

FORM A- LETTER OF APPLICATION

Registered Business Name: _____

Registered Business Address: _____

_____ Telephone: _____

We hereby apply for pre-qualification with Shakarganj Food Products Limited (SFPL), Jaranwala as transport contractor.

We authorize SFPL or its authorized representatives to carry out verification of the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, Business department, Agency or Firm.

The names and positions of contact persons who may be contacted for further information, if required, are as follows:

S. No.	Name	Position in the company	Contact No.
a)			
b)			

We declare that

- i) The statements made and the information provided in the application is complete, true and correct in every detail.
- ii) This firm has never been black listed by any Government Department, Semi- Government, Private Company, Authority or Corporation. **(Certificate to this effect on Rs.50 non-judicial stamp paper to be provided.)**

Respectfully,

(Authorized representative of application)

Name: _____

Dated: _____

FORM B - GENERAL INFORMATION

Company Name: _____

1. Head Office Address: _____

Telephone No: _____ Fax No: _____

E-mail Address: _____

2. Local Office Address: _____

Telephone No: _____ Fax No: _____

E-mail Address: _____

3. Local Office Address: _____

Telephone No: _____ Fax No: _____

E-mail Address: _____

4. Year of establishment: _____

5. Income Tax Registration No: _____ (Attach copy of Registration Certificate)

6. PRA Registration No: _____ (Attach copy)

7. Bankers:

Bank Name	Branch	IBAN Number

FORM C - DETAILS OF DIRECTORS / PARTNERS

Name	Status Director / Partner	Experience

C.E.O

FORM D – LIST OF OFFICES

Sr. No.	City	Address
1.		Head office:
2.		
3.		
4.		
5.		
6.		

FORM E - DETAILS OF VEHICLES OWNED/ LEASED (BY THE TRANSPORTER)

Sr. No.	Registration No.	Type of Vehicle	Status of vehicle (leased /owned)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

FORM F - FINANCIAL DATA

A. Bank Statement

A current Bank statement of 1 year in respect of bidder's financial soundness **(must be attached)**

B. Financial Statement

1. Current Contract Commitments

Sr. No	Name of organization/Firm	Approx. Value of Business (PKR)	Period of Contract (Years)

2. Annual Turnover

Year	Turn over amount (PKR)
2023	
2024	
2025	

3. Other Business

Type of business	Other Details

FORM G - FAMILY RELATIONSHIP DISCLOSURE FORM

This form must be completed and returned to Supply Chain department

Company Name _____

Owner Name: _____ Date of Submission: _____

(For purpose of this disclosure, relative includes: spouse, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse or someone in a close personal relationship)

Are you or anyone from your company a relative of any employee of the Shakarganj Food Products Limited, including the business associates and / or of the direct competitors of Shakarganj Food Products Limited?

Yes: _____ No: _____

If yes, list the name(s), relationship, and position of relative(s)

Your Company Employee Name & designation	SFPL Employee Name & designation	Relationship

I affirm that all information contained herein is correct to the best of my knowledge and I shall immediately disclose my family relationship to the company, if any, in future.

Signature: _____
CEO

Date

Form H- Check List - Documents to be submitted (Please tick against each)

Application Form (Duly Filled) (Form A –G)	
Copy of certificate of Registration of firm / company.	
Certificates of works carried out with various companies.	
Demand Draft of Rs 20,000 in Favor of Shakarganj Food products Limited (Non-Returnable)	
Affidavit that the firm is not black listed by any Government or Semi Government Organization / private/public limited company & Information Provided is correct in all aspects	
Certificate of Income Tax Registration /NTN & PRA	
Copies of current contracts/Experience Letters (with Other Companies)	
Bank statement of last One year.	
TWO separate sealed Envelopes, One Main sealed Envelope with details of Company profile & in 2nd Financial Bid/Rate List	
Others (if necessary)	

Form I – Evaluation Criteria (to be filled by SFPL)

S.NO	Criteria	Max Marks	Obtained
1	Registered with Income Tax Department – Has NTN & PRA	Mandatory	Yes/No
2	Minimum experience of 3 years	Mandatory	Yes/No
3	Rates attractiveness as compared to other Quotes	Mandatory	Yes/No
4	Company can Invest for Operational Expenses	Mandatory	Yes/No
5	Number of owned vehicles/Fleet (in Numbers)	10	
6	Annual Turnover (Average for last 3 years)	10	
7	Previous Experience with any renounced companies FMCG company	10	
8	Previous Experience with any renounced FMCG	10	
9	Presence in different parts of the country (all over Pakistan)	10	
10	Operation Management Team or single man show	10	
11	Experience in years	10	
12	Present Work load (provision of vehicles of daily basis)	10	
13	Current clients list	10	
14	Other (any Plus Point/Competitive edge)	10	
	Total:	100	

Note: The firm ranked best with respect to a criterion will be awarded maximum marks in that field. Others will be given relative weightage.

Tender Committee (with Name & Designation)

Shabir Akhtar (VP Tax & Audit)

Abdullah Abdul Majeed (AVP Supply Chain)

Shakeel Ahmed (AVP Administration)

For Shakarganj Food products Limited (CFO)

Contact person (Only in case of Query related with Tender)

Abdullah Abdul Majeed

Assistant Vice President (Supply Chain)

042- 111 111 765 Ext. 424