves the right to initiate the process of blacklisting against the concerned Applicant besides forfeiting the retention guarantee, bid security & performance guarantee etc.

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17) Priority of NBF Work:

The Prequalified Applicant shall fulfill the obligations within stipulated period mentioned in the relevant Work / Purchase Order.

18) Surprise Inspection / Visit:

The Committee / Sub-Committee may visit the Printing Presses any time to check the progress of work / assignment awarded to them without any prior notice. If during surprise inspection/ visit, the Committee / Sub-Committee observes that the concerned Applicant(s) are not working properly and they will not be able to complete the work / assignment within the time schedule, their Prequalification will be cancelled at his own risk and cost and NBF will take strict action against them for blacklisting and forfeiting the retention guarantee, bid security & performance guarantee etc.

19) Redressal of Grievances & Disputes:

If the Applicants feel aggrieved, they may lodge their complaints in writing within ten (10) days after the announcement of Prequalification Result. The NBF will constitute a Redressal Committee to address the complaints received in writing from the Applicants. The Committee will decide the complaints and settle the disputes within fifteen (15) days of receipt of complaints. If the Redressal Committee fails to decide the complaints and resolve the issues/ disputes, the Managing Director of NBF acting as arbitrator will decide the complaints, issues and disputes etc. whose decision shall be final and applicable to both the parties.

20) Copy Right:

The Applicant shall adopt every possible precaution (whether instructed to do so or not) to prevent any copies, proofs printed papers or books or any part thereof from falling in the hands of a person or persons or institutions or firms etc. who are not authorized to receive the same. If the NBF observes that instructions have not been complied within true letter and spirit, it reserves the right to cancel / withdraw the Work / assignment awarded to him at his risk and cost to initiate the process of blacklisting against the said applicant besides forfeiting the retention guarantee, bid security & performance guarantee etc.

21) Invitation of Technical & Financial Bids:

After declaration of Prequalification Results, second step of procurement i.e. Invitation of Technical & Financial Bids shall be initiated. The "Prequalified Printers/Publishers" shall only be eligible to participate in the bidding process. The "Prequalified Printers/Publishers" will have to submit 2% Bid Security with the Standard Bidding Document (SBD). The successful Bidder shall submit 10% of total value of work / assignment on a/c of Performance Guarantee. All these securities and guarantees shall be released after satisfactory completion of Work/ assignment.

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**DOCUMENTS REQUIRED TO BE
SUBMITTED WITH THE APPLICATION FORM**

Following documents are required to be attached/submitted with the Application Form. Otherwise, the Application will be rejected straight way and the Applicant will be declared as “Non-Responsive”:-

Sr. No.	Documents Required
1.	Original Application Form on Letter Head duly filled in, signed and stamped by the Applicant (Annex-A)
2.	Original Receipt of Rs. 2,000/- for purchase of Prequalification Document (PQD).
3.	Applicant’s Profile on Letter Head duly filled in, signed and stamped by the Applicant
4.	Copy of CNIC of the Applicant
5.	Copy of valid National Tax Certificate (NTN) of Applicant
6.	Copy of valid Sale Tax Registration Certificate (STRN) of Applicant
7.	Copy of Partnership Agreement registered with Registrar of Firms
8.	Copies of Certificate of Incorporation, Article of Association and Memorandum of Association (in case Company)
9.	Retention Guarantee of Rs. 200,000/- (Rupees two hundred thousand only) in shape of Pay Order/ Demand Draft in the name of National Book Foundation.
10	Copy of Press Declaration Certification in the name of the Applicant. The Applicants will be bound to produce original certificate on demand. The NBF reserves the right to get the same verified from the issuing authority.
11.	Technical Capacity Evaluation Form showing detail of Printing Machines, Binding Machines, Human Resource Capacity, Storage/Godown Capacity and Alternate Power Facility on Letter Head duly filled in, signed and stamped by the Applicant (Annex-B) .
12.	Financial Capacity Evaluation Form showing detail of Bank Accounts, Average Monthly Balance of each Account, Income Tax Paid, Sales Tax Paid and Financial Value of Similar Contracts for last two years on Letter Head duly filled in, signed and stamped by the Applicant alongwith copies of Bank Statements of each Account duly signed and stamped by the Bank authority (Annex-C) .
13.	Declaration /Affidavit on Stamp Paper of Rs.100/- that the Printing Press of the Applicant is not currently blacklisted by any Government Organization and not declared as bankrupt during last five years as per specimen given at Annex-D .
14.	Declaration / Affidavit on Stamp Paper of Rs.100/- that the Printing Press of the Applicant has never been involved and convicted in piracy of textbooks/book(s) of any Textbook Board of Pakistan and no criminal case is registered against him or on his Press as per specimen given at Annex-E .
15.	If Printing Press has been established in proprietor’s own building, copy of evidence thereof may be attached and in case the Printing Press is situated in a rented building, copy of valid lease agreement may be attached.
16.	Copies of Bank Statements of last two years duly signed and stamped by Bank authority.
17.	Copies of Income Tax Returns for last two years of the Applicant.
18.	Copies of Sales Tax Returns for last two years of the Applicant.
19.	Copies of Work / Purchase Orders of similar contracts performed / executed regarding printing and supply of textbooks during last two years of various Institutions / Textbook Boards.

