



ICMA
Pakistan

DOCUMENTs
For
PRE-QUALIFICATION /
REGISTRATION
OF SUPPLIERS / VENDORS/
SERVICE PROVIDERS/
CONTRACTORS

Senior Director Admin, Strategy & Legal Affairs
Institute of Cost and Management Accountants of Pakistan
ST-18/C, Block – 6, ICMAP Avenue, Gulshan-e-Iqbal, Karachi-75300
Tel.: 021-99243900; Fax: 021-99243342,
E-mail: admin@icmap.com.pk

Introduction about ICMA Pakistan

ICMA Pakistan is a professional accounting Institution. It was established in 1951 and was given statutory status vide Cost and Management Accountants Act, 1966 to regulate and promote the profession of Management Accounting in Pakistan. The Institute has sizeable size of members and students and its major centers are located at Karachi, Lahore, Islamabad, Multan & Faisalabad. As part of International Accounting fraternity, ICMA Pakistan is an active founding member of International Federation of Accountants (IFAC), Confederation of Asian and Pacific Accountants (CAPA) and South Asian Federation of Accountants (SAFA) hence for more than five decades, amicably discharging its due national and international responsibility for the promotion of better governance.

The Institute desires to seek **registrations** from reputed companies for **Pre-Qualification / Registration of Suppliers / Vendors/ Service Providers/Contractors** at ICMA Pakistan's Head Office and nationwide campuses at Karachi, Hyderabad, Quetta, Lahore, Multan, Faisalabad, Islamabad, Rawalpindi and Peshawaras per requirements given in this document in the areas of operation already advertised in the leading newspapers by the Institute (Copy enclosed)

Brief Introduction of the Organization /Company

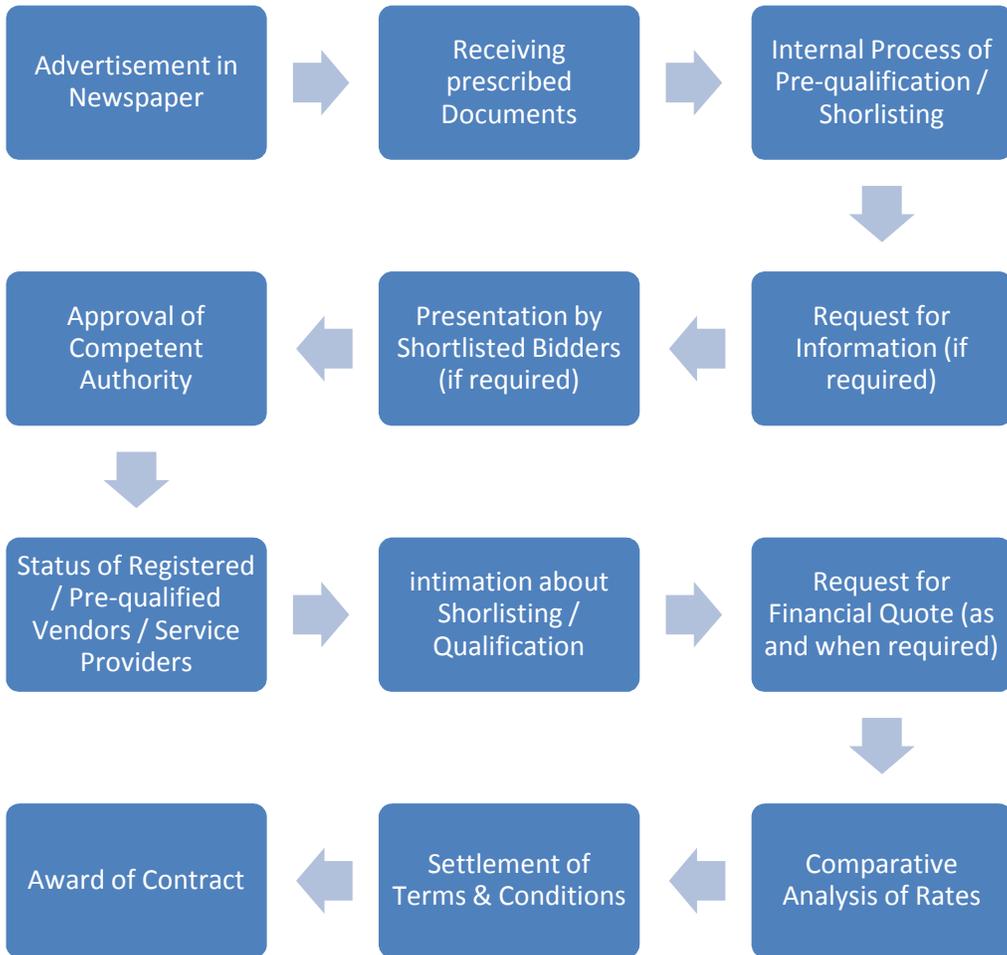
Sr.	Factors	Description
1	Name of the Organization/ Contractor / Dealer / Supplier	:
2	Date of Establishment	:
3	Corporate Status	:
4	Owner / Proprietor / MD / CE Name	:
5	CNIC No.	:
6	Mailing Address	:
7	Contact No(s).	:
8	Cell No(s).	:
9	Fax No(s).	:
10	Email Address	:
11	NTN/GST etc.	:
12	Bank Name & Account No. (for which statement is enclosed)	:
13	Attachments:	: a) Attested copy of Registration / Incorporation Certificate; b) Attested copy of valid NTN & G.S.T Certificate etc.;; c) Attested copies of valid technical association; d) Affidavit that company had never been black-listed; e) Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts);

