



# Pre-qualification and Enlistment of Vendors / Suppliers

Stationery Items (Printed Stationery,  
Table Stationery and Security Stationery)

**2 0 1 6**

**General Services (HR&GSG)**

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**HR & GENERAL SERVICES GROUP**


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**1. Introduction**

Allied Bank Ltd intends to reintroduce the process of Pre-Qualification of all of its Suppliers, Vendors, Manufacturers, and Distributors in order to streamline its Procurement procedures.

All reputable and established firms are invited to apply for the participation in the Pre-Qualification Process and submit the attached Pre-Qualification forms.

A transparent evaluation method for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the ABL's tenders. Each Suppliers or Vendor performance in terms of quality, delivery, after sales service, credit terms, and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.

Apart from issuing the press tenders, ABL will issue the tender documents in favor of Pre-Qualified Suppliers, who have been registered in that particular category (through email / fax / courier etc). Suppliers who are not Pre-Qualified and fail to meet the Pre-Qualifying criteria will not be allowed to participate in the tenders.

The form can also be downloaded and printed from our website: <http://www.abl.com> and sent/forwarded to Group Head, General Services (HR&GS), ABL Head Office, 3 Tipu Block, New Garden Town, Lahore.

**2. Declaration**

1. We hereby apply for Pre-qualification as \_\_\_\_\_
2. We authorize ABL 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 contracted 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. This firm has never been black listed by any Government Department, Semi-Government Authority, Banks, or Private Company or Corporation and not invited in Litigation/Arbitration with any client.

Respectfully,

AUTHORISED REPRESENTATIVE OF APPLICANT

Date \_\_\_\_\_

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

**3. Pre-Qualification application form**
**PARTICULARS**

<b>Company Name</b>			
<b>Abbreviated Name</b>			
<b>National Sales Tax No.</b>		<b>Sales Tax Registration No.</b>	
<b>No. Of Employees</b>		<b>Company's Date of Formation</b>	

Please attach copies of NTN and GST Registration

<b>Title of the Firm</b>	Private Limited	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
<b>Type of Business</b>	Manufacturer	<input type="checkbox"/>	Authorized Distributor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>	Others	<input type="checkbox"/>
	Specify							

Please enclose copy of certificate from Registrar of firm in case of partnership/proprietorship OR copy of certificate of incorporation on case of Private Limited Company

Registered Office Address			
City/Town		State/Province	
Country		Post Code	
Phone		Fax	
Email Address		Website	

Customer Support/ Care Unit Address			
City/Town		State/Province	
Country		Post Code	
Phone		Fax	
Email Address		Website	



Factory/Workshop Address			
City/Town		State/Province	
Country		Post Code	
Phone		Fax	
Email Address		Website	
CEO/Chairman		CNIC No.	
Mailing Address			
Phone		Cell No.	
Fax		Email Address	

**List of Board of Directors or Management**

Sr. No	Name	Position	Phone	E-Mail	Period Of Appointment
1					
2					
3					
4					
5					

\*Photocopies of CNICs to be enclosed

**COMPANY PROFILE**

1	Primary Business Details	1	
		2	
		3	
		4	
2	List Of Items	1	
		2	
		3	
		4	
3	List of Authorization from the Principals	1	
		2	
		3	
		4	
4	After Sales Service		
5	Warranty Details		
6	Buy Back Or Return Policies		
7	Customer Support/Care Unit		
8	Any other information that the supplier may like to provide		

Area of specialization (Provide Details)

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List of Names of close Relatives working/worked in ABL

	Name	Current Position	ABL Staff No.	Department	Designation	Retired/ Resigned/ Terminated
1						
2						
3						
4						
5						



List of Current Customers (Companies/ Organization)

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

\*Attach documentary proof with proper reference for the Company/Organization mentioned above

Quantum of Business with ABL during the last five years

	Type of Business/ Contracts	Year Of Supplies/ Contract	Annual Volume	Approx. Book Value Of Business	Performance
1					
2					
3					
4					
5					

**FINANCIAL DATA**

Applicant must be able to demonstrate that they have sufficient economic and financial standings to fully guarantee, finance and execute the works guarantee, taking into account, normal payment certificate and need of other commitments over the period of our demand.

