



## **PRE-QUALIFICATION AND ENLISTMENT OF VENDORS / SUPPLIERS**

## 1. Introduction

Ayub Medical College, Abbottabad intends to introduce the process of enlistment 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 enlistment Process and submit the attached enlistment 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 Ayub Medical College, Abbottabad's procurement. 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.

## 2. Eligibility Criteria:

- a) The company/firm must be regular income and sales tax payer.
- b) The owner(s) of the company/firm **should not have** any "conflict of interest" with Medical Teaching Institution, Abbottabad.
- c) The company/firm must have its own office in Abbottabad with telephone connection and valid email address.
- d) The company/firm must have its own Active Bank Account in any schedule Bank in Abbottabad.
- e) The company/firm is **NOT Blacklisted** by any Government, Semi-Government, Autonomous/Semi-Autonomous Institution of the country.
- f) The company/firm shall deposit Rs. 10,000/- as Refundable Security (Call Deposit) with the College for the contract period.

## 3. Declaration

1. I/We hereby apply for the enlistment as

\_\_\_\_\_

\_\_\_\_\_

2. I/we hereby declare that the owner(s) of the company/firm has **no conflict of interest** with Medical Teaching Institution Abbottabad and the owner(s) or its partners are **NOT** the employee of Medical Teaching Institution (Both ATH and AMC) Abbottabad.
3. I/We authorize Ayub Medical College, Abbottabad or its authorized representative to conduct any investigation and to verify the statements, documents and information submitted in this application from any person, bank department, agency or firm.
4. The names, positions and contacts of persons who may be contacted for further information, if required, are as under:
  - i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

5. I/We hereby declare that:

- i. This firm has never been blacklisted by any Government Department, Semi-Government Authority, Banks, or Private Company or Corporation and not invited in Litigation/Arbitration with any client.
- ii. The statements made and the information provided in the application is complete, true and correct in every detail. If any of the provided information or document is found false/fake, the Procuring Entity has the right to cancel the contract of the respective company/firm along with the following actions:
  - a). Forfeiture of Call deposit (Refundable Security)
  - b). Blacklisting of the company/firm

Respectfully,

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

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

OWNER/AUTHORISED REPRESENTATIVE OF APPLICANT

Date \_\_\_\_\_

Company Seal

**3. Enlistment Application Form**

**Particulars**

<b>Company Name</b>			
<b>Abbreviated Name</b>			
<b>National 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 certificates*

<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"/>	Reseller	<input type="checkbox"/>	Authorized Dealer	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Specify							

*Please attach 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	
Country		Post Code	
Phone		Fax	
Email		Website	

**LITIGATION / ARBITRATION INFORMATION**

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

The information given above is true to the best of our knowledge; we undertake to inform Ayub Medical College, Abbottabad 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.

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

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

Company/Firm Stamp:

#### 4. Conditions of Purchase

Following Conditions of the Purchase are agreed by the Supplier.

1. **Acceptance of Quotations:** Quotations shall only be accepted if submitted in accordance with the prescribed instructions. Moreover, the quoted rates will be analysed with the current market rates. If the quoted rates were found too high as compared to the market rates, the Procuring Entity has the right to reject the quotations.
2. **Acceptance of the Purchase Order:** The supplier will confirm the Acceptance/Acknowledgment of its receipt by email, fax or by return post soon after the receipt of the Purchase Order from Ayub Medical College, Abbottabad.
3. **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 mentioned. Non-compliance with this condition renders the goods liable to non-acceptance. Such goods will be held by Ayub Medical College, Abbottabad solely at supplier's risk and cost. Moreover, if not cleared by the supplier within 7 days, storage and handling expenses will be charged at the rate of Rs. 200.00 per day per package for first 10 days and thereafter storage and handling expenses will be charged at double the rate. In case the goods are still not collected by the supplier, the Procuring Entity may dispose off the material without any liability.
4. **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.
5. **Delivery Location:** Unless otherwise 'agreed', delivery of the material against Orders shall be made at Ayub Medical College, Mansehra road Abbottabad or at any other location for which the college will intimate formally.
6. **Delivery Date:** The company/firm is bound to complete the supply order within seven to fifteen days after the issuance of the Order. In case the company/firm fails to fulfill the order within stipulated time, the Procuring Entity has the right to cancel the supply order at the risk and cost of the respective company/firm along with termination of contract and forfeiture of the security. For late supply, the Procuring Entity shall impose a fine of Rs. 100/- per day.
7. Should delivery be hindered or delayed by Ayub Medical College, Abbottabad'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 Ayub Medical College, Abbottabad.
8. **Inspection**
  - a. Ayub Medical College, Abbottabad 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 Ayub Medical College, Abbottabad's inspection committee 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 Ayub Medical College, Abbottabad's Authorized Officer/representative. Supply of any unauthorized and unaccepted quantity over and above the Order will be liable to rejection [at the risk and cost of the supplier](#).

9. **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. Moreover, the Procuring Entity **WILL NOT** accept partial supply in any case. Failure to comply with this Clause will render the goods liable to be rejected at the risk and cost of the supplier.

10. **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.

11. **Delivery of goods to Authorized Person:** The suppliers will deliver the goods ordered to the authorized representative of Ayub Medical College, Abbottabad who will sign off along with his designation and stamp of the Branch/Office on each delivery note, otherwise Ayub Medical College, Abbottabad will not be held responsible for the goods delivered.

12. **Satisfaction Note:** All goods delivered to locations as instructed by Ayub Medical College, Abbottabad should have a satisfaction note in the prescribed format as desired by Ayub Medical College, Abbottabad dully 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.

13. **Rejected Goods:** In case of rejection of goods or items, it will be at suppliers risk and expense. Any item found damaged will not be accepted and will be removed by the suppliers for replacement at their expense.

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

15. **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 Ayub Medical College, Abbottabad. Sub-letting is strictly prohibited [and will ask for initiating blacklisting of the firm/company](#).

16. **Disclosure of Confidential Material:** Any plans, drawings or designs supplied by Ayub Medical College, Abbottabad to the Supplier in pursuance of any Enquiry for quotations shall remain the property of Ayub Medical College, Abbottabad 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 Ayub Medical College, Abbottabad, be

published or disclosed to any third party or made use by the suppliers except for the purpose of implementing this Order.

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

18. **Submission of Bills:** Original invoices are to be submitted to the procurement cell of Ayub Medical College, Abbottabad with Advice Notes/Challans/Purchase Order No. and Date. In case GST is paid by the company/firm, both invoices should be submitted.

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

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**DOCUMENTS REQUIRED WITH APPLICATION**

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- i) An affidavit (@ Rs.50/- Judicial Paper) declaring that the firm **HAS NOT** been blacklisted by any Bank, Government / Semi Government Autonomous bodies etc.
- ii) Ayub Medical College, Abbottabad reserves the right of rejection of any or all applications without assigning any reason(s) thereof.
- iii) The Company/Firm will submit an affidavit on Judicial Stamp Paper of Rs. 100/- accepting ALL the above-mentioned terms and conditions.