

---

# PREQUALIFICATION DOCUMENT

---



---

## FOR REGISTRATION OF ORGANIZATIONS FOR THE PROCUREMENT OF BOOKS AND ANCILLARY LITERARY MATERIAL FOR FY 2021-22

---

### FOR ADP FUNDED PROJECT TITLED

“UPGRADATION OF 09 NURSING SCHOOLS OF  
PROVINCE TO NURSING COLLEGE: HMC, LRH, KTH,  
KOHAT, BANNU, DIKHAN, MARDAN, SWAT &  
ABBOTTABAD”

### UNDER

PROJECT DIRECTOR / DIRECTOR GENERAL  
PROVINCIAL HEALTH SERVICES ACADEMY (PHSA)  
HEALTH DEPARTMENT  
GOVERNMENT OF KHYBER PAKHTUNKHWA

---

### APPLICATION SUBMITTED BY THE ORGANIZATION:

---

---

---

**NOTE:** Prospective organization shall submit application through this document by providing detail, signing, stamping each page and annexing all supporting documents.

## **Preface**

This document is prepared for use by the Project/ Director Director General PHSA for the ADP Scheme titled “**Upgradation Of 09 Nursing Schools Of Province To Nursing College: HMC, LRH, KTH, Kohat, Bannu, DIKhan, Mardan, Swat & Abbottabad**” for the procurement of books and ancillary literary material through customized Open Competitive Bidding under Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act 2012, Khyber Pakhtunkhwa Procurement of Goods, Works & Services Rules 2013 with all subsequent amendments till date and the instructions issued by the Government of Pakistan National Library of Pakistan Library rates committee vide letter No. F.5-3/2021/P&R for the current quarter of the year.

The document describes the mandatory eligibility criteria i.e General Conditions related to minimum qualification of prospective bidder.

## **TABLE OF CONTENTS**

1. Brief Introduction of the Procuring Agency	<b>4</b>
Vision Statement	<b>4</b>
Mission Statement	<b>4</b>
Functions:	<b>4</b>
Contact for Information:	<b>5</b>
2. Project Brief	<b>6</b>
3. Expression of Interest for Pre-Qualification/Registration	<b>8</b>
5. Documents Requirement for the Basic Eligibility / Evaluation of Pre-Qualification / Registration	<b>11</b>
6. Checklist of required documents	<b>12</b>
7. Letter of request for participation in Pre Qualification / Registration	<b>14</b>
8. Affidavit Specimen	<b>15</b>
9. 10.1 List of Major Project Completed- (In last 5 Years)	<b>16</b>
10. 10.2 List of Firm's major Client with Contact Person	<b>17</b>
11 10.3 List of Firm's Professional Staff	<b>18</b>
12. General Instructions for Participation in the Pre Qualification / Registration	<b>19</b>

## 1. Brief Introduction of the Procuring Agency

Provincial Health Services Academy (PHSA) is the Human Resource Development (HRD) institute of Health Department Government of Khyber Pakhtunkhwa situated at Budhni Road Duranpur, Peshawar. The Academy Provides Pre-Service Allied Health Educational Programs to the general public including nursing education.

### Vision Statement

To develop into an internationally recognized center of excellence for education in health leadership and management areas and become a knowledge hub for health policy planning, health systems development and reforms.

### Mission Statement

It seeks to catalyze designing solutions and developing models which address current and emerging health and healthcare challenges particularly related to HHR through the creation of collaborative research, education, training, and practice activities building on the unique partnership between the Development Partners, Civil Society, Academia and Government Departments

Provincial Health Services Academy is one of the oldest, largest and leading Public Sectors Network. The Provincial Health Services Academy is the mother institution of this Province. It is unique in a sense that provides Teaching, Education, Training, Research Services across a wholesome continuum, across ranging disciplines.

PHSA was established in Dec 1999 as an attached Department of Health Department by upgrading Provincial Health Development Center (PHDC) and was Re-Notified in 2011.

### Functions:

- Shall Function as a teaching and training institution
- Shall design courses and develop curricula for various training of all categories of health personnel.
- Shall organize, coordinate, supervise, undertake and monitor all pre service/ induction, in-Service and on the job training of health personnel.
- Shall organize and undertake postgraduate and undergraduate courses in public health and other health related disciplines.
- Shall establish links with institutions within the country and abroad.
- Shall establish field demonstration areas for imparting practical training in health services.

