

**EXECUTIVE ENGINEER, PROVINCIAL BUILDINGS DIVISION-III,**  
**KARACHI.**

**PRE-QUALIFICATION OF CONTRACTORS**

**Name of scheme/project:**

**“CONSTRUCTION OF RESIDENTIAL & STUDIO  
APARTMENTS AT BATH-ISLAND BUNGALOW NOS. 2,  
3 & 4, KARACHI (ADP NO. 897 – 2015-16)”.**

**Issued to**

M/s. \_\_\_\_\_

\_\_\_\_\_

**Consultants/Engineer:**

**Naqvi & Siddiquie Associates (Pakistan)**

**B-1 & B-2 EOBI House (Awami Markaz)**

**Main Shahrah-e-Faisal**

**Karachi**

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## **PREQUALIFICATION DOCUMENT**

### **1.0 Section I. Instructions to Bidders/Applicants (ITB):**

- Clause 1** The firm/contractor shall enclose the (one original and one copy) of the documents in a sealed Envelope which shall:-
- (a) bearing the name and address of the Applicant;
  - (b) Be delivered by hand or through courier/registered mail to address mentioned in Advertisement for pre-qualification or in document; and
  - (c) Be clearly marked “Application for Pre-qualification for \_\_\_\_\_  
(mention the name of contract /project)
- Clause 2** If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-maturing opening of the documents
- Clause 3** Document shall be prepared in English language. In case of ICB, the information provided in any other language shall be accompanied by English translation also.
- Clause 4** Firm/Contractor must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in disqualification of the firm/contractor.
- Clause 5 Clarification and Modification of Documents:**  
Firm/Contractor, who has obtained documents, may request for clarification of Contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of Bid.
- Clause 6 Addendum:** At any time prior to the deadline for submission of documents, the Agency may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document.
- Clause 7 Deadline for submission of Documents:**  
Documents shall be received by the Procuring Agency at the address given in advertisement not later than the 29.12.2015 upto 14:30 Hours. The Client/Consultant may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification Document, and in which case all rights and obligations of the Agency and the firms/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.
- Clause 8 Evaluation:**  
Firm's/Contractor's general and particular experience, and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed form will be evaluated as per evaluation criteria given in the document. Procuring Agency reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the firm/contractor compliance with the qualifying criteria.
- NOTE: NO JOINT VENTURE FIRMS SHALL BE ALLOWED.**

**Clause 9 Clarification of Prequalification Information:**

To assist in the evaluation of information, the agency may, at its discretion, ask any firm/contractor for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any firm/contractor does not provide clarifications of the information requested by the date and time set in the agency's request for clarification then application of the firm/contractor may be rejected.

**Clause 10 Verification of Prequalification Information:**

Verification of the information provided by the pre-qualified/shortlisted firms / contractors in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or firm/contractor is found to be lacking in the capability or resources to success fully perform the contract, then it shall not be prequalified.

**2.0 Section II: Evaluation/Qualification Criteria.****1. Criteria based on Marks/Score.**

**Mandatory Provisions/Eligibility:** Firms/Contractors must possess

- Valid registration Certificate of PEC in the category C-2 or above with specialized codes of CE09, CE10, BC03, ME01, ME02, ME03, EE03, EE04.
- Valid registration with Tax Authorities i-e Federal Board of Revenue, Sindh Revenue Board etc.
- Affidavit that the firm is not black listed or involved litigation / arbitration case.  
(if involved please provide the detail & nature of case)

Aggregate Qualifying Score is 70%, but it is mandatory to obtain at least 35% in each of the following sections A&B.

