



**SARDAR BAHADUR KHAN WOMEN UNIVERSITY,
BREWERY ROAD QUETTA**

**ESTABLISHMENT OF SCHOOL FOR
PROFESSIONAL DEVELOPMENT IN SBK
WOMEN'S UNIVERSITY QUETTA**

PREQUALIFICATION OF CONSTRUCTORS

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INSTRUCTIONS TO APPLICANTS

1.0 SCOPE OF WORKS

The Vice Chancellor, Sardar Bahadur Khan Women University, Quetta (**The Employer**) invites applications from Constructors registered with Pakistan Engineering Council in **Category C-4** or above for **Establishment of school for professional Development in SBK Women's University, Quetta**. The components of the Works shall consist of, but not be limited to the following:

- Building Construction, Plumbing, Electrical & External Development Works

2.0 SUBMISSION OF APPLICATIONS

- 2.1 Applications for pre-qualification (one original and one copy) for the above defined scope of work shall be submitted in sealed envelopes and delivered by hand or through registered mail/courier to:

**Office of the Project Director,
Establishment of school for Professional Development, SBK Women's
University, Brewery Road, Quetta
Ph. No. 081-9213323, Fax. 9213308**

not later than the date mentioned in the Pre-Qualification Notice published in newspapers and be clearly marked

“APPLICATION FOR PRE-QUALIFICATION OF CONSTRUCTORS FOR ESTABLISHMENT OF SCHOOL FOR PROFESSIONAL DEVELOPMENT IN SBK WOMEN'S UNIVERSITY, QUETTA.”

The name and mailing address of the applicant shall be clearly marked on top left corner of the envelope.

- 2.2 The applications shall be prepared in English language. Information in any other language shall be accompanied by its certified translation in English. The Employer reserves the rights for rejection of pre-qualification incase of non-compliance of the above requirement.
- 2.3 The applicants shall respond to all questions and provide complete information as advised in this document. Any false information provided or any lapses to provide essential information may result in disqualification of the applicant.
- 2.4 The applicant's queries, if any, may be sent to the Employer.

3.0 QUALIFICATION CRITERIA

3.1 General

Pre-qualification will be based on all the criteria given in succeeding paras 3.2 to 3.5 regarding the applicant's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the applicant's responses in the forms provided. The Employer reserves the right to waive minor deviations if these do not 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 applicant's compliance with the qualifying criteria. However, for Joint Venture, experience & resources of all firms will be considered collectively.

The Employer reserves the right to verify or seek clarification/substantiation of the information furnished by the applicants. The Employer may reject any application for any misrepresentation knowingly made by any applicant in, or pursuant to, their application or for any statement furnished in connection therewith, and intended to be relied upon by the Employer, which is incorrect in any respect.

3.2 Preliminary Examination

All applications/documents submitted shall be checked for the following items:

1. Has the Letter of Application (Annex A) been signed?
2. Has all information asked for in **Form A-1 to A-12** been provided?
3. Have all Affidavits required under **Form A-11** been provided and duly signed by the authorized person?
4. Have audited balance sheets of last **three (03) years** been provided?
5. In case of Joint Venture; has the relevant agreement been provided and duly signed?

3.3 Initial Scrutiny

All the applicants shall be subjected to initial scrutiny using the following criteria:

1. Valid Registration with Pakistan Engineering Council in **Category C-4 or above** with **Speciality Codes CE09, CE10 , EE04 & EEO6.**
2. At least Two **(02)** similar building project having minimum cost of **Rs. 100 million** completed during the last **Five (05) years.**

3.4 Detailed Evaluation

After the initial screening of all applicants, a detailed evaluation of the constructors shall be undertaken using the following criteria based on the scoring system as follows:

Category	Points	
	Maximum	Minimum Acceptable
Financial	30	18
Experience	30	18
Personnel	20	12
Equipment	20	12

To qualify, applicants must receive not less than minimum 60 point.

3.5 Criteria for Detailed Evaluation

Detailed evaluation criteria are as below: -

3.5.1 Financial Capability of an applicant will be taken as follows:

3.5.1.1 The Applicant shall demonstrate that he has access to, or have available liquid assets, un-encumbered real assets, lines of credit and other financial means sufficient to meet the cash flow for the execution of works.

3.5.1.2 The Audited Balance Sheets and Annual Turn Over for the **last three years (Form A-2, A-3 and A-9)** must be submitted and should demonstrate the soundness of the applicant's financial position, showing long term profitability. Where necessary, the Employer will make inquiries with the applicant's bankers.