- PHSA shall continue to have financial and administrative control of the following institutions / sub offices. (i.e. PGCN, PGPI, 9 SONs, 04 PHS, 03 PIMTs, 05 DHDCs)

The Provincial Health Services Academy has so far produced hundreds of thousands of health workers in various disciplines including academicians, specialists, reformists and administrators etc. Most of its qualified graduates are catering to the needs of communities at national and international level. Its graduates are enjoying positions of importance and responsibilities in almost all disciplines both at home and abroad. The degree and certificate awarded are universally recognized.

### Contact for Information:

Project Director / Director General, Provincial Health Services Academy, Department of Health, Government of Khyber Pakhtunkhwa, Budhni Road, Duranpur, Peshawar  
+92 91 2614223-24  
info@phsa.edu.pk  
[www.phsa.edu.pk](http://www.phsa.edu.pk)

Company's Stamp

Name and Signature of Authorized Person

## 2. Project Brief

Project Title:	Upgradation of Existing 09 Nursing schools of province to Nursing Colleges (HMC, LRH, KTH, Peshawar, KOHAT, BANNU, D.I.KHAN, MARDAN, SWAT & ABBOTTABAD)
ADP No.	806/200050 (2020-21)
Total Estimated Cost	Rs. 1725.51 million
Capital Cost	Rs. 1107.24 million
Revenue Cost	Rs. 618.27 million

1. Name of the Project	Up-gradation of existing 09 Nursing Schools of Province to Nursing Colleges (HMC, LRH, KTH Peshawar, Kohat, Bannu, D.I.Khan, Mardan, Swat & Abbottabad (Phase-I & II) ADP No. 806/200050 (2020-21)
2. Location	Nursing Schools at KTH, HMC, LRH Peshawar, Kohat, Bannu, D.I.Khan, Mardan, Swat and ATH Abbottabad
3. Authorities responsible for	
i. Sponsoring	Government of Khyber Pakhtunkhwa
ii. Execution	a. C&W Department for Capital component. b. Health Department for Revenue Component
iii. Operation and maintenance	Health Department (Director General, Provincial Health Services Academy)
iv. Concerned Federal Ministry	Ministry of National Health Services, Regulations and Coordination

Company's Stamp

Name and Signature of Authorized Person

## **Project objectives and its relationship with Sectoral objectives**

Project aims to produce a nursing workforce of international standards, compliance of the standards of PNC and HEC Pakistan by up-gradation and strengthening of the Nursing Education / profession in Khyber Pakhtunkhwa. This will be achieved through following strategic objective:

- 1 Up gradation of the Nursing Education from General Nursing Diploma to higher education i.e. 04 Years Bachelor of Science in Nursing Degree Program
- 2 Produce quality products complying with international Standards of Nursing & Pakistan Nursing Council.
- 3 To improve patient nurse ratio set from existing 1: 50 to 1:10 set by PNC in general ward and 2:1 in special care wards.

## **Strengthening of Library, Establishment of Information Resource Center (IRC) and Knowledge Management Unit:**

As the Government of Khyber Pakhtunkhwa has already approved upgradation of its 09 public sector nursing schools across the province to college level i.e. to start higher education program in nursing sciences in May 2018 along with the approval of the ADP Scheme for the purpose where library / IRC and Knowledge Management unit were prioritized as the harbinger of change. To achieve sustainable development the respective colleges libraries are to be upgraded and strengthen to:

1. Equip the libraries to support the Higher Education Commission's curriculum for the nursing program
2. Provide modern and latest literature / textbooks to the students and faculty
3. Inculcate the attitude of research in faculty and students
4. Encourage lifelong learning through its reading materials and other support resources

Company's Stamp

Name and Signature of Authorized Person

### 3. Expression of Interest for Pre-Qualification/Registration

The advertisement published in daily *The Dawn* on 12 March, 2022 is given as under

#### **Expression of Interest for Pre-Qualification/Registration For Supply of Books and ancillary literary material**

The undersigned invites Pre-Qualification/ Registration applications on prescribed forms from reputed booksellers being a legal body registered, having active taxpayer status with Federal Board of Revenue accordingly for the procurement of books under the ADP-Scheme titled "**Upgradation of 09 Nursing Schools of Province to Nursing Colleges: HMC, LRH, KTH, KOHAT, BANNU, D.I KHAN, MARDAN, SWAT & ABBOTTABAD**" with an allocated amount of Rs. 116.173 millions.

