

Pre-qualification Form

**DEFENCE HOUSING AUTHORITY LAHORE  
MULTAN CHAPTER**



**PRE-QUALIFICATION**  
of Suppliers, Vendors, Distributors  
and Manufacturers related to IT,  
Electronics and General Items

Pre-Qualification Form

PROCUREMENT CELL, DHA MULTAN

1. **Introduction:** DHA Multan intends to introduce the process of Pre-Qualification of all 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.

2. A transparent evaluation method for the purpose of Pre-Qualification of the applicant's capabilities in the respect of vital elements of applicant's organization and capacity to perform shall be established in order to participate in the DHA Multan quotation/bids/tenders. Each Supplier 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.

3. Apart from issuing the press tender, DHA Multan will issues the tender document in the favor of Pre-Qualification Suppliers, who have been registered in that particular category (thru email, fax, courier etc.). Suppliers who are not Pre-Qualified or fail to meet the Pre-Qualifying criteria's will not be allowed to participate in the tender. This form can also be received and sent / forwarded to Procurement Branch DHA Multan.

4. **Pre-Qualification application form**

a. We hereby apply for prequalification as \_\_\_\_\_

b. We authorize DHA Multan or its authorized representatives to conduct any investigation and to verify statements; documents and information submitted and to clarify the financial and aspects of this application from any person, bank department, agency or firm.

c. The names, positions and contact of persons who may contacted for further information if required, are as under:-

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

## DECLARATION

1. The information given in Pre-Qualification form (Annex-'A') is true to the best of our knowledge; we undertake to inform DHA Multan of any changes that may take place later in the status of company in business / agency or the Management. The terms and conditions attached have also been read and certificate signed.
2. We declare that the statements made and the information provided in the application are complete, true and correct in every detail. This firm has never **black listed** by any Government Department, Semi-Government Authority, Banks or Private Company or Corporation and not involved in Litigation/arbitration with any client.

Respectfully,

Authorized Signature. \_\_\_\_\_

Name:

Designation:

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

Company Seal

## Conditions of Purchase

1. Conditions of Purchase: DHA Multan is hereinafter termed as "the Authority". The person, firm or Authority supplying the goods is hereinafter termed as "the suppliers". Following Conditions of the Purchase are agreed by the Supplier:-

- a. **Acceptance of the Purchase Order:** The supplier will confirm the Acceptance /Acknowledgment of its receipt by email, electronic message, fax or by return post soon after the receipt of the Purchase Order from the Corporation.
- b. **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.
- c. **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.
- d. **Delivery Location:** Unless otherwise 'agreed', delivery of the material against Orders shall be made at Procurement Branch, DHA Multan.
- e. **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, 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.
- f. **Inspection:-**
  - (1) The Authority 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.
  - (2) Goods delivered have to meet the entire satisfaction and approval of the authority's authorized Officer or representative on delivery at its main locations as stated on the order.
- g. **Quantity Delivered:** No quantity over and above that requested, by Order will be received or paid for without prior written authority obtained from the Authority's Authorized Officer / representative. Supply of any unauthorized and unaccepted quantity over and above the Order quantity will be liable to rejection.
- h. When required by the Authority, the suppliers shall mark the goods and materials ordered in accordance with reasonable instructions of the Company's Authorized Officer / representative.
- i. **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.
- j. **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.
- k. **Delivery of goods to Authorized Person:** The suppliers will deliver the goods ordered to the authorized representative of the Authority who will sign with his staff number along with the stamp of the office on each

delivery note, otherwise the Authority will not be held responsible for the goods delivered contrary, to this instruction.