Note: All documents must be signed and stamped by the Applicant.

SCOPE OF WORK

The National Book Foundation as Federal Textbook Board intends to procure Textbooks for the Academic Session 2022-23 and General Books etc. as per specifications given in the Standard Bidding Document (SBD) to be followed, through finished products procedure. The work / assignment will be required to be completed as per specifications, instructions and terms & conditions given in the SBD and Work / Purchase Order. The work/ assignment will be executed as under:-

- (i) Soft copy(s)/proof(s) alongwith hard copy(s)/proof(s) of the textbooks and general books will be provided by the NBF. In case of repeat order the films/positives/pasted copies will be provided by the NBF.
- (ii) The textbooks / general books will be printed (including composing/calligraphy, formatting, film making, printing and binding etc.) as per specifications, instructions and terms & conditions i.e. quantity, size, colour scheme, binding quality etc. given in the Standard Biding Document (SBD) and Work / Purchase Order.
- (iii) Paper and Card as per approved specifications / samples by NBF will be used by the Prequalified Printers/Publishers at their own cost.
- (iv) The Prequalified Printers / Publishers will supply finished textbooks and general books etc. complete in all respects, as per time schedule given in the Work / Purchase Order.
- (v) The NBF reserves the right to increase or decrease the quantity of books or cancel the work / assignment. No compensation thereof will be paid.
- (vi) The Prequalified Printers / Publishers will supply finished textbooks and general books in packed properly wrapped with a slip pasted thereon mentioning name of book and quantity therein.
- (vii) The Prequalified Printers/Publishers will supply finished books at the Store / Godown of NBF in Islamabad and Lahore as per quantity intimated to them in Work / Purchase Order. All the transportation and loading/unloading charges shall be borne by the Printers / Publishers.
- (viii) The risk involved in supply of books at the Store / Godown of NBF in Islamabad and Lahore will be the responsibility of the Printers / Publishers.
- (ix) If any mishap occurs due to rain, flood, storm, strike, political agitation, accident etc. during the transportation of books, the Printers / Publisher will be responsible to make the loss good.

EVALUATION CRITERIA

The Evaluation Criteria consists of the following two steps:-

- (1) Mandatory Documents Evaluation Criteria
- (2) Technical & Financial Evaluation Criteria

(1) Mandatory Documents Evaluation Criteria:

Following mandatory documents duly signed and stamped by the Applicants are required to be submitted with the Prequalification Applications. Otherwise the Applications will be liable to be rejected and the Applicants will be declared as “Not-Responsive”:-

- (i) The Applications received without requisite documents duly signed and stamped by the Applicant as listed at Page-11 shall be rejected.
- (ii) The Applications received without original Receipt of Rs. 2,000/- for purchase of PQD will be rejected.
- (iii) The Applications received after the stipulated date and time shall not be considered.
- (iv) The Applications received by post, e-mail and fax shall not be accepted.
- (v) The existing Printers enlisted on the panel of NBF are required to participate for prepublication otherwise they will not be eligible to participate in the forthcoming bidding proceedings.
- (vi) If the NBF determines by evaluation of documents or physical inspection that the Technical and Financial Capacity and the documents provided are not upto the mark, his Application shall be rejected.
- (vii) Changes/ amendments in the Applications after submission shall lead to rejection / cancellation.
- (viii) The Committee nominated by NBF may visit the premises of Printing Presses, Binding Units and Store/Godown etc. for verification of Technical Capacity. If the Committee observes that the Applicant has provided wrong/bogus information, his Application for prequalification will be rejected.
- (ix) The NBF may ask the Applicant to show the original documents for verification. If it reveals that the Applicant has provided wrong/bogus information, his Application for prequalification will be rejected.

(2) Technical & Financial Evaluation Criteria:

- (i) In order to evaluate the Applicant’s Technical & Financial capacity and capability, following Evaluation Criteria will be followed:-

Sr. No.	Particulars	Total Marks	Weightage	Maximum Marks
1.	Technical Capacity	100	60%	60
2.	Financial Capacity	100	40%	40
		200	100%	100

- (ii) Total marks as per weightage are 100 and minimum marks of Prequalification are **65**.
- (iii) On the basis of marks obtained, the Applicants will either be declared as **“QUALIFIED”** or **“NOT-QUALIFIED”**.
- (iv) Each of the Technical and Financial Evaluation Criteria is elaborated as under:-

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(A) TECHNICAL EVALUATION CRITERIA