The Pre-qualification/ Registration application form including Pre-qualification ToRs can be obtained from the office of undersigned during office hours (09:00 am to 05:00 Pm) on any working days (Monday to Friday) or can be downloaded from below given websites.

The filled application duly supported with all mandatory documents shall be submitted and opened as per following schedule:

Activity	Date and Time
Last date for submission of Prequalification/ Registration Application	28-3-2022 at 1100 hrs
Opening of Prequalification/ Registration Applications	28-03-2022 at 1200 hrs

The application shall clarify and boldly mark the description and date /time of opening at the face of the sealed envelope.

The Sealed application complete in all respects must reach the office of Project Director at Provincial Health Services Academy as per schedule above.

The Pre Qualification/ Registration Application will be publicly opened in the office of the undersigned at Academic Block in the presence of applicants.

The prequalified firm report will be displayed after one week on the PHSA website.

The Project Director reserves the right to reject any or all bids in accordance with rule in vogue.

#### **PROJECT DIRECTOR / DIRECTOR GENERAL**

**"Upgradation of 09 Nursing Schools of Province to Nursing Colleges: HMC, LRH, KTH, KOHAT, BANNU, D.I KHAN, MARDAN, SWAT & ABBOTTABAD"**

**Provincial Health Services Academy Near Northern By-pass, Budhni Road, Duranpur Peshawar**

(ISB-G)

**www.phsa.edu.pk www.kppra.gov.pk www.healthkp.gov.pk**

INF(P) 1515/22

Company's Stamp

Name and Signature of Authorized Person



#### 4. Brief Introduction of the Prospective Applicant Organization

Sr #	Factors	Description
1.	Name of The organization	
2.	Date of Establishment	
3.	Legal Status (Partnership /Pvt.Ltd /Ltd.etc.)	
4.	NTN No.	
5.	Mailing Address	
6.	Name of the Owner/MD /CE With Designation and CNIC No.	
7.	Name of the Authorized /Contact Person	
8.	Signature of Authorized Person	
9.	Contact/Cell No(s) of Authorized Person	
10.	Fax No (s)	
11.	Email Address	
12.	Website Address	
13.	Bank Name , Title & Account No.(for which statement is enclosed)	
14.	Attachments	i. Attested copy of Firm Registration /incorporation Certificate;

Company's Stamp

Name and Signature of Authorized Person

		<ul style="list-style-type: none"> <li>ii. Attested Copy of valid NTN Certificate along with Active Taxpayer status;</li> <li>iii. Updated attested Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of registration from FBR;</li> <li>iv. Financial Soundness Proof (Annual Income Tax Return or Report of Audited Accounts);</li> <li>v. Experienced in import of books;</li> <li>vi. List of Existing Clients with contact person(regular and occasional) on specified format;</li> <li>vii. List of Projects Completed (if exceeds 50, then only for last five years);</li> <li>viii. Certificate of books provision not through gray channels;</li> <li>ix. Affidavit;</li> <li>x. Provision of information as per given specimen para 10 of required documents below; and</li> <li>xi. Certificate that books will be provided on prescribed rules/instructions /exchange rates in light of National Library of Pakistan letter No. F.5-3/2022-P&amp;R for the concerned quarter being enforced</li> </ul>
--	--	--

Company's Stamp

Name and Signature of Authorized Person

## **5. Documents Requirement for the Basic Eligibility / Evaluation of Pre-Qualification / Registration**

1. Covering Letter;
2. Copy of Company, Firm Registration Certificate;
3. Copy of valid NTN Certificate along with Active Taxpayer Status;
4. Updated attested copy of Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of registration from FBR;
5. Complete Profile/ introduction of the applicant organization with details of offices (including name of chief Executive, Partners, Professional etc);
6. Financial soundness proof (Annual Income Tax Return or Report of Audited Accounts) for the year 2020-21;
7. Copy of any international /local affiliation(if any);
8. An affidavit on judicial stamp paper as per specimen given that the firm is not black listed or de- barred by any Government/Semi-Government Department to Participate in bidding and to supply books. Failure to submit such an affidavit may lead to disqualification;
9. A certificate on the firm's letterhead showing that the books to be provided by and are imported through legal channel/(s) and no gray channel/smuggled book will be provided, must be attached;
10. Document Required on prescribed format
  - 10.1 List of Major Clients Previous/Current Customers with contact person (regular and occasional);
  - 10.2 List of Major supplies(if exceeds 50 then only of last 5 years);
  - 10.3 List of Professional staff;
  - 10.4 List of nationwide offices;
11. Certificate that books will be provided on prescribed rules/instructions /exchange rates in light of National Library of Pakistan letter No. F.5-3/2022-P&R for the concerned quarter being enforced.

