



Bahauddin Zakariya University, Multan  
www.bzu.edu.pk  
061-9210071-75

**ACCOUNT BRANCH**

**INFORMATION LEAFLET  
FOR THE  
PRE-QUALIFICATION/REGISTRATION/ RENEWAL OF FIRMS  
TO DEAL WITH  
BAHAUDDIN ZAKARIYA UNIVERSITY  
AS AN APPROVED SUPPLIER/VENDOR  
FOR THE YEAR 2021-2022.**

Prepared & Issued by:  
Treasurer/Procurement Office, Bahauddin Zakariya University, Multan.

Reference to advertisement appeared in the National Newspapers for the pre-qualification/registration of local/national firms and renewal of existing firms with BZ University as an approved supplier/vendor for the year 2021-2022.

Firms/Suppliers/Vendors intend to registered with BZ University in one or more categories may send a **Bank Draft/Pay Order @ Rs. 1000/-** as processing fee (non-refundable) for each category, separately drawn in the name of Treasurer, BZ University, Multan with a written request on firms official letter head pad mentioning the name of category interested in for registration.

Application along with required information must reach in Treasurer/Procurement office within due date as specified in the newspaper(s) during office hours. Applications received after due dates will not be considered/entertained for registration.

## DEFINITIONS

1. **"Authorized Representative"** means any representative appointed, from time to time, by the Purchaser or the Supplier.
2. **"Goods"** means equipment, machinery, and/or other materials/supplies which the Supplier/Vendor is required to supply to the Purchaser under the Purchase Order against each item/sub-category.
3. **"Services"** means work to be done by the supplier or other such obligations which the Supplier/Vendor is required to provide to the Purchaser under the Purchase Order/Contract.
4. **"Repair/Maintenance"** means repair/maintenance, upgradation of any existing item or replacement/purchase of item in case of complete damage of existing item or non-repair item.
5. **"Firms"** are pre-qualified and/or registered entities which fulfills the evaluation/eligibility criteria's.
6. **"Purchase"** means purchase of any new Item/Goods/Services, Material, etc.
7. **"RFP"** means Request for Proposal.
8. **"RFQ"** means Request for Quotation.
9. **"Purchaser"** means 'Bahauddin Zakariya University, Multan'.
10. **"Supplier"** means the Firm/Supplier/Vendor selected by the Purchaser to deliver the required Goods and/or Services under the Purchase Order/Contract.
11. **"Purchase Order"** means a document issued by the Purchaser to the Supplier for the delivery of Goods and/or Services or Repair/Maintenance as required by the Purchaser.
12. **"Commencement Date of the Contract"** means the date of signing of the Contract between the Purchaser and the Contractor.
13. **"Contract"** means the agreement between the Purchaser and the Supplier/Vendor, as recorded in the Contract Form signed by the parties, including all schedules and attachments thereto and all documents incorporated by reference therein.
14. **"Contract Price"** means the price payable to the Supplier/Vendor under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
15. **"Day"** means calendar day.



## 1. INTRODUCTION:

Bahauddin Zakariya University (BZU) is a public sector university. It was founded in 1975 as Multan University, and is one of the largest universities in Punjab. It was renamed in honour of a Sufi saint Hazrat Bahauddin Zakariya (1171-1262). As a degree awarding public sector university, it offers degree courses in more than 60 majors, including biochemistry pharmacy, engineering, humanities, business administration, law, art, IT, agriculture and languages. The main objective of the University is to provide facilities of higher education and research.

Bahauddin Zakariya University intends to pre-qualify/register firms for supply of Goods, Services, Repair/Maintenance under PPRA rules in the following categories;

1. Computer, Printer, and Allied Accessories.
2. Wooden, Steel and/or Iron Furniture.
3. Electrical/Electronic/Mechanical Items/Equipment, etc. and Gas Appliances.
4. Chemical and Glassware and Laboratory Equipment's.
5. Office Supplies/Stationary/Papers/Items and Printing Material.
6. Sanitary and Plumbing Items.
7. Repair & Maintenance of Generators/Electrical/Electronic/Mechanical Equipment's/Items, etc.
8. Sports/Games Equipment's/Items.
9. Uniform/Clothes/Jackets/Shoes and related Items.
10. Vehicle Tyre/Tubes and Batteries.
11. General Order Suppliers (Other than above mentioned categories – 01-10).