Sr. No.	Particular	Description	Maximum Marks																				
1.	Printing Machines: (Each one colour machine will be one unit)	Distribution of marks for Printing Machines is set out below. No marks will be given for the machines older than 1980 and for less than 20x30 machines:- <table border="1"> <thead> <tr> <th>Type of Machine</th> <th>Marks for Each Unit</th> </tr> </thead> <tbody> <tr> <td>Older than 1980</td> <td align="center">-</td> </tr> <tr> <td>From 1981 to 1990</td> <td align="center">3</td> </tr> <tr> <td>From 1991 to 2000</td> <td align="center">4</td> </tr> <tr> <td>From 2001 Onwards</td> <td align="center">5</td> </tr> </tbody> </table>	Type of Machine	Marks for Each Unit	Older than 1980	-	From 1981 to 1990	3	From 1991 to 2000	4	From 2001 Onwards	5	40										
Type of Machine	Marks for Each Unit																						
Older than 1980	-																						
From 1981 to 1990	3																						
From 1991 to 2000	4																						
From 2001 Onwards	5																						
2.	Binding Machines:	Distribution of marks for Binding Machines is set out below:- <ul style="list-style-type: none"> - For Applicant's owned 100% Marks - For hired under Agreement 50% Marks <table border="1"> <thead> <tr> <th>Type of Machine</th> <th>Unit</th> <th>Marks per Unit</th> <th>Max Marks</th> </tr> </thead> <tbody> <tr> <td>Automatic Folding Machine</td> <td>Machine</td> <td align="center">2</td> <td align="center">8</td> </tr> <tr> <td>Trimming Machine</td> <td>Knife</td> <td align="center">2</td> <td align="center">4</td> </tr> <tr> <td>Pin Binding Machine</td> <td>Machine</td> <td align="center">2</td> <td align="center">4</td> </tr> <tr> <td>Hot Glue Machine</td> <td>Clump</td> <td align="center">3</td> <td align="center">9</td> </tr> </tbody> </table>	Type of Machine	Unit	Marks per Unit	Max Marks	Automatic Folding Machine	Machine	2	8	Trimming Machine	Knife	2	4	Pin Binding Machine	Machine	2	4	Hot Glue Machine	Clump	3	9	25
Type of Machine	Unit	Marks per Unit	Max Marks																				
Automatic Folding Machine	Machine	2	8																				
Trimming Machine	Knife	2	4																				
Pin Binding Machine	Machine	2	4																				
Hot Glue Machine	Clump	3	9																				
3.	Human Resource of Printing Press:	Distribution of marks for Human Resource of Printing Press is set out below:- <table border="1"> <thead> <tr> <th>Post</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>Production / Quality Assurance Manager</td> <td align="center">3</td> </tr> <tr> <td>Accountant</td> <td align="center">2</td> </tr> <tr> <td>Skilled Workers</td> <td align="center">10</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>No. of Skilled Workers</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>5-10</td> <td align="center">2</td> </tr> <tr> <td>11-15</td> <td align="center">4</td> </tr> <tr> <td>15-20</td> <td align="center">6</td> </tr> <tr> <td>20-25</td> <td align="center">8</td> </tr> <tr> <td>More than 25</td> <td align="center">10</td> </tr> </tbody> </table>	Post	Maximum Marks	Production / Quality Assurance Manager	3	Accountant	2	Skilled Workers	10	No. of Skilled Workers	Maximum Marks	5-10	2	11-15	4	15-20	6	20-25	8	More than 25	10	15
Post	Maximum Marks																						
Production / Quality Assurance Manager	3																						
Accountant	2																						
Skilled Workers	10																						
No. of Skilled Workers	Maximum Marks																						
5-10	2																						
11-15	4																						
15-20	6																						
20-25	8																						
More than 25	10																						
4.	Storage / Godown Capacity:	Distribution of marks for Storage / Godown is set out below. The Storage/Godown facility must be within the distance of 5 kilometers from the Printing Press and not less than 3 marlas space, otherwise no marks will be awarded:- <ul style="list-style-type: none"> - For Applicant's owned 100% Marks 	10																				

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		- For hired under Agreement 50% Marks													
		<table border="1"> <thead> <tr> <th>Space/Capacity (Marla)</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>Less than 3 Marlas</td> <td>0</td> </tr> <tr> <td>3-5</td> <td>2</td> </tr> <tr> <td>6-10</td> <td>5</td> </tr> <tr> <td>11-15</td> <td>8</td> </tr> <tr> <td>More than 15</td> <td>10</td> </tr> </tbody> </table>	Space/Capacity (Marla)	Maximum Marks	Less than 3 Marlas	0	3-5	2	6-10	5	11-15	8	More than 15	10	
Space/Capacity (Marla)	Maximum Marks														
Less than 3 Marlas	0														
3-5	2														
6-10	5														
11-15	8														
More than 15	10														
5.	Alternate Power Facility:	<p>Distribution of marks for Alternate Power Facility is set out below. The power generators must be in working condition at the time of inspection in the premises of Printing Press and Binding Unit. Otherwise no marks will be awarded:-</p> <table border="1"> <thead> <tr> <th>Alternate Power Capacity</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>Alternate Power facility in Printing Press</td> <td>5</td> </tr> <tr> <td>Alternate Power facility in Binding Unit</td> <td>5</td> </tr> </tbody> </table>	Alternate Power Capacity	Maximum Marks	Alternate Power facility in Printing Press	5	Alternate Power facility in Binding Unit	5	10						
Alternate Power Capacity	Maximum Marks														
Alternate Power facility in Printing Press	5														
Alternate Power facility in Binding Unit	5														
		Total marks (A) :	100												
		Marks obtained as per Weightage (A x 60%) = (B)													