3.5.1.3 Points shall be awarded under this category based on the following criteria:

S. No.	Description	Max Points Assigned	Criteria for Points Obtained
a)	Available Bank Credit Line	03	<ul style="list-style-type: none"> One (01) Point is given if the available bank credit line limit is equal to Rs. 50 Million. One (1.0) point is given for every Rs. 25 Million increase in the Credit Line. Full Points are given in case the limit is Rs 100 million or more.
b)	Average Working Capital in last 3 years	12	<ul style="list-style-type: none"> Seven (07) Points are given if the average working capital for last three years is equal to Rs 100 Million. One additional (01) point is given for every Rs. 10 Million increase in the working capital. Full Points are given in case of working capital for the last three years is Rs 150 million or more.
c)	Average Annual Turnover in last 3 years	13	<ul style="list-style-type: none"> Five (05) Points are given if the average annual turnover for last three years is equal to Rs 100 Million. One (01) additional point is given for every Rs 10 Million increase in the average annual turnover. Full Points are given in case of Average Annual Turnover for the last three years is Rs 180 million or more.
d)	Registration with income tax department	02	<ul style="list-style-type: none"> No points will be given if income tax certificate is not attached. Full points will be given in case of valid certificate.
Total Points Allocated			30

3.5.2 Experience Capability

Information regarding **building and/or infrastructure** projects completed shall be supported by documents such as Taking Over/Completion Certificate, Defects Liability Certificate and any other relevant document:

Experience	Points
i. Two similar building project of cost Rs. 100 million or more completed during last ten (10) years.	18
ii. Additional similar building and/or infrastructure project of cost Rs. 100 million or more.	04
iii. If any of the above completed project in Balochistan.	04
iv. Similar building and/or infrastructure project of cost Rs. 100 million or more in-hand.	04
Maximum Points	30

3.5.3 Personnel Capability

Personnel will be evaluated on the basis of following points:

Key Personnel	Points (maximum)
i. Project Manager	8
ii. Project Engineer (Civil)	8
iii. Project Engineer (Electrical)	4
Total Points (maximum)	20

(Information regarding education qualification, total work experience and specific work experience is to be supported by documents such as copy of education qualification certificate/degree and CVs of concerned personal propose for the above position duly signed and any other relevant documents).

Points for personnel will be given on the basis of the following criteria:

i. Project Manager (Form A-6 and A-7)
(must be a University Degree holder in Civil Engineering)

Qualification	Points
M.E./M.Sc. Civil Engineering	2.0
B.E./ B.Sc. Civil Engineering	1.0
Maximum Points	2.0
Total work Experience (years)	
More than 20	3.0
10-20	2.0
Less than 10 Years	0.0
Maximum Points	3.0
Specific Experience (years)	
More than 10	3.0
05 ⁺ -10	2.0
Less than 05 Years	0.0
Maximum Points	3.0
Total Points (maximum)	8.0

ii. Project Engineer (Civil) (Form A-6 and A-7)
(at least a Diploma of Associate Engineering in Civil Engineering)

Qualification	Points
M.E./M.Sc. Civil Engineering	2.0
Total work Experience (years)	
More than 20	3.0
10-20	2.0
Less than 10 Years	0.0
Maximum Points	3.0
Specific Experience (years)	
More than 10	3.0
05 ⁺ -10	2.0
Less than 05 Years	0.0
Maximum Points	3.0
Total Points (maximum)	8.0

iv. **Project Engineer (Electrical) (Form A-6 and A-7)**
(at least a Diploma of Associate Engineering in Civil Engineering)

Qualification	Points
B.E./ B.Sc. Electrical Engineering	1.0
Total work Experience (years)	
More than 10	1.0
05 ⁺ -10	1.0
05 or less	0.0
Maximum Points	1.5
Specific Experience (years)	
More than 05	1.5
03 ⁺ -05	1.0
03 or less	0.0
Maximum Points	1.5
Total Points (maximum)	3.0

3.5.4 **Equipment Capability**

The applicant shall own, or have assured access to (through rental, lease, purchase agreement or other means), the following key equipment (limited to only major items of equipment) in full working order, and must demonstrate that, based on known commitments, these will be available for deployment on the proposed contract or works. **(Form A-8)** The applicant may also list alternative equipment which he would propose for the contract together with an explanation of the alternate proposal.