**(A) Company Profile.**

- |             |   |                 |
|-------------|---|-----------------|
| <b>1.</b>   | Period since Firm/Contractor is in construction business  | <b>10 Marks</b> |
|             | Up to 5 years   | 02 Marks        |
|             | Up to 10 years  | 05 Marks        |
|             | Above 10 years  | 10 Marks        |
|             | <i>(Attach PEC licence for each year)</i>   |                 |
| <b>2.</b>   | Office facilities   | <b>05 Marks</b> |
|             | In Sindh province   | 03 Marks        |
|             | In any other province/Islamabad   | 01 Marks        |
|             | Outside Country   | 01 Marks        |
| <b>3.</b>   | <b>General Experience Record 35 Marks</b>   |                 |
| <b>3.i</b>  | Projects of similar nature and complexity completed during the last five years (4 Marks for each project)<br><i>(Attach satisfactory completion certificates)</i> | 20 Marks        |
| <b>3.ii</b> | Projects of similar nature and complexity in hand.<br>(5 Marks for each project). <i>(Attach copies of work orders)</i>   | 15 Marks        |

**(B) Personnel Capabilities required for this project****20 Marks**

- (i). Requirement of persons will vary from Project to Project.  
Following factors may be used as a guideline:

Sr. No.	Description/Position with qualification & experience	Number Required	Marks assigned	Remarks
1.	BSc (Civil Engg.) /BE(Civil) Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	2 Nos.	10	03 Marks for experience of 5 to 10 years. 05 Marks for above 10 years. (Attach Tax payment challans showing at least 1 year continuous employment with the firm. 1 additional Mark for MSc (Civil Engg:)/M.E.(Civil)
2.	Diploma in Civil Engineering, with experience of 2years or above.	04	10	02 Marks for 02 years experience, 03 Marks for above 02 years.

**(ii) Equipment Capability 20 Marks**

Total equipment available with the applicant is to be listed along with its current Mobilization on on-going projects. *(Details are to be provided in the attached form)*

**(iii) Financial Soundness /Status 10 Marks**

For Financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last three (3) years or any other document which verifies their Financial Status. Where necessary, the Procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital/Credit Facilities for this project/work (Attach evidence)

- |      |  |          |
|------|--|----------|
| i.   | Less than 15% of Estimated Cost of this Work | 02 Marks |
| ii.  | 16 - 25% of Estimated Cost of this Work      | 04 Marks |
| iii. | 26 - 40% of Estimated Cost of this Work      | 08 Marks |
| iv.  | More than 40% of Estimated Cost of this Work | 10 Marks |

**Required Documents:** It must include following information/documents:-  
Firm/Contractor have been in business of construction at least for 5 years.

**(C) Experience and past performance.**

- (i) Have completed Two (2) similar assignments having cost of each at least 80% of the project in the last five (5) years.
- (ii) Have executed at least one (1) project in similar geographical condition in last five (5) years. (Attach performance certificates of completed projects).

**(D) Key Personnel Qualification & Experience.**

*(Requirement will vary from assignment to assignment).*

- (i) Site Engineers.** Qualification: BE (Civil), Number: Two (2).  
Experience: Two (2) similar assignments, Seven (7) years experience.
- (ii) Surveyors:** Qualification: Diploma in Civil, Number: Four (4).  
Experience: One (1) similar assignment,  
Three (3) years experience.
- (iii) Quantity Surveyor:** Diploma/Certificate Course in Drafting, One (1)  
Experience: Two (2) years  
*(Brief CVs of personnel be attached).*

**(E) Equipments:**

- (a). High value equipment should be an option to own, lease or hire.
- (b) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects. *(Details are to be provided in attached form)*

**(F) Financial:**

- (i) Documentary evidence of financial position, bank statement or audited accounts of the last Three (3) years.
- (ii) Average Annual turnover of the last three years should not be less than Thrice the Cost of work.

**(G) Any other information:**

*Any other document/information desired by procuring agency which shall not discriminate among contractors/firms.*

Contractors/firms who fail to qualify in any of the above sections shall be disqualified from the Prequalification process.

### 3.0 Section III. Application Forms;

#### **A-I Application Submission Form** *(The covering letter is to be submitted by the Interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead.)*

To \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

*[Name and address of the Procuring Agency]*

Dear Sir,

**Subject: Pre-qualification of -----**

I ..... the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original (*together with-copy*) of pre-qualification documents and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s)....., issued for prequalification.
  - (b) I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
  - (c) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (d) Agency reserves the right to amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements;
- 2.** The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted:

Telephone:

- 3.** The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

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

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

Contact No. \_\_\_\_\_

## A-II Company Profile

Firms/contractors applying for prequalification are requested to complete the information in this form.

