GOVERNMENT OF PAKISTAN
NATIONAL INSTITUTE OF CHILD HEALTH
KARACHI-75510

PRE QUALIFICATION CRITERIA

National Institute of Child Health (NICH), Karachi intends to pre-qualify and enlist reputed Company for Purchase / Repair of Machinery & Equipment for the year 2009-2010.

Only Manufacturer, foreign principals, sole agents & authorized distributors are eligible for pre-qualification.

1. Name of Firm/ Bidder: __________________________________________

2. Office Address: ________________________________________________

3. Telephone No. ____________________________ fax: __________________

   E-mail ____________________________ Cell #: ________________________

4. Are you a manufacturer, Sole Agent or authorized distributor for the year 2009-2010?

5. Office premises is:
   a) Rented (Certificate from Land Lord)
   b) Owned by the company (Ownership Certificate)

6. Status of firm (Please tick which ever is applicable)
   a) Public Limited Company □ b) Private Limited Company □
   c) Partnership firm □ d) Proprietor Ship □

7. Registration No. _____________________________________________
   (Attach partnership deed or memorandum and articles of association)

8. Date of Establishment: _________ place: _________________________

9. Complete History of firm or company profile: (Attach extra sheet)

10. Name of owner, Partner & Director:
    a) ___________________________________________________________
    b) __________________________________________________________
    c) __________________________________________________________

11. Financial Position of the bidder
    a) Gross profit in the last financial year in case of local manufacturer ______
    b) Annual imports of the bidder in case of importer

12. Organization chart and detail of experts available on permanent role, giving qualification, field of experience and year of experience with name of organization in which they have worked. (Attach extra sheet)
13. Authorized person(s) who will deal with NICH (24 Hours Contact No.)
   a) Name: __________________________ N.I. Card No. __________________________

   Telephone No. Office: ______________ Fax: __________________________

   Res: __________________________ Cell #: __________________________ e-mail: __________________________

14. Number of Employees: __________________________ Total: __________________________
   a) Sales Staff: __________________________
   b) Service Staff: __________________________
   c) Other Staff: __________________________

15. Is your firm registered as importer: Yes/ No

   Exporter or importer for Machineries /Equipment /Instruments

   If yes submit the attested copy of registration and bill of landing of equipment etc

16. Sales Tax Registration No. __________________________

17. Income Tax Registration No. __________________________

18. Last year paid income Tax: __________________________

   (Attach photocopy of assessment order/challan)

19. Location of Service Centre/workshop, if other than above __________________________

20. Details of facilities available in your service centre/workshop, detail of calibration and
    major instruments available in your bio-medical workshop. (Attach extra sheet, if required).

21. Detail of service staff with qualification and experience (attach extra sheet)

22. Location of ware house, of other than above: __________________________

23. Location of Factory/Manufacture Plant: __________________________

24. Facility of quality control (detail regarding equipment and staff)

25. Detail of stock available: __________________________

   (Attach extra sheet)

26. Last 3 years sales and Services:
   a) In N.I.C.H. __________________________
   b) In private Sector __________________________
   c) In other Government Sector __________________________

27. Name and address of bankers with account Number: __________________________

   (Attach banker’s letter)
   a) __________________________
   b) __________________________
28. Name of foreign manufacturers represented as exclusive distributor /sole agents in Pakistan (Attach photo copy of agreement)

a) 

b) 

c) 

Attach extra sheet, if required

Branches offices if any:

Nature of Business

Manufacturer Represented

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Country</th>
<th>Products</th>
<th>Where Supplied</th>
</tr>
</thead>
</table>

Detail of customer dealt with them since and what, Authorisation for distributors submit letter of authorization

List of Equipment installed during last three years, please provide names of institution, equipment and date of installation.

- World wide
- In Pakistan
- In Karachi

Spare Parts Availability Guarantee (No of Years) 

<table>
<thead>
<tr>
<th>Source of Spares Availability</th>
<th>Load Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td></td>
</tr>
<tr>
<td>Overseas</td>
<td></td>
</tr>
</tbody>
</table>

Do you hold specialized tools/test equipment required for?

- Maintenance
- Calibration

Please provide list of tools/test equipment including their calibration status on a separate sheet.