- f) Copy of 'Bank Statement' of last 6 months or copy of 'Financial Soundness' certificate
- g) List of Existing Clients with contact person (regular and occasional) on specified format;
- h) List of Projects Completed (if exceeds 50, then only for last five years)

Company's Stamp

Signature

Evaluation & Process Flow



Technical Evaluation Documentation Requirement

Following documents are required and would be used for **Technical Evaluation**:

- 1) Covering Letter;
- 2) Copy of Company Registration Certificate;
- 3) Copy of valid NTN Certificate;
- 4) Copy of valid Sales Tax Registration Certificate (if applicable);
- 5) Copies of certificate of professional / technical association;
- 6) Complete Profile / Introduction of Organization (including name of Chief Executive, Partners, Professionals, etc.);
- 7) Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts);
- 8) Copy of any international / local affiliation (if any);
- 9) Copy of ISO 9001 / 2000 Certificates / local and international standards (if any);

Documents required on **prescribed format**

- 10) List of major Clients with Contact Person (regular and occasional);
- 11) List of major works completed / executed and services rendered (if exceeds 50 then only of last 5 years);
- 12) Details of Professional Staff (if applicable);
- 13) List of nationwide offices;

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

Company's Stamp

Signature

Issued to : _____
 Advertisement Reference : _____
 Issued on : _____ Issued by: _____

The Senior Director Admin, Strategy & Legal Affairs

Administration,
 ICMAP Head Office,
 Karachi.

Subject: Pre-Qualification of Suppliers / Service Provider

I / We are interested to **register / apply for pre-qualification of our organization / firm** in the following categories (please ✓ mark):

Sr.	Tick Mark	Category	Certificate of Proof* (if any) – Please mention Attached Annex No.
Suppliers			
1		Stationery Items and Office Supplies;	
2		Computer Hardware & Accessories, Network and Communication Tools;	
3		Printing Paper and Art Card Suppliers;	
4		Furniture & Fixtures, Chairs, Tables, etc.;	
5		Electrical and Electronics Items;	
6		Plaques, Mementos, Souvenirs, etc.;	
7		Security Equipment, Cameras, CCTV, etc.;	
8		Booksellers;	
Service Providers – Insurance Services			
9		Health Insurance for Employees;	
10		Group Insurance for Members and Employees;	
11		General and Vehicle Insurance;	
Service Providers – Contractual Services			
12		Travel Agents and Ticketing Services;	
13		In-house Cafeteria / Canteen Services;	
14		Security Guard Services;	
15		Janitorial Services;	
16		A/Cs Repair & Maintenance;	
17		IT Hardware Equipment Repair and Maintenance;	
18		General Services for Repair and Maintenance;	
Service Providers – Specialized Services			
19		Printing and Publications including Off-set, Panaflex, Banner, etc.;	
20		Book Binding, Compiling, etc.;	
21		Digital and Ordinary Identification Card Making;	
22		Internet, Communication and Broadband Services;	
23		Networking and Data Cables Repair & Maintenance;	
24		Services of Diesel Generators, Photocopiers, Laser / other Printers, PABX, etc.;	
25		UPS, Dry Battery, Stabilizer, etc. Repair & Maintenance;	
26		Electrical Wiring, Plumbing, etc.;	
27		Advertising Agency / Firm;	
28		Graphics Designing / Composing, etc.;	

29	Corporate Identity / Composing Services;
Service Providers – Rental Services	
30	Rent-a-Car Services;
31	Security Equipment;
32	Photocopying Services;
Service Providers – Miscellaneous Services	
33	Guest / Hotel Rooms Services
34	Interior Designer / Architect
35	Architect Engineering Consultants and Civil Contracts (repairing & maintenance and Building Constructions)
36	Catering Services
37	Curtain, Blinds, Repair & Maintenance;
38	Newspaper Distributors;
39	Water Tanker Services;
40	Motor Vehicle Repair and Maintenance;
41	Sanitary and Hardware Items;
42	Contractors to provide Carpenter, Painter, Sewage Cleaner, Plumber, Electrician, Mason, and other skilled labor;
43	SMS / Email Marketing Services

* Certificate of Proof is the **membership / registration certificate** of Federation, Chambers, trade bodies / associations such as FPCCI, LCCI, TAAP, IAP, APSAA, etc.; regulatory bodies / authorities such as SECP, Stock Exchange, PEC, TDAP, etc. and registration / certificate of working with government organizations such as CDGK, CDA, etc.