I/we hereby confirm that the required documents are provided with the application.

Company's Stamp

Name and Signature of Authorized Person

## 6. Checklist of required documents

**Note:** Applicants are advised to carefully read and fill-in the checklist and provide complete information. In-Complete or partial information may lead to disqualification.

### Mandatory Requirement:

Submission of the documents not properly signed and stamped will render the document as invalid. Furthermore It is certified that the documents submitted herewith are authentic and original copies to the best of my knowledge. Any counterfeit documents found at any stage will lead to my disqualification.

S#	Requirement	Response Yes/No	Docu mentary Proof / Page(s) Nos												
1	Brief Company Profile	<input type="checkbox"/> YES <input type="checkbox"/> NO													
2	Legal Status, Registration year and detail of the organization	<input type="checkbox"/> YES <input type="checkbox"/> NO													
3	Active Taxpayer with Federal Board of Revenue including NTN Certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO													
4	Updated attested copy of the Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of registration from FBR	<input type="checkbox"/> YES <input type="checkbox"/> NO													
5	At least Annual Turnover of Rs. 20.00 Million [Rupees Twenty Million] in the last three years. The applicant must attach income tax Return or Audited Statement of Account as Proof.	<input type="checkbox"/> YES <input type="checkbox"/> NO													
6	At least 10 years' Experience after registration in supply of books to government /Semi-government Higher Education intuition (Documentary Proof in form of Work order/ Satisfactory Report must be attached. The applicant must fill the table given below as a mandatory requirement.	<input type="checkbox"/> YES <input type="checkbox"/> NO													
<table border="1"> <thead> <tr> <th>S #</th> <th>Name of the institution</th> <th>Number of Books Supplied</th> <th>Nature of Organization: Government/ Semi-Government/Autonomous / Private</th> <th>Amount</th> <th>Year of Job</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				S #	Name of the institution	Number of Books Supplied	Nature of Organization: Government/ Semi-Government/Autonomous / Private	Amount	Year of Job						
S #	Name of the institution	Number of Books Supplied	Nature of Organization: Government/ Semi-Government/Autonomous / Private	Amount	Year of Job										

Company's Stamp

Name and Signature of Authorized Person

7	Experience in import of books and ancillary literary materials	<input type="checkbox"/> YES <input type="checkbox"/> NO	
8	Technical Expertise available (complete list of professional manpower to be provided indicating position, Qualification and Experience)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
9	Specimen Affidavit reproduced on Rs.200/- judicial stamp paper must be attached in original showing that the firm has not been blacklisted or debarred by any Government any fully competent to undergo the assignment.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
10	Certificate on the Firm's letterhead must be attached showing that the books to be provided by and are imported through legal channel/(s) and no gray channel / smuggled book will be provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
11	Certificate on the firm's letterhead that books will be provided on prescribed rules/exchange rates as quoted in light of National Library of Pakistan instruction for the time being enforced.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
12	Filled document on specimen format as mentioned per para 10 of the required documents above	<input type="checkbox"/> YES <input type="checkbox"/> NO	
12.1	10.1 List of major clients previous /Current customers with contact person (regular and occasional)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
12.2	10.2 List of major supplies (if exceeds 50 then only of last 5 years)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
12.3	10.3 List of professional staff	<input type="checkbox"/> YES <input type="checkbox"/> NO	
12.4	10.4 List of nationwide offices	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Company's Stamp

Name and Signature of Authorized Person

## 7. Letter of request for participation in Pre Qualification / Registration

Project Director / Director General

“Upgradation of 09 Nursing Schools of Province to Nursing College: HMC, LRH, KTH, Kohat, Bannu, DIKhan, Mardan, Swat and Abbottabad”  
Provincial Health Services Academy, Health Department  
Budhni Road, Duranpur, Peshawar

Subject: **Pre-Qualification/Registration of Bookseller**

I/We are interested to register/apply for pre-qualification/registration of our organization/firm as bookseller for provision of books to the project “Upgradation of 09 Nursing Schools of Province to Nursing College: HMC, LRH, KTH, Kohat, Bannu, DIKhan, Mardan, Swat and Abbottabad”

I/We can adequately supply and provide the books and related ancillary material to the Project office and subsequently to the colleges as mentioned in the title of the project.