No of Factory Trained Engineer available, Locally on offered equipment (Provide Training Certificate & years of experience)

Total number of years in Medical equipment business

Please state Safety standard conformance: (e.g. IEC 601, CE, FDA, AAMI etc):

29. Do you have any relative working in NICHI, if yes, please state name, designation and department:

30. Since how many years your firm is doing business with NICHI

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31. Was your firm blacklisted by any Government Department or Autonomous Bodies? Yes/No? If yes, state name & reason: ________________________________

32. Outstation intending parties are required to specify the full particulars of their agents in Karachi through whom delivery will be arranged and payment is received.

33. What are the available arrangements and facilities for the supply of stores (attach detail)

34. The Government can blacklist the firm for 3-5 years on the recommendation of pre-qualification committee, if found violation of any clause.

35. An undertaking that they have never been blacklisted in any Department of Government, semi government or autonomous body, nor have such partners, representatives, agents, servants or associates have been blacklisted or have any connection whatsoever with any firm/contractors blacklisted.

36. A certificate that they clearly understand that if it is found that they have given a false certificate or that I/we have failed to notify that facts or my/our subsequent amalgamation with any other contractor or firm, name be removed from the list approved Manufacturer/Foreign Principal/sole Agent and Authorized distributor.

37. The Director, NICH reserve the right to accept or reject any or all firms applications.

38. Original application form purchase receipt of this pre-qualification should be attached.

39. If the firm qualifies to be registered as suppliers with NICH a registration fee of Rs.5,000/= (Rupees five thousand only) (none refundable) should be deposited through treasury challan within 10 days from the date of issuance of acceptance letter.

40. Any other information in support of this Pre-qualification should also be furnished.

41. Companies who fulfill the above requirements shall be eligible to apply. No application will be entertained after 15-01-2010.

42. Once pre-qualified, the pre-qualification of the bidder/firms may be valid preferably for three years depending upon the performance. However, pre-qualification process shall take place on yearly basis.

43. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in NICH. The department reserves the right to verify the particulars furnished by the applicant independently.

44. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria.

45. Pre-qualification documents can be obtained from the office of Accounts on any working days from 04-01-2010 to 14-01-2010 on payment of Rs.500/- [Non refundable].

46. Completed documents should be submitted in the Office of Purchase Department, NICH, Karachi on 15-01-2010.

47. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be
48. provided in a column, a “nil” or no such case” entry should be mentioned made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as “not applicable”. Applications made by telegram or Fax and those receive late will not be entertained. Over writing should not be allowed.

Supplier’s Name: ______________________________

Authorized Signature: ___________________________  Designation: ________________________________

__________________________________________  ______________________________
Company Official Seal  Date:

WITNESSES:

1. Signature: ____________________________
   Name: ________________________________
   (N.I.C. No.) ____________________________
   Address: ______________________________

2. Signature: ____________________________
   Name: ________________________________
   (N.I.C. No.) ____________________________
   Address: ______________________________
FOLLOWING DOCUMENTS ARE TO BE ATTACHED WITH THE APPLICATION AND EACH DOCUMENT SHOULD MARKED AS MENTIONED AGAINST EACH

a). Certificate from the Land Lord /Ownership
   (Annex-I)
b). Copy of partnership deed /memorandum and articles of association
   (Annex-II)
c). Short History of firm or company profile
   (Annex-III)
d). Organization chart and details of experts available on permanent role
   (Annex-IV)
e). Copy of chamber of commerce & industry member ship
   (Annex-V)
f). Copy of registration certificate as importer/exporter or indenter
   (Annex-VI)
g). Copy of income tax registration certificate /return of last year
   (Annex-VII)
h). Last year paid income tax (attach attested copy or assessment order/challan) (Annex-VIII)
i). Facility of quality control (detail regarding equipment and staff)
   (Annex-IX)
j). Bankers Letter as per No. 28
   (Annex-X)
k). Authorization letter from foreign manufacturers (for more than one mark annexure-XI (a)
   , Annexure XI(b) etc
   (Annex-XI)
l). Details of black listed by any department if any
   (Annex-XII)
m). Details of facilities available for service maintenance of equipment (detail of skilled staff
   equipment) Detail of Bio-Medical Staff in your organization
   (Annex-XIII)
n). Undertaking on Rs.50/- stamp paper dully attested by Notary Public that they have never
   been black listed
   (Annex-XIV)
o). Undertaking on Rs.50/- stamp paper dully attested by Notary Public that all statements
   given in the application is true
   (Annex-XV)
p). Original application form purchase receipt
   (Annex-XVI)
q). Any other information in support of this pre-qualification.
   (Annex-XVII)
r). GST Certificate
   (Annex-XVIII)