PREQUALIFICATION DOCUMENT

(B) FINANCIAL EVALUATION CRITERIA

Sr. No.	Particular	Description	Maximum Marks														
1.	Bank Statements for last two years:	<p>Distribution of marks for Bank Statements (total of credit side) for last two years i.e. 2019-20 & 2020-21 (i.e. 01-7-2019 to 30-6-2021) is set out below. Bank Statements for last two years duly attested by the bank authorities must be attached:-</p> <table border="1"> <thead> <tr> <th>Total of Credit Side for two year</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than 5 million</td> <td>0</td> </tr> <tr> <td>5 to 25 million</td> <td>5</td> </tr> <tr> <td>25 to 50 million</td> <td>10</td> </tr> <tr> <td>50 to 100 million</td> <td>15</td> </tr> <tr> <td>100 to 200 million</td> <td>20</td> </tr> <tr> <td>Above 200 million</td> <td>25</td> </tr> </tbody> </table>	Total of Credit Side for two year	Marks	Less than 5 million	0	5 to 25 million	5	25 to 50 million	10	50 to 100 million	15	100 to 200 million	20	Above 200 million	25	25
Total of Credit Side for two year	Marks																
Less than 5 million	0																
5 to 25 million	5																
25 to 50 million	10																
50 to 100 million	15																
100 to 200 million	20																
Above 200 million	25																
2.	<p>Average Monthly Bank Balance for last two years:</p> <p>(Sum of closing balances at last day of every month divided by 24)</p>	<p>Distribution of marks for Average Monthly Bank Balance for last two years 2019-20 & 2020-21 (i.e. 01-7-2019 to 30-6-2021) (Account-wise statement on separate sheets duly signed and stamped by the Applicant on Letter Head) is set out below:-</p> <table border="1"> <thead> <tr> <th>Average Bank Balance</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than 0.5 million</td> <td>0</td> </tr> <tr> <td>0.5 to 2.5 million</td> <td>5</td> </tr> <tr> <td>2.5 to 5.0 million</td> <td>10</td> </tr> <tr> <td>5.0 to 10 million</td> <td>15</td> </tr> <tr> <td>10 to 15 million</td> <td>20</td> </tr> <tr> <td>Above 15 million</td> <td>25</td> </tr> </tbody> </table>	Average Bank Balance	Marks	Less than 0.5 million	0	0.5 to 2.5 million	5	2.5 to 5.0 million	10	5.0 to 10 million	15	10 to 15 million	20	Above 15 million	25	25
Average Bank Balance	Marks																
Less than 0.5 million	0																
0.5 to 2.5 million	5																
2.5 to 5.0 million	10																
5.0 to 10 million	15																
10 to 15 million	20																
Above 15 million	25																
3.	Income Tax Paid in last two years:	<p>Distribution of marks for Income Tax paid for two years i.e. 2019-20 & 2020-21 (i.e. 01-7-2019 to 30-6-2021) is set out below. Copies of Income Tax Returns alongwith Income tax paid with for last two years must be attached. On line verification of ATL.</p> <table border="1"> <thead> <tr> <th>Income Tax Paid for two year</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than 0.5 million</td> <td>0</td> </tr> <tr> <td>0.5 to 1 million</td> <td>3</td> </tr> <tr> <td>1 to 2 million</td> <td>6</td> </tr> <tr> <td>2 to 3 million</td> <td>9</td> </tr> <tr> <td>3 to 4 million</td> <td>12</td> </tr> <tr> <td>Above 4 million</td> <td>15</td> </tr> </tbody> </table>	Income Tax Paid for two year	Marks	Less than 0.5 million	0	0.5 to 1 million	3	1 to 2 million	6	2 to 3 million	9	3 to 4 million	12	Above 4 million	15	15
Income Tax Paid for two year	Marks																
Less than 0.5 million	0																
0.5 to 1 million	3																
1 to 2 million	6																
2 to 3 million	9																
3 to 4 million	12																
Above 4 million	15																