Date:

Signature of the CEO

Company's Stamp

Name and Signature of Authorized Person

## 8. Affidavit Specimen

( To be reproduced on Rs.200 stamp paper attested by Oath Commissioner.)

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the prequalification document and have fully understood it.
- 2) The application being submitted by the undersigned complies with the requirements enunciated in the prequalification document.
- 3) The undersigned organization has sufficient experience in importing books and ancillary materials.
- 4) The undersigned is also an eligible applicant within the meaning of mandatory requirements of the prequalification documents.
- 5) That the documents submitted to the prequalification process are authentic and original copies. Any counterfeit documents found at any stage will lead to my disqualification.
- 6) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 7) The undersigned have not paid nor have agreed to pay, any commissions or gratuities to any official or agent related to the procurement process in progress.
- 8) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 9) The undersigned has no dispute anywhere in Pakistan regarding supplies / suppliers.
- 10)The undersigned will be held responsible for any loss occurred to the department due to any reason whatsoever including breach of contract.
- 11) I / We affirm that the contents of this affidavit are correct to the best of my knowledge and belief.

Signature with Name, CNIC / Cell No.

Witness Signature with Name, CNIC / Cell No.

Company's Stamp

Name and Signature of Authorized Person









## **12. General Instructions for Participation in the Pre Qualification / Registration**

1. The sealed prequalification document properly filled, signed and stamped must reach the office of Project Director as per schedule given in the EoI on following address:

### **OFFICE OF THE PROJECT DIRECTOR / DG PHSA**

- “Upgradation of 09 nursing schools of Province to Nursing College: HMC, LRH, KTH, KOHAT, BANNU, DIKHAN, MARDAN, SWAT & ABBOTTABAD” Provincial Health Services Academy, Budhni Road Doranpur Peshawar.
2. SBDs including the list of books, statement of requirements and other mechanisms of bidding will be provided only to the qualified booksellers.
  3. The qualified booksellers will submit its bid both in hard and soft form. For soft form, the procuring entity will share an online worksheet for furnishing its bid as per scheduled deadline.
  4. In the case of a bookseller who is an authorized dealer of a renowned publisher, the firm/ supplier should give details of the publisher ( Publisher’s Name, address, Phone Number, Contact Person and Email).
  5. Fresh editions of the given titles will be preferred for which it shall mention the same in the remark column exclusively.
  6. In case a title is out of publication, alternate titles can be recommended by the firms on a separate worksheet which will be provided online.
  7. The firms who are registered can be disqualified by the department if their performance is not found satisfactory or information submitted is found inaccurate /incomplete.
  8. The firms once registered can be black-listed by the department if it consistently fails to provide satisfactory performance.
  9. The bookseller shall be required to provide copies of import invoices or original import invoices when demanded. Prints of publishers' price lists from the internet shall not be accepted in place of import invoices.
  10. The firm shall be bound to provide a bill of entry as proof of import.
  11. The firm will be required to furnish copies of their own import invoice along with the bill; import invoices in names of other booksellers will not be accepted.
  12. Owner of the firm must not be holding partnership or proprietorship of any other company in trading of books.
  13. The text books should not be older than as specified.
  14. The invoice rates should be inclusive of all applicable taxes whenever financial bids will be quoted.
  15. The invoice rates should also include delivery of books and accessories including all means of transportation.
  16. The invoice will be processed after completion of works and its satisfactory/inspection certificate by the concerned inspection committee.

Company’s Stamp

Name and Signature of Authorized Person

17. The payment will be made within 30 working days after submission of invoice and receiving satisfaction/inspection certificate from respective committee.
18. The Delivery Challan should also be submitted for all deliveries.
19. All invoices/bill will be addressed to Project Director ADP Scheme / DG PHSA
20. The task will be undertaken on the receipt of purchase order.
21. The work should be completed within a specified time period after that penalty will be imposed.
22. In case of Tax exemption, Tax exemption certificate will be required along with invoice.
23. All the instructions issued vide National Library of Pakistan Library Rates Committee shall be followed in letter and spirit.
24. The registration will be valid for 3 years from the date of issue of first purchase order and extendable on mutual consent .

Company's Stamp

Name and Signature of Authorized Person