This exercise will enable all suppliers/vendors interested in partnering with BZ University for the supply of goods and services and will make them eligible to fairly compete for any business opportunities that may be available at BZ University for the supply of goods and services.

## 2. OBJECTIVE

Bahauddin Zakariya University intends to pre-qualify/register firms in order to:

- a. Search for new Suppliers/Contractors/Authorized Dealers/Authorized Agents/Sole Distributors/Manufacturers/Importers of various goods and services.
- b. Create a list of authorized/registered suppliers as per category who shall be used time to time.
- c. Bench mark market rates, quality and competitiveness.
- d. Explore Innovative solutions and develop local suppliers.
- e. Increase the procurement efficiency by decreasing the time communed in firms post shortlisting and evaluation.
- f. Ensure the transparency in the procurement process.

### 3. PRE-QUALIFICATION/REGISTRATION SCOPE

- a. The pre-qualification/registration tenure will be initially for one (1) year, subsequently at the end of tenure the pre-qualification/registration period may be extended to another term subject to satisfactory performance and with the approval of competent authority.
- b. Under the pre-qualification/registration, firms will be shortlisted for subsequent procurement of goods and services as per firms proposed categories/subcategories.
- c. The Request for Proposal (RFP) for procurement of goods and services will be circulated among all the pre-qualified/registered firms as per PPRA rules.

### 4. RESPONSE REQUIREMENTS

Potential firms/suppliers/vendors must follow the following requirement for their responses.

- 4.1. For this pre-qualification/registration PPRA's Rule will be followed/adopted.
- 4.2. All potential firms/suppliers/vendors must indicate their intention for selection, for single or multiple categories i.e. the potential bidder can participate up to maximum **THREE** categories only.
- 4.3. Firms/suppliers/vendors are required to submit a signed copy of compliance certificate, while, affixing official stamp on it including name, title, fax number and e-mail address of their authorized representative.
- 4.4. Certificate of Company/Firm registration under the laws of Pakistan.
- 4.5. Valid Registration Certificate for Income Tax & Sales Tax.
- 4.6. Firms/suppliers/vendors applying for registration has to submit the Bank Draft as earnest money of amount **Rs.100,000/-** in favor of Treasurer, BZ University, Multan at the time of submission of pre-qualification/registration which will be release after successful completion of 1<sup>st</sup> Year.
- 4.7. In case, if any firm/supplier/vendor will **NOT** be able to fulfil the specified evaluation criteria's and decline for registration, the earnest money will be returned back within 30 days.
- 4.8. Incomplete and conditional responses will not be entertained.
- 4.9. The university reserves the right to accept/reject wholly or partially any response or cancel the pre-qualification/registration process altogether at any stage of the pre-qualification/registration process without assigning any reason.
- 4.10. Responses are liable to be rejected if; they are not conforming to the terms, conditions and specifications stipulated in this pre-qualification/registration document.
- 4.11. Responses submitted via email or fax will not be entertained.



## 5. EVALUATION CRITERIA

- 5.1. The responses will be evaluated as per Evaluation Criteria mentioned at "Annex-B". If any of the mandatory requirements is not met by the firm/supplier/vendor, the application will be cancelled straightaway and no further consideration will be given. Moreover, firms/suppliers/vendors will have to secure 70% (overall) score in the 'Evaluation Criteria' for qualification/registration.
- 5.2. Pre-qualified/registered firms will be asked to take part in bidding process.
- 5.3. Firms/suppliers/vendors will be evaluated against well-defined criteria's.
- 5.4. The potential firms/suppliers/vendors shall be evaluated only for those category for which they have explicitly shown their interest to participate. The evaluation shall be separate and independent for each category.
- 5.5. BZ University may seek clarification from any of the participating firm/supplier/vendor, at any stage during the pre-qualification/registration process, as deem necessary.