PREQUALIFICATION DOCUMENT

4.	Audit Report	Distribution of marks for Audit Report for last two years i.e. 2018-19 and 2019-20 is set out below. Copies of Audit Reports must be attached. <table border="1" data-bbox="512 327 1171 465"> <thead> <tr> <th>Financial Year of Audit Report</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>2018-19</td> <td>2.5</td> </tr> <tr> <td>2019-20</td> <td>2.5</td> </tr> </tbody> </table>	Financial Year of Audit Report	Marks	2018-19	2.5	2019-20	2.5	5								
Financial Year of Audit Report	Marks																
2018-19	2.5																
2019-20	2.5																
5.	Financial Value of Similar Contracts:	Distribution of marks for financial value of similar contracts during last two years 2019-20 & 2020-21 (i.e. 01-7-2019 to 30-6-2021) is set out below. Copies of Work/ Purchase Orders/ Allocation Letters/ Contract Agreements must be attached. <table border="1" data-bbox="512 674 1158 913"> <thead> <tr> <th>Contract Value for two year</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than 5 million</td> <td>0</td> </tr> <tr> <td>Above 5 to 20 million</td> <td>10</td> </tr> <tr> <td>Above 20 to 100 million</td> <td>15</td> </tr> <tr> <td>Above 100 to 250 million</td> <td>20</td> </tr> <tr> <td>Above 250 to 500 million</td> <td>25</td> </tr> <tr> <td>Above 500 million</td> <td>30</td> </tr> </tbody> </table>	Contract Value for two year	Marks	Less than 5 million	0	Above 5 to 20 million	10	Above 20 to 100 million	15	Above 100 to 250 million	20	Above 250 to 500 million	25	Above 500 million	30	30
Contract Value for two year	Marks																
Less than 5 million	0																
Above 5 to 20 million	10																
Above 20 to 100 million	15																
Above 100 to 250 million	20																
Above 250 to 500 million	25																
Above 500 million	30																
		Total Marks (C) :	100														
		Marks obtained as per Weightage (C x 40%) = (D)															
		Marks obtained as per Weightage (B) =															
		Total Marks (B + D) =															

PREQUALIFICATION APPLICATION FORM

(To be submitted on the Letter Head)

No. _____

Dated _____

The Assistant Director,
National Book Foundation/
Federal Textbook Board,
6-Mauve Area,
Taleemi Chowk, G-8/4,
Islamabad.

Subject: Prequalification of Printers and Publishers for Procurement of Textbooks for Academic Session 2022-23 and General Books etc.

Dear Sir,

Pursuant to the advertisement of invitation for submission of Applications regarding the subject cited above, I _____ Son of _____

_____ hereby submit the Application in conformity with the Prequalification Document and request to be considered for prequalification.

I do hereby solemnly confirm to;

- a) Agree to comply with all Prequalification procedures in light of all rules, laws and regulations governing the Prequalification process as issued by the relevant authorities from time to time
- b) Accept the right of the National Book Foundation (NBF) to (i) request additional information / documents to assess my Application, (ii) amend the procedures or make clarifications thereof, and (iii) extend or amend the schedule of the prequalification
- c) Fully and completely understand and accept the terms and conditions of the Prequalification Document and undertake to comply with the same.
- d) State that all the mandatory documents have been attached duly signed and stamped with the Application Form.
- e) Declare that all of the information submitted in this Prequalification Application, including the enclosed Forms and Documents are accurate in all respects and none is fake or bogus.
- f) Agree that provision of any wrongful information or fake/ bogus document in this Prequalification Application process shall lead to my disqualification and legal action as per law.

Name: _____

Signature: _____

Stamp of the Applicant

TECHNICAL CAPACITY EVALUATION FORM

(To be submitted on the Letter Head)

- (i) Name of Applicant/Owner : _____
- (ii) Name of Printing Press : _____
- (iii) Address of Premises : _____

(1) Detail of Printing Machines:

Sr. No.	Make & Model	No. of Colours (1,2 & 4 more)	Size (inches x inches)	No. of Printing Machines	Year of Manufacturing	Output (Formats / hour)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Note : Copy of Printing Press Declaration Certificate is required to be attached. If Printing Press has been established in Applicant's own building, copy of evidence may be attached and if in a rented building, copy of valid lease agreement may be attached.

PREQUALIFICATION DOCUMENT

(2) Detail of Binding Machines:

- (i) Name of Binding Unit : _____
- (ii) Name of the Owner : _____
- (iii) Address of Premises : _____
- (iv) Owned or Hired : _____
- (v) Telephone & Cell Nos. : _____

Sr. No.	Type of Machines	Units	No. of Machines	No. of Total Units
1.	Automatic Folding Machine	Machine		
2.	Trimming Machine	Knife		
3.	Pin Binding Machine	Clump		
4.	Hot Glue Machine	Clump		

Note : If Binding Unit is hired, copy of Agreement may be attached.

(3) Detail of Human Resource:

Detail of Production Manager:

Sr. No.	Name	Education	CNIC No.	Monthly Salary	Date of Joining
1.	Production Manager				

Detail of Accountant :

Sr. No.	Name	Education	CNIC No.	Monthly Salary	Date of Joining
1.	Accountant				

Detail of Skilled Workers:

	Name	Education	CNIC No.	Monthly Salary	Date of Joining
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

PREQUALIFICATION DOCUMENT

11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Note: Provide the above mentioned detail of employees alongwith copies of CNIC and list of salary sheets duly signed and stamped by the Applicant. Supporting staff such as Driver, Guard, Sweepers, etc. will not be considered.

(4) Detail of Storage / Godown Capacity:

- (i) Name of Storage / Godown Owner : _____
- (ii) Address of Storage / Godown : _____

Sr. No.	Address	Within Printing Press Premises (Yes / No)	If not then Distance from the Printing Press (Km)	Owned / Rented	Covered Area (Marla)
1.					
2.					