Company / Vendor / Suppliers Banking Details

Company Net Worth		
Company Turn Over		
Last 3 Years of Company's Profit / Loss	Year	Profit / Loss

\*In case of Private Limited, Please attach Audited Balance sheet for the last 3 years

Name of Firm				
Name of Bank & Branches	Bank		Branch	
	Bank		Branch	
	Bank		Branch	
Certificate From Bank	Please attach current Banker's reference / certificate stating Financial soundness of applicant			
Auditor's/ Certified Annual Report	Please attach Auditors/Certified Annual Report for the last 3 Years			
General Sales Tax Registration No.				
National Tax No. of the Firm				
Income Tax Paid in last 3 years, Year-wise. (attach copies of assessment orders	Year	Details		
Bank Credit Report	Please attach Bank Credit Report in sealed envelope.			

**LITIGATION / ARBITRATION INFORMATION**

<b>Indicate Brief Details of any litigation / arbitration entered into with any Employer</b>

The information given above is true to the best of our knowledge; we undertake to inform ABL 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 and certificate signed.



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

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

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

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

Note: In case of insufficient space against any column, please attach separate sheet (s) for details / information.

**4. Technical Standings of the Firm**

Name and address of support locations in major cities of Pakistan

No.	Contact Person Name	City / Location	Address	Phone No.	No. of Staff at location
1					
2					
3					
4					
5					
6					
7					
8					

List of Technical Personnel with Qualification as Permanent Employees of the Firm

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1						
2						
3						
4						
5						
6						
7						
8						

\*Attach additional sheets if required

**5. Sales / Marketing Personnel of the Firm**

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**6. Details of the Contracts / Assignments / Projects Undertaken by the Firm**

No.	Title of Contract / Project	General Description	Value of Contract	Years	Department/ Organization	Performance
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## 7. Conditions Of Purchase

Allied Bank Limited is hereinafter termed as "**the Company**". The person, firm or Company supplying the goods is hereinafter termed as "**the suppliers**". Following Conditions of the Purchase are agreed by the Supplier.

**1. Acceptance of the Purchase Order:** The supplier will confirm the Acceptance/Acknowledgment of its receipt by email, electronic message, and fax or by return post soon after the receipt of the Purchase Order from the Corporation.

**2. Advice Notes and Delivery Challan:** All goods must be accompanied by Advice Note or Delivery Challan on which the Order No, quantity and supplier's name is clearly shown. Non-compliance with this condition renders the goods liable to non-acceptance. Such goods will be held by the company solely at supplier's risk and if not cleared by them within 7 days, storage and handling expenses will be charged at the rate of Rs.50.00 per day per package for first 10 days and thereafter storage and handling expenses will be charged at double the rate, In case if the goods are still not collected by the supplier, Company may dispose off the material without any liability.

**3. Delivery:** The period of delivery will commence from the date of the receipt of the Purchase Order by the suppliers or as specified on the Order,

**4. Delivery Location:** Unless otherwise 'agreed', delivery of the material against Orders shall be made at **ABL Warehouse Chak # 239 R.B., Opposite Image Textile Mills Main Satiana Road,, Near Sadhar Bypass, Tehsil Sadhar, Distt. Faisalabad** or at any other ABL location for which the bank will intimate formally.

**5. Delivery Date:** The Order is liable to cancellation if the Delivery shall not be affected within the time specified on the Order. In instances where Delivery Date is not specified, the same must be advised when confirming acceptance of Order as required by clause 2 above. If the material is not supplied within the period specified, same would be procured from alternate source at the expense of the supplier without any notice.

6. Should delivery be hindered or delayed by the Company's instructions or by any cause beyond the supplier's reasonable control including Strikes, Lock-outs, War, Fire, Accidents, reasonable extension shall be granted at the sole discretion of the Company. The company reserves the right to put a penalty, as per procedure in vogue, which also included the Liquidated damages.