## 6. GENERAL TERMS AND CONDITIONS

Following general terms & conditions will apply on all potential firms/suppliers/vendors;

- 6.1. The potential firm/supplier/vendor should be registered with sales Tax and Income Tax Department.
- 6.2. An affidavit on legal stamp paper worth Rs.100 to the effect that the firm/supplier/vendor has not been blacklisted by any Government/Semi Government Organization and there is NO litigation against the firm.
- 6.3. Firms/suppliers/vendors should note that during the period from the receipt of the application and till further notice from the authority, all queries should be communicated via contact person and in writing only.
- 6.4. The Purchaser will not be responsible for any costs or expenses incurred by firms/suppliers/vendors in connection with the preparation or delivery/submission of application(s)/proposal(s).

## 7. LIQUIDATED DAMAGES

- 7.1. Selected prequalified/registered firms/suppliers/vendors are liable to participate/response to the queries floated time to time by BZ University. In case of non-responsiveness OR continuous non-performance OR failure to supply required goods/services OR service degradation, earnest money submitted may be forfeited, and firm/supplier/vendor may be blacklisted for any future procurement.
- 7.2. If the pre-qualified/registered firm/supplier/vendor fail to provide supplies/services as per BZ University requirements (quality and quantity), BZ University may forfeit his earnest money/security money and the work will be done at the risk and cost of firm/supplier/vendor.

## 8. POST QUALIFICATION PROCUREMENT PROCEDURE

### 8.1. Request for Proposal (RFP):

- a) RFP will preferably be circulated through University Website, i.e. [www.bzu.edu.pk](http://www.bzu.edu.pk) (under the title Public Tenders), however, formal request letter for proposal/requisition can be issued whenever required.
- b) RFP will be issued in light of PPRA rules and as per the nature and complexity of the items/goods/services required.
- c) All the pre-qualified/registered firms/suppliers/vendors will be responsible to respond to the purchaser through postal service or courier service. Email/Fax will not be entertained.
- d) The pre-qualified/registered firms/suppliers/vendors are liable to respond to all the queries of BZ University within the stipulated time mentioned in the RFP.
- e) The applications submitted for pre-qualification/registration will be evaluated based on the Technical and Financial Evaluation Criteria as mentioned below.
- f) The contract will be awarded to highest technically qualified and lowest quoted bidder.

### 8.2. Request for Quotations (RFQs):

- a) Request for Quotations (RFQs) shall be called from all prequalified/registered firms for the specific good/services/repair/maintenance, etc.
- b) The Quantity, Brand Name, Unit Price, Date, Offer Valid, Response Time, Resolution Time, Repair Time and Replacement Time, etc. shall be communicated clearly for which the RFQ has been requested. Ambiguous OR unclear/doubtful OR misleading information may leads to disqualification.
- c) The quotations must receive within stipulated time otherwise will not considered.
- d) The work/purchase order shall be placed to the firm on least cost basis method.
- e) The selected firms/suppliers/vendors shall be responsible to complete the job within given time from the date of issuance of work order. Delays in supplies/services will not be accepted and firms/suppliers/vendors will be personally liable for damages, if any.
- f) The selected firms/suppliers/vendors shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant documents as required by the Purchaser.
- g) The application for invoice shall be accompanied by such invoices, receipts or other documentary evidence as the Purchaser may require; state the amount claimed; and set forth in detail, the goods/services/repair and maintenance works delivered/completed up to the date of the application for Payment.



- h) Payment will be made on full delivery of goods/services or completion of repair/maintenance works, after taking over/satisfactory report from end user and completing all codal formalities and provision of complete necessary supporting documents by the firm/supplier/vendor.

#### 9. MINIMUM TERMS & CONDITIONS FOR POST QUALIFICATION PROCUREMENT.

Following conditions of the purchase of goods/services/repair & maintenance will be applied to the post-qualifications procurements:

- 9.1. Incomplete and conditional responses will not be accepted.
- 9.2. The firms/suppliers/vendors will be responsible to deliver goods/items/equipment at the University Store OR at a location (department) clearly mentioned by the Purchaser.
- 9.3. The firms/suppliers/vendors will be responsible to deliver goods/items/equipment at its own risk and cost.
- 9.4. The firm/supplier/vendor will confirm the acceptance/acknowledgment of its receipt on supply order after the receipt from the Purchaser.
- 9.5. All goods/items must be accompanied by Delivery Challan on which the Order No., Quantity, Brand Name, etc. and supplier's name must be clearly mentioned.
- 9.6. The period of deliveries/repair & maintenance will commence from the date of the receipt of the supply order by the firm/supplier/vendor OR as specified on the supply order.
- 9.7. The purchaser reserves the right to inspect goods/items/equipment when received at university store and repair & maintenance work at designated place/office by authorized official(s).
- 9.8. A satisfactory report regarding goods delivered/repair & maintenance work shall be furnished by the purchaser's authorized officer/inspector/end user.
- 9.9. Goods supplied must correspond in all respects, with the supply order and must conform in every respect to sample specification. In the absence of sample, goods/items/equipment supplied must be the best and of first class workmanship, failure to comply with this clause will render the goods/items/supplies liable to be rejected.
- 9.10. All items must be new, original and meet in all respects with the description details and conditions of the purchase order, and must be in good condition on receipt, otherwise they will be liable to rejection.
- 9.11. Technical products, like, computers, air conditions, printers, LED's, multimedia's etc. must be verifiable/trackable through online tracking system of original equipment manufacturer (OEM). In case, if product/equipment/good, etc. will not be verified by the original equipment manufacturer (OEM), it will be liable to rejection and firm/supplier/vendor will be responsible for any cost incurred.
- 9.12. The supplier will deliver the goods/items/equipment ordered to the authorized representative/store keeper/end user of the purchaser who will sign on each delivery note, otherwise the purchaser will not be held responsible for the goods delivered contrary, to this instruction.
- 9.13. In case of rejection of goods or items, it will be at supplier's risk and expense. Any item/good received damaged will not be accepted and will be removed by



- the supplier for replacement at their own expense.
- 9.14. In case of delay, the Treasurer, BZ University reserves the right to impose a penalty not exceeding 10% of the total amount of the work/purchase order at the rate of 1% of the total amount for each day of delay.
- 9.15. If the firm/supplier/vendor fails to supply items/goods or to complete work as per BZ University requirement, the Treasurer, BZU reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the contract.
- 9.16. "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the purchase order/work order/contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Pandemics, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this purchase order/work order/contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be decided by the purchaser. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a party or agents or employees, nor (ii) any event which a diligent party could reasonably have been expected to both (A) take into account at the time of the conclusion of this purchase order/work order/contract and (B) avoid or overcome in the carrying out of its obligations here under. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- 9.17. If the firm/supplier/vendor fails/delays in performance of any of the obligations, under the purchase order/work order/contract and violates any of the provisions, breach of any of the terms and conditions of the purchase order/contract, the purchaser may, at any time, without prejudice to any other right of action/remedy it may blacklist the firm/supplier/vendor, either indefinitely or for a stated period.
- 9.18. If the firm/supplier/vendor is found to have engaged in corrupt or fraudulent practices in competing for the award of the purchase/work order/contract. The purchaser may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the firm/supplier/vendor, either indefinitely or for a stated period.
- 9.19. The purchaser and the supplier shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract.
- 9.20. In case of any dispute, the matter will be referred to Grievance Committee, BZ University and its decision will be binding on both parties.

## 10. CLARIFICATIONS

The contact details for all correspondence in relation to this pre-qualification/registration is as follows:

**Mr. Mazhar Saeed Khan**  
Purchase Officer, BZ University, Multan  
Cell No: 03007353041  
Email: [tanveerafzalbzu@gmail.com](mailto:tanveerafzalbzu@gmail.com)



ANNEXURE-A  
COMPLIANCE CERTIFICATES/COMPLIANCE UNDERTAKING

I, (Name); (CNIC#); (Designation), (Full/Registered Company Name) have gone through the Terms/Conditions of this pre-qualification/registration document(s) issued by Purchase Section of Bahauddin Zakariya University and hereby undertake and firmly bound myself to abide by/comply all sections of this Document, except for those items noted below.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

The information given in my application for pre-qualification/registration is true to the best of my/our knowledge; I/we undertake to inform Bahauddin Zakariya University, Multan regarding any change(s) that may take place later in the status of firms in business/agency or the management.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

ANNEXURE - B  
"EVALUATION CRITERIA"

