

# VENDOR ASSESSMENT PROFORMA

## VARIABLE PRINTING FOR CARDS

COMPANY'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ DESIGNATION \_\_\_\_\_

TEL. NO. \_\_\_\_\_ CELL NO. \_\_\_\_\_

FAX \_\_\_\_\_

E MAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

### NOTE:

- The following factors have been considered as the basis of evaluation:

#### **Section A: Mandatory Requirement**

#### **Section B: Category Based Requirements**

1. Status of the Firm and Financials
2. References & Past Experience

**You have any reservation in submitting any information, please let us have it in writing with proper justification.**

- **Submission of incomplete/false information in response to this query or late submission of information shall result in automatic disqualification.**
- **All parties who will be pre-qualified have to participate in tendering. Otherwise, PSO reserves the right not to consider their organization in future tendering and pre-qualification processes**

### INSTRUCTIONS:

1. Tick mark on the correct option. Use the Details field to elaborate or give comments.
2. Sign and stamp each page of all the documents being submitted.
3. Attach copies of all relevant Certificates/Documents wherein required. Attachments must have corresponding section number clearly written on top.
4. Submission of incomplete/false information shall result in automatic disqualification
5. For photographic evidence (if any), please mention (on the back of the picture) the question number to which the picture corresponds to.
6. Each section should be answered according to the directions given and there should be no deviations from the given format. Any section left blank shall be rated as nil.
7. Further queries (if any) shall be communicated to you accordingly.
8. This is without any commitment on our part at this stage

**Stamp & Signature of Applicant**

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## SECTION -A

### Mandatory Requirements

S. #	Description	Yes	No
1.	Has your firm been blacklisted with PSO or another entity?		
2.	NTN# _____ (Please attach copy of NTN Certificate )		
3.	GST# _____ (Please attach copy of GST Certificate )		

If the answer to point#1 is yes, please provide details

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For #1 please provide undertaking on Rs.50/- stamp paper that your firm is not currently blacklisted by any firm

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### 1. STATUS OF THE FIRM & FINANCIALS

Sr.	DESCRIPTION	DETAILS
1.1	<p><b>Status of Firm</b></p> <p><input type="checkbox"/> Public / Private</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Proprietor</p> <p><i>(Please attach the certificate from relevant authority)</i></p>	
1.2	<p><b>Head office &amp; Regional Offices:</b></p> <p><input type="checkbox"/> Head Office in Karachi with regional offices in Lahore/ Islamabad.</p> <p><input type="checkbox"/> Head Office in Lahore / Islamabad with regional office in Karachi.</p> <p><input type="checkbox"/> Head Office in Karachi but no Regional Offices.</p> <p><input type="checkbox"/> No Office at Karachi but office at Lahore, Islamabad</p> <p><i>(Please provide contact details of head office and regional offices)</i></p>	
1.3	<p><b>Average Annual Turnover in last 3 years</b></p> <p><input type="checkbox"/> More than or Equal to 30 Million</p> <p><input type="checkbox"/> Between 10 to 29.99 Million</p> <p><input type="checkbox"/> Less than 10 Million</p> <p><i>(Please attach copy of income tax return)</i></p>	
1.4	<p><b>Business and IT Professionals at Company's Office</b></p> <p><input type="checkbox"/> 20 or more</p> <p><input type="checkbox"/> 15 – 19</p> <p><input type="checkbox"/> 5 - 14</p> <p><input type="checkbox"/> 4 or less</p> <p><i>(Please attach profiles of Business and IT Professionals)</i></p>	
1.5	<p><b>Technicians/ Machine Operators at Company's Office</b></p> <p><input type="checkbox"/> 25 or more</p> <p><input type="checkbox"/> 15 – 24</p> <p><input type="checkbox"/> 5 – 14</p> <p><input type="checkbox"/> 4 or less</p> <p><i>(Please attach profiles of Technicians/ Machine Operators)</i></p>	

