



بینک موحاسب پاکستان Banking Mohtasib Pakistan

5th Floor, Shaheen Complex, M. R. Kiyani Road, Karachi.
Phone: 021-99217334, Fax: 021-99217375, 99213904,
E-mail: tender@bankingmohtasib.gov.pk

Tender #: BMP/ TN-03/2024-25

ELECTRONIC PRE-QUALIFICATION DOCUMENT

Banking Mohtasib Pakistan, Karachi Secretariat (BMP) invites e-applications from the Printers/ Publishers/ Firms registered with the Income Tax and Sales Tax Department for prequalification for the designing and printing of Annual Reports as well as Quarterly Newsletters.

INSTRUCTIONS FOR BIDDERS

1. ELIGIBLE BIDDERS

Proposal for pre-qualification is invited from all firms and parties meeting the following requirements.

- 1.1 Vendor must be Karachi based.
- 1.2 Must have a minimum turnover of PKR 30 million per annum for the last three years.
- 1.3 The vendor must be registered with the Income Tax and Sales Tax Department, Government to Pakistan. A valid registration certificate duly verified by the concerned department along with the latest Professional Tax Certificate for the current financial year should be provided.

2. EVALUATION CRITERIA

- 2.1 Copies of work orders showing at least 3 years' experience in similar jobs;
- 2.2 Bank Maintenance Certificate and Bank Statement for year 2024-25 showing Cash flow.
- 2.3 Firms will have to provide at least two samples of each following jobs alongwith pre-qualification documents.
 - i. Books;
 - ii. Leaflets;
 - iii. Brochures;
 - iv. Envelopes

The weightage/ Marks for different categories will be followed as per table given below:

S. No.	Category	Weightage/ Marks
1.	Copies of work orders showing at least 3 years' experience in printing job	15
2.	Bank maintenance certificate and Bank Statement for the year 2024-25 showing cash flow	25
3.	List of Printing Machinery/ Equipment	10
4.	Black & White and color printing jobs	10
5.	Composing & Designing	15
6.	Packing/binding with folder & cutting machine alongwith past reference of Brochure, Leaflets and book binding experience	20
7.	Design of Flex Printing (Backdrops & Standees etc)	05
Total		100

Note: Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 40% score in each category and 60% score in aggregate to qualify.

3. SUBMISSION OF PROPOSALS

- 3.1. The electronic proposals, prepared in accordance with the instructions in the prequalification documents, must be submitted by using EPADS on or 7th March, 2025 at 11:30 a.m.
- 3.2. Manual bids shall not be accepted.
- 3.3. Electronic Proposals will be opened on the same day at 12:00 Noon.
- 3.4. BMP reserves the right to reject the application for Pre-qualification in case of non-compliance of the requirements as stated in the Pre-qualification document, without assigning any reason.
- 3.5. Only pre-qualified bidders will be allowed to participate in procurement.
- 3.5. Framework agreement for a period of one year would be drawn with the qualified bidder whose bid would be considered the most advantageous to carry out the following jobs.
 - Designing and Printing of Annual Report 2024
 - Designing and Printing of three Quarterly Newsletters for the year 2025

Tender Checklist/ Eligibility Criteria				
Sr. No.	Description	Tick Yes/ No		Scanned Document attached at Annexures
1.	Letter of application in the name of Procuring Agency			
2.	Copies of work orders showing three years' experience in the printing job			
3.	Copies of proprietor's CNIC			
4.	Bank Maintenance Certificate and Bank statement for the year 2024-25 showing cash flow.			
5.	Affidavit regarding non-involvement in any arbitration/ litigation with any Government Agency/ Department and not blacklisted as well.			
6.	List of satisfied customers along with their contact numbers			
7.	Copy of income tax registration certificate			
8.	Copy of sales tax registration certificate			

Note: Bidders must fill-up above mentioned checklist/ table and attached scanned copies of required documents with proper annexures along with tender document.

Sign & stamp of Bidder

BIDDER INFORMATION	
Name of Firm/ Company	
Complete Postal Address	
Phone	
Contact Person/ Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

Sign & stamp of Bidder