I / We can adequately supply and provide services of contract in the following cities (please ✓ mark):

Sr.	Tick Mark	City	Address of Offices / Branches / Showrooms / Shops
1		Karachi	
2		Hyderabad	
3		Quetta	
4		Lahore	
5		Multan	
6		Faisalabad	
7		Islamabad	
8		Rawalpindi	
9		Peshawar	

Company's Stamp

Signature

Terms & Conditions for Participation

1. The Suppliers / Service Providers with nationwide supplies / services with own facilities will be preferred;
2. The participating organization should have expertise in their relevant field;
3. The organization should have its own expertise in all respect;
4. The organization should at-least have 3-year professional experience in respective categories for working with reputable clients;
5. Tenders should be submitted on ICMAPakistan prescribed format with stamp of the organization otherwise will be rejected;
6. The participants must submit valid NTN & GST certificate, last 6-month bank statement or certificate of financial soundness or annual report and list of clients with contact person (regular and occasional) on ICMAPakistan specified format;
7. If required, the selected / short-listed organizations will be informed in due course of time;
8. The financial bids / quotations will be invited from selected / short-listed organizations as and when desired;
9. ICMAP reserves the rights to accept or reject any or all organizations / firms applied for registration / pre-qualification on the basis of technical grounds or any other reason without informing them;
10. The sealed documents may be obtained from within 20 days from the following addresses or may be downloaded from the Institute's website.

Head Office, Karachi	Hyderabad	Quetta	Lahore	Multan
Director Administration ICMAP Head Office ST-18/C, Block-6, Gulshan-e-Iqbal, Karachi. 021-9243300	Dy. Director ICMAP Hyderabad Campus Plot # C-3 & C-5, 2nd Floor, Railway E.C.H.S, Abo Ehsan Road, Ladhian #3, Hyderabad. 022-3411020	Dy. Director ICMAP Quetta Campus Pakistan Audit & Accounts Academy Complex, Zarghoun Road, Quetta. 031-8203488	Director Central Region ICMAP Lahore Centre 42, Ferozpur Road, Lahore. 042-111-042-282	Dy. Director ICMAP Multan Centre ICMAP Street, Shalimar Colony, Ehsan Road, Multan. 061-3210248-80
Faisalabad	Islamabad	Rawalpindi	Peshawar	
Dy. Director ICMAP Faisalabad Centre 335-B, Peoples Colony, Off. Safiyana Road, Faisalabad. 041-3220100	Acting Director North Region ICMAP Islamabad Centre Plot No. 16, Sector H-9, Islamabad. 051-0257345-48	Dy. Director ICMAP Rawalpindi Campus Cher Chowk, UBL Building, First Floor, Peshawar Road, Rawalpindi Cantt. 051-3257345-48	Dy. Director ICMAP Peshawar Campus House # 15-B(1), Old Jamrud Road, University Town, Peshawar. 031-3218023-30	

11. The tender documents should be submitted within 15 days from the date of advertisement to the following address:

Head Office, Karachi
Director Administration
ICMA Pakistan's Head Office, ST-18/C, ICMAP Avenue, Block-6, Gulshan-e-Iqbal, Karachi.

Terms & Conditions for Selected / Shortlisted Suppliers / Service Providers

12. The pre-qualification / registration status of vendors / service-providers/Contractors will remain valid until deregistered;
13. The registered / pre-qualified organizations will be preferred for inviting sealed financial bids / quotations;
14. The financial quotations / bids should be provided within the specified time period;
15. The rates should inclusive of applicable taxes whenever financial bid will be quoted;
16. The rates should also include delivery and installation of relevant items, materials and accessories at ICMAPakistan Head Office including all means of transportation;
17. As and when desired depending on the products / services, earnest money may be required on inviting financial bids / quotations;
18. The sealed financial quotations may / may not be opened in front of bidders;
19. The retention money may be required in case of products / services warranty;
20. The bank guarantee may be required in case of specialized / technical products having long-term commitment;
21. The advance payment (if required) should not exceed maximum 25% subject to approval of the Institute;
22. The Institute will not be liable to change Purchase / Work Order if prices of supply and other materials will increase due to inflation or any other factor;
23. The invoice will be processed after completion of work and its satisfaction certificate by concerned department / officer (if required);
24. The payment will be made within 20 to 30 days after submission of invoice and receiving satisfaction certificate;
25. The delivery challan should also be submitted for all part deliveries;
26. The task will be undertaken on the receipt of Purchase / Work Order and according to the specification provided or finally agreed;
27. In case of any change in the specification due to which prices are affected, the same must be informed to Admin. Deptt in advance;
28. The work should be completed within with specified time period after that penalty will be imposed;
29. Incomplete proposal or those received after deadline date and time will not be entertained;
30. In case of Tax exemption, tax exemption certificate will be required along with Invoice;

Company's Stamp

Signature
For further information and clarification, please contact:
Administration Department

ICMAP Head Office, ST-18/C, ICMAP Avenue, Block – 6, Gulshan-e-Iqbal, Karachi.

Phone No.: 021-9243900, 1, 2 & 4 Ext: 222; Fax No.: 021-9243342

 Email: admin@icmap.com.pk URL: www.icmap.com.pk