Note: The area/space of Printing Press and Binding Unit may not be included in the Storage/Godown capacity. It must be exclusively used for Storage/Godown of paper/card and books only. If Storage / Godown is in a hired building, copy of valid lease agreement may be attached.

PREQUALIFICATION DOCUMENT

(5) Alternate Power Facility:

Detail of alternate power facility may be filled in the following table:-

Sr. No.	Premises	Availability (Yes / No)	Make Model of Power Generator	Capacity (KVA)
1.	At Printing Press			
2.	At Binding Unit			

Note: The generators at the premises mentioned above, must be in working condition. If during the inspection, it is found not operational, no marks will be awarded.

Signature of Applicant with Stamp

FINANCIAL CAPACITY EVALUATION FORM

(To be submitted on the Letter Head)

In order to determine the financial capacity of the Applicant, following forms are required to be filled in and documentary evidences in support thereof for the last two years i.e. 2019-20 & 2020-21 are mandatory.

(1) Bank Accounts:

Following detail regarding total of credit side of Bank Accounts:-

Sr. No.	Name of Bank & Branch	Account No.	Total of Credit Side for 2019-20 (Rs. in million)	Total of Credit Side for 2020-21 (Rs. in million)	Total
1.					
2.					
3.					
4.					
5.					
	Grand Total :				

Note: Copies of Bank Statement of above mentioned Accounts for last two years duly signed and stamped by the concerned bank authority may be attached.

(2) Monthly Credit Balance:

The information to be filled in the following table regarding monthly closing balance of bank statements duly verified by the bank authority:-

-	Closing Balance as of Last Date of the Each Month (Rs. in Million)				
Name of Bank					Total
Name of Branch					
-	A	B	C	D	E=A+B+C+D
July, 2019					
Aug, 2019					
Sept, 2019					

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Oct, 2019					
Nov, 2019					
Dec, 2019					
Jan, 2020					
Feb, 2020					
March, 2020					
April, 2020					
May, 2020					
June, 2020					
July, 2020					
Aug, 2020					
Sept, 2020					
Oct, 2020					
Nov, 2020					
Dec, 2020					
Jan, 2021					
Feb, 2021					
March, 2021					
April, 2021					
May, 2021					
June, 2021					
Total :					

(3) Income Tax Paid:

Detail of Income Tax paid during last two years i.e. 2019-20 & 2020-21 may be filled in the following table:-

Sr. No.	Financial Year	Income Tax Paid (Rs. In million)
1.	2019-20	
2.	2020-21	
	Total :	

Note : Copies of Income Tax Returns for the years 2019-20 & 2020-21 may be attached.

(4) Detail of Similar Contracts:

Total value of similar contracts obtained regarding printing /supply of textbooks during last two years i.e. 2019-20 & 2020-21 from various Textbook Boards (in million):

Financial Year	NBF	PCTB	KPTB	STBB	BTBB	Total
2019-20						
2020-21						
	Grand Total :					

Note: Documentary evidence i.e. Work / Purchase Orders/ Allocation Letters/ Contract Agreement may be attached with proper referencing.

PREQUALIFICATION DOCUMENT

(5) Audit Report:

Provision of Audit Report of Accounts of the Applicant for the previous two Financial Years i.e. 2018-19 and 2019-20:-

Financial Year of Audit Report	Attached with Documents (Yes / No)
2018-19	
2019-20	

Signature of Applicant with Stamp

Annex-D

(On Stamp Paper of Rs. 100/-)

AFFIDAVIT

I _____ son of _____ owner/ of
M/s _____ do hereby solemnly affirm and declare that my
firm has not been blacklisted by Federal and Provincial Governments of Pakistan or any
administrative departments, attached departments, autonomous bodies, agencies thereof
or any other entity owned or controlled by it and also not declared as bankrupt during last
five years.

Deponent _____

CNIC NO. _____

Verification

Verified on oath at _____ on this day _____ that the
contents of the above statement are true to the best of my knowledge and belief and
nothing of importance has been omitted or concealed.

Deponent _____

CNIC NO. _____

Annex-E

(On Stamp Paper of Rs. 100/-)

AFFIDAVIT

I _____ son of _____ owner of
M/s _____ do hereby solemnly affirm and declare that my firm
has not been involved and convicted in Piracy of Textbooks of NBF or any other Textbook
Boards relating with the Printing Press during last five years and no criminal case is registered
against my firm in this regard or any criminal proceeding is pending against me or my firm.

Deponent _____

CNIC NO. _____

Verification

Verified on oath at _____ on this day _____ that the
contents of the above statement are true to the best of my knowledge and belief and
nothing of importance has been omitted or concealed.

Deponent _____

CNIC NO. _____

CONTRACT AGREEMENT

This agreement is made on the _____ day of _____ at _____ between National Book Foundation as Federal Textbook Board, a government organization created under the Act XIX of 1972, through Mr. Manzoor Akhtar Shad, Assistant Director (Production) (hereinafter called the "NBF") of the First part and Mr. _____, Owner of M/s _____ (hereinafter called the "Printers/Publishers") of the second part.

Whereas the NBF desires the execution of procurement of textbooks and general books (including composing/calligraphy, formatting, film making, printing and binding etc. (hereinafter called the "Work").