### 7. Inspection:

a. The Company reserves the right to inspect any goods after or before dispatch from the supplier's premises but such inspection shall not relieve the suppliers from responsibility or liability nor be interpreted so as in any way to imply acceptance of such goods,

b. Goods delivered have to meet the entire satisfaction and approval of the Company's authorized Officer or representative on delivery at its main locations as stated on the order.

**8. Quantity Delivered:** No quantity over and above that requested, by Order will be received or paid for without prior written authority obtained from the Company's Authorized Officer / representative. Supply of any unauthorized and unaccepted quantity over and above the Order quantity will be liable to rejection.

9. When required by the company, the suppliers shall mark the goods and materials ordered in accordance with reasonable instructions of the Company's Authorized Officer / representative.

**10. Delivery of Goods:** Goods supplied must correspond in all respects, with, the Order and must conform in every respect to sample specification. In the absence of sample, goods supplied must be the best and of first class workmanship, failure to comply with this Clause will render the goods liable to be rejected.

**11. Condition of Goods:** All items must meet, in all respects, with the specifications and conditions of the Order, and must be in good condition on receipt, otherwise they will be liable to rejection.

**12. Delivery of goods to Authorized Person:** The suppliers will deliver the goods ordered to the authorized representative of the Company who will sign off along with his staff number and stamp of the Branch/Office on each delivery note, otherwise the Company will not be held responsible for the goods delivered contrary, to this instruction,

**13. Satisfaction Note:** All goods delivered to locations as instructed by the company should have a **satisfaction note** in the prescribed format as desired by the company duly signed and stamped by the location/office where goods are delivered. This note needs to be submitted along with the original invoices. Payment will not be made without the availability of this document of **satisfaction note**.

**14. Rejected Goods:** In case of rejection of goods or items as per Clause 12 above, it will be at suppliers risk and expense. Any item receive damaged will not be accepted and will be removed by the suppliers for replacement at their expense. In case of failure to remove such goods, Clause 3 of this Order will apply.

**15. Accountancy:** All Bills, Advice Notes, Delivery Challans and Correspondence must show the Order number and the address at which the goods have been delivered.

**16. Sub-Contracting:** The suppliers will not transfer or assign directly or indirectly to any person or persons whatsoever any portion of the Order without prior written consent of the Corporation, Sub-letting is prohibited.

**17. Disclosure of Confidential Material:** Any plans, drawings or designs supplied by the Company to the Supplier in pursuance of any Enquiry for quotations shall remain the property of Company and any information derived there from or otherwise communicated to the suppliers in connection with any such enquiry shall be regarded by the suppliers as secret and confidential and shall not, without the consent in writing of the Company, be published or disclosed to any third party or made use by the suppliers except for the purpose of implementing this Order.

**18. Advertising:** The suppliers will not, without prior written consent of the Company, advertise or announce or allow be advertising or announcing that goods have been supplied in pursuance of this Order.

**19. Termination:** If the suppliers fail to comply with any of the above conditions, the Order may be terminated by the Company's Authorized Officer without any notice and at supplier's expense.

**20. Submission of Bills:** Original invoices are to be submitted to the Warehouse Faisalabad with Advice Notes/Challans/Purchase Order No. and Date. In case GST is paid, both invoices should be submitted.

**21. Arbitration:** In case of any dispute arising between the Company and the supplier, the decision of the Competent Authority of the Company or any person nominated by him shall be final and binding on both the parties. The supplier cannot sue the Company in the Courts of Law.

## TERMS & CONDITIONS

- i) An affidavit (**@ Rs.100/- Bond Paper**) declaring that the firm has not been blacklisted by any Bank, Government / Semi Government Autonomous bodies etc.
- ii) The firm so registered, will be required to deposit an amount of **Rs. 25,000/-** as processing fees through Payment Order/Demand Draft in favor of Allied Bank Ltd (**Non-refundable**).
- iii) The Bank reserves the right of rejection of any or all applications without assigning any reason(s) thereof.
- iv) The registration if made can be canceled at any time without any notice.
- v) In case of any other information / requirement will be obtained later on.