**PART-A: MANDATORY REQUIREMENTS**

Sr. No	Mandatory Requirements	Y/N
1	Firms with Income Tax Certificate/GST Certificate (Documentary Proof Attached).	Y/N
2	Location of Office(s) (Documentary Proof Attached). Complete and updated profile of the firm (Depicting with Board of Director/Partners/Proprietors (as the case may be) and managerial and technical staff).	Y/N
3	The firm/supplier/vendor is 'Certified Partner/Authorized Dealer/Reseller/Sole Distributor/Importer' for the proposed category, if applicable, with the certified competencies and corresponding certificates (Documentary Proof Attached).	Y/N
4	Firm/supplier/vendor is in the same Business/Operations since last Five Years Last FIVE years of relevant experience must be attached (Documentary Proof Attached).	Y/N
5	Minimum 3 Million Financial Turnover per annum in relevant category. Name of the Bank and Financial Statements for the last THREE years/Bank certificate of having sound financial backup (Documentary Proof Attached).	Y/N
6	List of major works of similar nature and magnitude executed during the last FIVE years. (Documentary Evidence Attached).	Y/N
7	An affidavit/undertaking on legal stamp paper of worth Rs. 100/- to the effect; i. That the firm has NOT been blacklisted by any Government/Semi Government Organization. ii. That none of firm Director/Proprietor is defaulter with any Government/Financial institution. iii. That none of the relative(s), blood or marriage, of the firm Director/Proprietor/Partner is employed in the University.	Y/N
8	Details of joint venture/strategic partnership, if any.	Y/N
9	Any additional information which may help to evaluate the worth of the firm with respect to pre-qualification/registration.	Y/N



Sr. No	ATTRIBUTES	Max. Score	Documentary Proof
1.	<b>Location of Office(s)</b> a. Location of firm/supplier/vendor b. Factory/Retail/Warehouse/Supplies Depot, etc. if any, in Pakistan/International Market.	15	Location of Branches on Letter Head
2.	<b>Technical Expertise</b> a. Technical Staff (relevant category Engineers/Technicians/Certified Resources, etc.). b. License/authorization to manufacture/supply/sold/import, etc. from the Original Equipment Manufacturer(s). c. Transportation	25	Number of Certified Resources on Letter Head/ Certification /License
3.	<b>Financial Strength</b>	25	Audit Report / Financial Report/Tax Return for last THREE years.
4.	<b>Relevant Experience</b> a. Company in operation (Years). b. Similar supply of goods/services, repair & maintenance relevant to selected category in last THREE calendar years.	25	a. NTN Registration Certificate & SECP Registration. b. Purchase/Work Order/Supply Order Copies.
5.	<b>Quality Assurance</b> a. Firms having implementation of Quality Control Mechanism and standards (Six sigma, ISO 9000, ISO 27001, ISO 22301 etc.) in organization, Logistics, Delivery, etc.	10	Relevant Certifications.

**Note: -** The firm/supplier/vendor will have to secure 70% (overall) score in the Evaluation Criteria for qualification. The firm/supplier/vendor having less than 70% score will be dis-qualified. The score can be allocated on comparative basis.

ANNEXURE-D

1. COMPANY PROFILE

Company Name			
Abbreviated Name			
Applying for Category			
National Tax No.		Sales Tax Registration No.	
No. of Employees		Company's Date of Formation	
No. of Technical Staff (Certified by the Professional Org/Ins.			

\*Please attach copies of NTN and GST Registration.

Title of Firm	Private Limited <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Reseller <input type="checkbox"/>	Partnership <input type="checkbox"/>	Manufacturer <input type="checkbox"/>
	Authorized	Authorized			
Type of Business	Partner <input type="checkbox"/>	Distributor <input type="checkbox"/>	Others <input type="checkbox"/>		
	If others (Please Specify)				
Registered Office Address					State/Province
City/Town					Postal Code
Phone					Fax



Email Address		Website Address
Branch Office/s Address (attach separate sheet for all branches detail)		State/Province
City/Town		Postal Code
Phone		Fax
Email Address		Website Address
Factory / Workshop Address (if any)		State/Province
City/Town		Postal Code
Phone		Fax
Email Address		Website Address

**2. FINANCIAL STRENGTH OF THE FIRM**

Company Net Worth (PKR)	
Company Turn Over (PKR) for the last THREE Year	