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Sr.	DESCRIPTION	DETAILS
1.6	<p><b>Printing Facilities</b></p> <ul style="list-style-type: none"> <li>- In Karachi &amp; Lahore/ Islamabad</li> <li>- In Karachi only</li> <li>- In Lahore/Islamabad only</li> </ul> <p><i>(Please provide contact details of your printing facilities)</i></p>	
1.7	<p><b>Printing Capabilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Both Offset and Variable Printing</li> <li><input type="checkbox"/> Variable Printing Only</li> </ul> <p><i>(Please provide evidence)</i></p>	
1.8	<p><b>Number of available printers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 or more</li> <li><input type="checkbox"/> 10 – 14</li> <li><input type="checkbox"/> 5 – 9</li> <li><input type="checkbox"/> 4 or less</li> </ul> <p><i>(Please attach evidence of ownership/lease with photographs)</i></p>	
1.9	<p><b>Availability of branded continuous and cut-sheet printers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Xerox, Rico Aficio, Oce, HP, Epson, Canon, Dell, Kodak, Brother, Kyocera Mita.</li> <li><input type="checkbox"/> Any other foreign brand (please specify)</li> <li><input type="checkbox"/> Local brand</li> </ul> <p><i>(Please provide evidence of available brands)</i></p>	

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### 2. REFERENCES AND PAST EXPERIENCE

Sr.	DESCRIPTION	DETAILS
2.1	<p><b>Experience in Printing Business</b></p> <p><input type="checkbox"/> Over 10 Years</p> <p><input type="checkbox"/> 5 - 10 Years</p> <p><input type="checkbox"/> 3 – 5 years</p> <p><input type="checkbox"/> Less than 3 years</p> <p><i>(Please provide evidence of inception of this business)</i></p>	
2.2	<p><b>Clientele:</b></p> <p><input type="checkbox"/> Multinationals</p> <p><input type="checkbox"/> Public Sector</p> <p><input type="checkbox"/> Private Limited</p> <p><i>(Please attach list of clients with complete contact information and at least two reference letter from any of major client)</i></p>	
2.3	<p><b>Variable Printing Capacity per day</b></p> <p><input type="checkbox"/> Over 1 Million pages</p> <p><input type="checkbox"/> 100,000 to 1 Million pages</p> <p><input type="checkbox"/> 50,000 to 100,000 pages</p> <p><input type="checkbox"/> Less than 50,000 pages</p> <p><i>(Please provide evidence)</i></p>	
2.4	<p><b>Manual Stuffing capacity of 100,000 pages in Envelopes (ranging from 20 to 500 pages per envelope)</b></p> <p><input type="checkbox"/> 1 day or less</p> <p><input type="checkbox"/> 2 days</p> <p><input type="checkbox"/> 3 days or more</p> <p><i>(Please provide evidence)</i></p>	
2.5	<p><b>100,000 pages Variable Printing and manual stuffing (cumulative) capacity</b></p> <p><input type="checkbox"/> 1 day or less</p> <p><input type="checkbox"/> 2 days</p> <p><input type="checkbox"/> 3 days</p> <p><input type="checkbox"/> 4 days or more</p> <p><i>(Please provide evidence)</i></p>	
2.6	<p><b>Printing Facility operational during the holidays</b></p> <p><input type="checkbox"/> On Sundays and gazette holidays</p>	

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Sr.	DESCRIPTION	DETAILS
	<input type="checkbox"/> On Sundays only <input type="checkbox"/> On Gazette holidays only <input type="checkbox"/> Not open <i>(Please provide an evidence)</i>	
2.7	<b>Printing of previous bills/statements (10 – 500 pages)</b> <input type="checkbox"/> Immediate basis (within 1 hour) <input type="checkbox"/> 2-3 hours <input type="checkbox"/> 4-5 hours <input type="checkbox"/> 1 day or more <i>(Please provide evidence)</i>	
2.8	<b>Presence of a Contingency Plan for printing activity in case of an emergency</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please provide details of back up plan)</i>	
2.9	<b>In case of shifting printing activity at contingency/ DR site, the printing capacity of 100,000 pages would be</b> <input type="checkbox"/> 1 day or less <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> 4 days or more <i>(Provide details of printers and other resources at the DR site)</i>	
2.10	<b>Capability of securely integrating through IT for adapting to any universal file format provided by bill generation source</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Provide details of integration with atleast 3 clients)</i>	
2.11	<b>Maximum Amount of Work Order / Project Awarded in Subject Field in a year</b> <input type="checkbox"/> Equal to 7 to 10 million <input type="checkbox"/> Equal to 4 to 7 Million <input type="checkbox"/> Equal to 1 to 4 Million <input type="checkbox"/> Equal to 0.5 to 1 Million <input type="checkbox"/> From 0.1 to 0.5 million <input type="checkbox"/> Less than 0.1 million <i>(Please attach copy relevant purchase/service orders)</i>	

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