1. This agreement is drawn up and entered into by and between the above mentioned parties on the terms and conditions hereinafter appearing below:-

- 1.1 That for accomplishment of the Work, the NBF will issue the Work/Purchase Order to the successful bidders for procurement of textbooks and general books etc. as per specifications given in the Standard Bidding Documents (SBD).
- 1.2 That the NBF will provide soft copy(s)/proof(s) of manuscript of the textbooks and general books. In case of repeat order the films/positives/pasted copies will also be provided by the NBF.
- 1.2 The Printers/Publishers, where required or the Work so demands, shall provide to the NBF the dummy and shall not undertake printing unless such dummy is approved by the NBF.
- 1.3 The Successful Bidder shall be under obligation to check the Pasted Copies/Manuscript/Film Positives/Outer Title before undertaking the printing.
- 1.4 That in case of repeat order, the Printers/Publishers shall be under obligation will collect pasted copies/ films positives of the textbooks and general books etc. from the NBF within five (5) days of the receipt of Work/Purchase Order, failing which the NBF shall reserves the right to withdraw the Work/Purchase Order and the Work will be assigned to the second lowest Prequalified Printers/Publishers.
- 1.5 The Printers/Publishers will use Paper/Card as per approved samples. The requisite printing paper and card required for the printing of text and title cover as shall be arranged by the Printers/Publishers at his own sources/costs. He will provide the original bill of printing paper and card of manufactures and authorized dealers.
- 1.6 In case the NBF find that the Printers/Publishers have used printing paper/card other than approved by the NBF, the NBF shall reject the printed material at the risk and cost of the Printers/Publishers or impose penalty as per Standard (SBD).

PREQUALIFICATION DOCUMENT

- 1.7 That payment of cost of Bid Security @ 2% of the total value of the Bid shall be made by the Bidder alongwith submission of the Bid in shape of Pay Order / Demand Draft in favour of National Book Foundation.
 - 1.8 That payment of cost of performance/bank guarantee @10% of the total value of the Work will be payable at the time of award the Work.
 - 1.9 The Inspection Committee / Sub-Committee can visit the Printing Press at any time to check the progress of work / assignment awarded to Printers/Publishers without any prior notice.
 - 1.10 The Printers/Publishers will supply finished books to the Store / Godown of NBF in Islamabad and Lahore as per time schedule and quantity intimated to him in the Work/Purchase Order. All the transportation and loading/unloading charges shall be borne by the Printers/Publishers. The risk involved in supply of books to the Store / Godown of NBF will be responsibility of Printers/Publishers.
 - 1.11 If any Printers/Publishers fails to complete the Work within the stipulated time schedule. Apart from the imposition of penalty as given in the SBD, the time schedule will be increased for five (5) days twice only. Even then the Printers/Publishers fails to supply the Work within the extended time schedule, the Work/Purchase Order and the agreement shall be cancelled at his cost and risk besides forfeiting the retention guarantee/bid security & performance/bank guarantee. The Work will be assigned to any of the Prequalified Printers/Publishers at the discretion of NBF who wishes to accomplish the Work at the same rate.
 - 1.12 The NBF reserves the right to increase, decrease the quantity of books without giving any reason thereof and the NBF will not be bound to make any loss good. However, if NBF requires to print additional quantities the Printers/Publishers will be bounded to print the required books.
 - 1.13 While accepting the Work/Purchase Order, the Printers/Publishers shall give a performance/bank guarantee, in the name of National Book Foundation which will be submitted by the Bidder as per detail given in the (SBD).
- 2 That the terms & conditions of the Standard Bidding Document (SBD) are the part of this agreement.
 3. That the Printers/Publishers shall be required to maintain a high standard of printing, binding and accuracy as defined in the (SBD). For the purpose, the Printers/Publishers shall use approved printing paper and bleach card as per specifications and samples mentioned in the Standard Bidding Document (SBD).
 4. That if the NBF observes that the supply is entirely substandard and not acceptable, it may proceed to reject such supply at the risk and cost of Printers/Publishers and may require him to arrange reprinting thereof at his own expense or impose penalty as per SBD.
 5. The Printers/Publishers shall supply five (5) sample copies alongwith original Proof/Dummy of the book(s) to the NBF for approval prior to binding the entire lot.
 6. The Inspection Committee will examine the printed textbooks/general books as per specifications given in the SBD and if the Committee observes that the supply has certain discrepancies, the Printers/Publishers shall be liable to remove such discrepancy(s) at his own risk and expense otherwise penalty will be imposed as provided in the SBD.
 7. The supply containing insignificant printing or binding faults, the NBF may accept the supply by imposing such penalty as the Inspection Committee of the NBF may decide.