1	Name of firm (legal):	
2	Nature of Business:  <i>(Whether the firm is a Corporation, Partnership, Trust etc.)</i>	
3	Head Office Address:	
4	Telephone: Fax numbers: E-mail address:	
5	Place of Incorporation/Registration:  Year of incorporation/registration:	
6	Applicant's authorized representative: Telephone: Fax numbers: E-mail address:	
7	NATIONALITY OF OWNERS.	
	Name:	Country:

**A-III (i) General Experience Record**

<b>Sr. No.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Name of Contract:</b>					
<b>Country:</b>					
<b>Name of procuring Agency With Address, Tele, Fax.</b>					
<b>Nature of works and special features relevant to the contract for which applied:</b>					
<b>Contract Role (Mention: Sole, Sub Contactor or Partner in a Joint Venture).</b>					
<b>Value of the total contract in Pak/Rs:</b>					
<b>Date of Award:</b>					
<b>Date of Completion</b>					



**(ii) Projects of similar nature and complexity in hand.**

Firms / Contractors should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, for which Completion Certificate has yet to be issued.

<b>Name of Contract</b>	<b>Value of Contract</b>	<b>Name of Procuring Agency</b>	<b>Value of Outstanding work (Equivalent Pak Rs. Millions)</b>	<b>Estimated Completion Date</b>
1.				
2.				
3.				

**(iii) Projects executed in similar geographical conditions in last five (5) years.**

<b>Sr. No.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Name of Contract:</b>					
<b>Country:</b>					
<b>Name of procuring Agency With Address, Tele, Fax.</b>					
<b>Nature of works and special features relevant to the contract for which applied:</b>					
<b>Contract Role (Mention: Sole, Sub Contactor or Partner in a Joint Venture).</b>					
<b>Value of the total contract in Pak/Rs:</b>					
<b>Date of Award:</b>					
<b>Date of Completion</b>					

#### **A-IV : Personnel Capabilities**

Firm/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 2 (Evaluation / Qualification Criteria).

<b>Sr. No.</b>	<b>Title of Position</b>	<b>Name</b>
1.		
2.		
3.		
4		
5		

## A-V

The data regarding experience of the personnel mentioned at A-IV should be supplied separately using the Form below.

### B) Curriculum Vitae (CV) for Proposed Experts

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1. **Proposed Position:** \_\_\_\_\_

2. **Name of Expert:** \_\_\_\_\_

3. **Name of Firm:** \_\_\_\_\_

4. **Current Residential Address:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

5. **Date of Birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_

6. **Qualification:** \_\_\_\_\_

7. **Work Experience:** Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

## A-VI

Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment whether owned/leased/rented listed in Section 3 (Evaluation and Qualification Criteria).

### A. Equipment Capabilities (owned by the contractor/firm)

Sr. No.	Name of Equipment	Name of manufacturer	Model and Power rating	Capacity	Year of manufacture	Current location
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**B. Equipment Capabilities (leased/ rented by the contractor/firm)**

<b>Sr. No.</b>	<b>Name of Equipment</b>	<b>Mention whether leased or rented</b>	<b>Name of owner</b>	<b>Address of owner</b>	<b>Contact name and title with Telephone Fax &amp; E Mail of the owner</b>	<b>Agreements Details of rental / lease / manufacture agreements specific to the project</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						
<b>10</b>						

**A-VII****6. Financial Resources.****A. Banker's Information:**

<b>Sr. No.</b>	<b>Name &amp; Address of Bank</b>	<b>Contact name and title</b>	<b>Telephone, Fax &amp; E-Mail Address</b>

**B. Financial Status:** Summarize actual assets and liabilities in Pak Rupees for the Previous three years.

<b>Information from Balance Sheet/ Income Statement</b>	<b>Year 1:</b>	<b>Year 2:</b>	<b>Year 3:</b>
1.Total Assets (TA)			
2.Total Liabilities (TL)			
3. Current Assets (CA)			
4. Current Liabilities (CL)			
5.Total Revenues (TR)			
6.Profits Before Taxes (PBT)			
7. Profits After Taxes (PAT)			

**C. Source of Financing:** Contractor/ Firm shall provide documentary evidence for funding the project for which prequalification is being undertaken.

**Section IV. Scope of Contract:** *(Description of works and Period of completion)*