- l. **Satisfaction Note:** All goods and equipment delivered to locations as instructed by the Authority should have a satisfaction note in the prescribed format as desired by the authority signed and dully stamped by the location / office where goods delivered, this note needs to be submitted along with the original invoices. Payment will not be made without the availability of this document.
- m. **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.
- n. **Accountancy:** All Bills, Advice Notes, Delivery Challans and Correspondence must show the Order number and the address at which the goods have been delivered.
- o. **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 Authority. Sub-letting is prohibited.
- p. **Advertising:** The suppliers will not, without the prior written consent of the Authority, advertise or announce or allow be advertising or announcing that goods have been supplied in pursuance of this Order.
- q. **Termination:** If the suppliers fail to comply with any of the above conditions, this Order may be terminated by the Authority's Authorized Officer without any notice and at supplier's expense.
- r. **Submission of Bills:** Original invoices are to be submitted to the Procurement Branch, DHA Multan with Advice Notes/Challans/Purchase Order No. and Date. In case GST is paid, both invoices should be submitted.
- s. **Security Deposit:** The supplier will also deposited 5% of the total value of supply of the equipment as security deposit in the shape of Pay Order/Bank Guarantee / Performance Bond. The same shall be refunded to the supplier on expiry of one year period.
- t. **Warranty:** Warranty period of the equipment should be mentioned by the Supplier in quotation and also provide Service Level Agreement (SLA) before delivery of the equipment.
- u. **Arbitration:** In case of any dispute arising between the Authority and the supplier, the decision of the competent authority, of the Authority or any person nominated by him shall be final and binding on both the parties. The supplier cannot sue the Authority 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.10,000/-** as processing / registration fees through Payment Order/Demand Draft in favor of Pakistan Defence Housing Authority Multan (Refundable if not qualified).

- iii) The Authority reserves the right of rejection of any or all applications without assigning any reason.
- iv) The registration if made can be cancelled at any time without notice.
- v) Suppliers/vendors/Distributors and manufacturers already registered with DHA Multan, for this purpose are required to apply fresh.

# PRE-QUALIFICATION FORM

## PARTICULARS

Company Name			
Abbreviated Name			
National Tax No		Sales Tax Registration No	
No of Employees		Company's Date of Formation	

Please attach copies of NTN and GST Registration

Title of the firm	Private Limited		Sole Proprietor		Joint Venture		Partnership	
Type of Business	Manufacturer		Authorized Distributor		Reseller		Specify	
	Others							

Please enclose copy of Certificate from Registrar of firm in case of partnership/proprietorship OR Copy of certificate of incorporation in case of private limited company

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

Customer Support / Care Unit Address			
City / Town		Province	
		Post Code	
Phone		Fax	
Email Address		Website	
Factory / Workshop Address			
City / Town		Province	
		Post Code	
Phone		Fax	
Email Address		Website	
CEO / Chairman		CNIC	
Mailing Address			
Phone		Cell No	
Fax		Email Address	

Board of Directors or Management

	Name	Position Pri	Phone	Email	Appointment
a.					
b.					
c.					

Photocopy of CNICs to be enclosed

## COMPANY PROFILE

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of Items / Services	1	
		2	
		3	
3	List of Authorization from the Principals	1	
		2	
		3	
		4	
4	After Sales Services		
5	Warranty Details		
6	Buy Back or Return Policy		
7	Customer Support / Care Unit		
8	Any Other Information that the supplier may like to provide		

Area of Specialization (Provide Details)

Names of close relatives working / worked in DHA Multan

Ser	Name	Current Position	DHA Staff No	Department	Designation	Retired/ Resigned/ Terminated
1						
2						
3						

List of Current Customers (Companies / Organization Business)

Ser	Name of Company / Organization	Current Business Scop of Work	No of Years	Annual Contract Volume	Approximate 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 DHA during the last five years

Ser	Type of Business / Contract	Years of Supplies Contract	Annual Valum	Approximate Book Value of Business	Performance
1					
2					
3					
4					
5					



## FINANCIAL DATA

Applicants 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 Audit Balance sheet for the last 3 years

Name of Firm				
Name of Banks & Branches	Bank		Branch	
	Bank		Branch	
	Bank		Branch	
Auditor's / Certified Annual Report	Please attach auditors /Certified Annual Report for last three years			
General Sales Tax Registration No.				
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.			

## LIGITATION / ARBITRATION INFORMATION

<p>Indicate Brief Detail of any litigation / arbitration entered into with any Employer</p>
---

### Technical Standing of The Firm

Name & address of support locations in Multan

No	Contact Person Name	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						

Att additional sheet if required

Sales / Marketing Personnel of the Firm

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

Detail of the Contract / Assignment / Projects Undertaken by the Firm

No	Title of Contract / Project	General Description	Value of Contract	Years	Department / Organization	Performance
1						
2						
3						
4						

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