PREQUALIFICATION DOCUMENT

8. The Printers/Publishers shall be under obligation to remove any discrepancy at his own expenses, as may be noticed at later stage notwithstanding the fact that the supply was earlier accepted and payment was released in accordance with this agreement.
9. The Printers/Publishers shall be under obligation to return pre-press material to the NBF in good condition alongwith manuscript/proof/dummies/pasted copies/films, plates or any other material, failing which no bill will be processed and whole responsibility in delay of payment will rest upon the Printers/Publishers.
10. In the event that the Printers/Publishers fails to complete the Work within the stipulated time given in the Work/Purchase Order, the NBF shall have the right to cancel the Work and withdraw the Work/Purchase Order and necessary steps shall be taken as mentioned in the SBD.
11. That in case the Printers/Publishers sublets the printing Work awarded to him by the NBF. The NBF will have the right to blacklist such Printers/Publishers and forfeit the bid security and performance/bank guarantee.
12. The Printers/Publishers agrees that NBF is fully competent to interpret any clause of this agreement and such an interpretation as may be made by NBF will be accepted by the Printers/Publishers without recourse either to arbitration or through court of law.
13. The court of Islamabad shall have exclusive jurisdiction.

In witness whereof the parties have hereinto set their respective hands and seals at the place, day and year first above written.

On behalf of Printers/Publishers

Name : -----

CNIC No.-----

Signature:-----

Witness:-

Name:-----

CNIC No.-----

Signature:-----

On behalf of NBF

Name: -----

CNIC No.-----

Signature:-----

Witness:-

Name:-----

CNIC No.-----

Signature:-----

PREQUALIFICATION DOCUMENT

Annex-G

(On stamp paper of Rs. 1200/-)

AGREEMENT WITH BINDER

This agreement is signed on _____ between Name and address of Applicant and Name and address of the owner of Binding House as per following detail:

Sr. No.	Binding Facilities	Particulars & Models of Machines	Number of Machines
1.	Area of Binding House (Sq. Ft.)		
2.	Automatic Folding Machine		
3.	Trimming Machine		
4.	Pin Binding Machine		
5.	Hot Melt Glue Machine		

- (a) That both parties have entered into an agreement for the availability of my Binding House facilities for the purpose of NBF Textbooks for Academic Session 2022-23 and General Books etc.
- (b) That the Binding House also affirms that in case of urgency it will stop the other binding jobs and will ensure that the binding job of NBF is done on top priority.
- (c) The Binding House shall not engage with more than one Applicant participating in the Prequalification Process for binding of NBF Textbooks for Academic Session 2022-23 and General Books etc.
- (d) I do also affirm that I have only entered into agreement with the above said applicant.
- (e) In case of violation of clause (d), all the participants shall be declared disqualified.
- (f) Both parties do hereby also undertake that they operate within the same city.

Signature of Binder _____
with Stamp

Name _____

Signature _____

CNIC # _____

Signature of Applicant _____
with stamp

Name _____

Signature _____

CNIC # _____

Witness _____

Name _____

Signature _____

CNIC # _____

Witness _____

Name _____

Signature _____

CNIC # _____

PREQUALIFICATION DOCUMENT

CHECKLIST OF DOCUMENTS

Particulars of documents to be attached duly signed and stamped by the applicant.

S. No.	Detail	Yes	No
1.	Original Application Form on Letter Head duly filled in, signed and stamped by the Applicant (Annex-A)		
2.	Original Receipt of Rs. 2,000/- for purchase of (PQD).		
3.	Applicant's Profile on Letter Head		
4.	Copy of CNIC of the Applicant		
5.	Copy of valid National Tax Number Certificate (NTN) of Applicant		
6.	Copy of valid Sale Tax Certificate (STN) of Applicant		
7.	Copy of Partnership Agreement registered with Registrar of Firms		
8.	Copies of Certificate of Incorporation, Article of Association and Memorandum of Association (in case Company)		
9.	Retention Guarantee of Rs. 200,000/- in shape of Pay Order/ Demand Draft in the name of National Book Foundation.		
10.	Copy of Press Declaration Certification in the name of the Applicant.		
11.	Technical Capacity Evaluation Form on Letter Head duly filled in, signed and stamped by the Applicant. (Annex-B)		
12.	Financial Capacity Evaluation Form on Letter Head duly filled in, signed and stamped by the Applicant alongwith copies of Bank Statements of each Account duly signed by the Bank authority (Annex-C)		
13.	Declaration / Affidavit on Stamp Paper of Rs.100/- that the Printing Press of the Applicant is not currently blacklisted as Annex-D.		
14.	Declaration / Affidavit on Stamp Paper of Rs.100/- that the Printing Press of the Applicant has never been involved and convicted in piracy of textbooks/book(s) of any Textbook Board of Pakistan and no criminal case is registered against him or on his Press as per specimen given at Annex-E.		
15.	If Printing Press has been established in proprietors own building, copy of evidence may be attached and if in a rented building, copy of valid lease agreement may be attached.		
16.	Copies of Bank Statements for last two years duly signed and stamped by Bank authority.		
17.	Copies of Income Tax Returns for last two years of the Applicant		
18.	Copies of Sales Tax Returns for last two years of the Applicant		
19.	Copies of Work/Purchase Orders of similar contracts performed/ executed regarding printing and supply of textbooks during last two years of various Institutions / Textbook Boards.		

Note: All documents must be signed and stamped by the Applicant.