

## **1- TERMS AND CONDITIONS FOR PRE QUALIFICATION OF FIRMS RELATED TO BOOKS AND JOURNALS**

- i. Firms of the suppliers should be registered with Income Tax Department.
- ii. The suppliers must be in relevant business for at least three years.
- iii. The firm/supplier will provide an affidavit of Rs.100/- (stamp Paper) declaring that:
  - (a) "The firm has not been blacklisted by any bank, Government/Semi Government Autonomous Bodies".
  - (b) "The firm has not a litigation case going on with any government or civil department or semi government department relating to its business".
  - (c) "The firm did not work with other/different names in this university and in any government or civil department or semi government department relating to its business".
- iv. The firm should also provide list of organizations, where it has provided books etc.
- v. The Pre-qualification/ registration period will be for one financial year.
- vi. The pre-qualified firms so registered, will be required to deposit an amount of Rs.1000/- as documents fee (Non- refundable) through banker's cheque/bank challan in favor of Treasurer BZU.
- vii. The pre-qualification committee reserves the right of rejection of any or all applications.
- viii. The registration once made can be canceled.
- ix. **Disqualification:**  
The firms who are registered can be disqualified by the organization if their performance is not found satisfactory or information submitted is found inaccurate/incomplete.
- x. **Black Listing:**  
The firms once registered can be black-listed by the pre-qualification committee if found indulging in corrupt or fraudulent practices or consistently failed to provide satisfactory performance.
- xi. It will be mandatory for pre-qualified firms to participate in "Book Fairs/exhibitions" being organized by University Library.
- xii. Registered firms shall be bound to provide copies of original import invoices of original publisher who has published the book, when demanded by the University Library/ Departmental Library. Third party invoice, Prints of publisher's price lists / invoices of foreign publications downloaded from internet shall not be accepted in place of import invoices.
- xiii. The pre-qualified firms will be required to furnish copies of their own import invoices of books along with airways bills. Third party invoice and Import invoices in names of other booksellers of the country will not be accepted.
- xiv. The firms supplying journals to Library will be required to submit proof that ordered journals/magazines are subscribed through regular subscription and not through individual subscription/membership.
- xv. All invoices/ bills and reminders of outstanding bills will be addressed to the Head of Departments/Chairman's B.Z.U, Multan.
- xvi. Firm will comply with all rules & procedures and it's time to time amendments of acquisition rules & procedures of the university.

## 2. PRE-QUALIFICATION APPLICATION FORM

Company Name			
Abbreviated Name(if any)			
National Tax No.		Sales Tax Registration No. (if applicable)	
No. of Employees		Company's Date of Formation	

Please attach copies of NTN and GST Registration certificates

Registered Office Address			
City/Town		State/Province	
Country		Post Code	
Phone		Fax	
E-mail Address		Website	

### List of Board of Directors or Management or Proprietors

Sr. No.	Name	Position	Phone	E-mail	Period of Appointment
1					
2					
3					

Please attach Photocopies of CNICs .

### List of names of close relatives working / worked in Bahauddin Zakariya University, Multan.

Sr.No.	Name	Department	Designation	Retired/ Working/ Terminated
1				
2				
3				

### List of current customers (Organization/ Libraries)

Sr.No.	Name of Company/ Organization/Library	Current Business	No. of Years	Annual Business Volume	Approx. Book Value of Business
1					
2					
3					
4					
5					

### Certificate

The information given above is true to the best of our knowledge; we undertake to inform the University of any Changes that may take place later in the status of company in business/ agency of the Management. The terms and conditions attached have also been read, agreed, accepted and signed.

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

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

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

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

**3- DECLARATION FOR PRE QUALIFICATION**

1. We hereby apply for Pre-qualification as \_\_\_\_\_.
2. We authorize the University Library and Accounts office or its authorized representatives to conduct any investigation and to verify the statements; documents and information submitted and to clarify the financial and technical aspects of this application from any person, bank department, agency or firm.
3. The names, positions and contacts of persons who may be contacted for further information, if required, are as under:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
4. We declare that
  - a. The statements made and the information provided in the application is complete, true and correct in every detail.
  - b. The firm does /did not work with other/different names in B.Z. University and in any government or civil department or semi government department relating to its business”.
  - c. This firm has never been black listed by any Government Department, Semi-Government Authority, Banks, Private Company or Corporation and not invited in Litigation/ Arbitration with any client.
  - d. This firm will not go to the court of law against the rejection of Pre Qualification by the university Authorities.

**Respectfully,**

Signature -----

AUTHORISED REPRESENTATIVE OF APPLICANT

Date \_\_\_\_\_

Company Seal \_\_\_\_\_