Equipment Type & Characteristics	Required Quantity	Points
1. Dump Trucks (min 5 m ³ Capacity)	6	2
2. Loaders	1	1
3. Excavator (min 1m3 Capacity)	1	1
4. Grader	1	1
5. Transit Mixer	2	4
6. Batching Plant (25 m3/hr)	1	1
7. Concrete Pumps	2	2
8. Scissor Lift for Erection	1	1
9. Shuttering	1000 Sft	4
10. Water Tanker	2	1
11. Generators (150 KVA)	1	1
12. Total Station	2	1
Maximum Points		20

3.5.5 **Litigation History (Form A-9)**

The applicant shall provide accurate information of all litigation or arbitration resulting from contracts completed or under execution over the last **five (05) years**. A history of more than two awards against the applicant or any partner of a joint venture may result in rejection of the application.

4.0 **BLACK LISTING & OTHER AFFIDAVITS:**

An affidavit shall be provided that the applicant has never been black listed. Non compliance to this requirement may result in rejection of the application.

The applicant shall also provide an undertaking on non-judicial stamp paper to the effect that all documents / particulars / information given with this pre-qualification document are true.

The applicant shall also provide an affidavit to the effect that applicant has never indulged in corrupt, fraudulent or collusive practice for procuring contracts.

5.0 **JOINT VENTURE (JV)**

Joint Venture is not allowed for requirements:-

6.0 **UPDATING PREQUALIFICATION INFORMATION**

Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

7.0 **OTHER FACTORS**

7.1 Only firms and Joint Venture (JV) that have been pre-qualified under this procedure shall be invited to submit the bid. A qualified firm or a member of a qualified Joint Venture (JV) may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a Joint Venture (JV), all bids including that bidder will be rejected.

7.2 The Employer reserves the right to:-

- a) amend the scope and value of any contract(s) to be bid,
- b) cancel the pre-qualification process and reject all applications.

The Employer shall neither be liable for any such actions.

ANNEXURE-A

Letter of Application

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date:.....

To: **Project Director,
Establishment of school for Professional Development SBK Women's
University Brewery Road Quetta
Ph. No. 081-9213323, Fax. 9213308**

Sirs,

1. Being duly authorized to represent and act on behalf of..... (hereinafter "the Applicant"), and having reviewed and fully understood all the pre qualification information provided, the undersigned hereby apply to be pre qualified as a bidder of the work for the **Establishment of school for Professional Development SBK Women's University Brewery Road Quetta**

2. Attached to this letter are copies of original documents defining¹:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in

(1) *For applications by joint ventures, all the information requested in the pre-qualification documents is to be provided for each member/partner separately. All member/partners shall sign the letter.*

this application, or with regard to the resources, experience, and competence of the applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information², if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by pre-qualified applicants will be subjected to verification of all information submitted for pre-qualification at the time of bidding;
 - (b) Your Agency reserves the right to:
 - (i) amend the scope and value of any contract under this project; and
 - (ii) reject or accept any application, cancel the pre-qualification process, and reject applications; and

(2) Application by joint ventures should provide information on separate sheet about for each party to the application.

- (c) Your Agency shall not be liable for any such actions and its consequences and under no obligation to inform the applicant of the grounds for actions at 5(b) here above.

Applicants who are not joint ventures should delete para 6 and initial the deletions.

6. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
- (a) signed to legally bind all partners, jointly and severally; and
 - (b) submitted with a Joint Venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.
7. We certify that the information provided in Pre-qualification document is correct and final to the best of our knowledge and nothing contained herein, is contrary to the facts as available with the firm's official record and that **Office of the Project Director, Establishment of school for Professional Development SBK Women's University Brewery Road Quetta** has complete right to disregard our application should it fail to meet their pre-qualification criteria.
8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead / authorized partner / member of a joint venture	For and on behalf of (name(s) of other authorized partner(s) / member(s) of a joint venture

APPLICATION FORMS

Application Form A-1 General Information

All individual firms and each member of a Joint Venture applying for pre-qualification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Venture, as required under the PEC Bye-Laws.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration

NATIONALITY OF OWNERS		
	NAME	NATIONALITY
1.		
2.		
3.		
4.		
5.		

Application Form A-2 Financial Capability

Name of Applicant

*All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the last **three** years.*

Use a separate sheet for each partner of a joint venture.

ANNUAL TURNOVER		
YEAR	Turnover (in actual currency)	Equivalent (in millions)
1.		
2.		
3.		

WORKING CAPITAL		
YEAR	Working Capital (in actual currency)	Equivalent (in millions)
1.		
2.		
3.		

Application Form A-3

Joint Venture Summary (NOT APPLICABLE)

NAME OF ALL MEMBER OF A JOINT VENTURE
1. Lead Member
2. Member
3. Member
4. Member
5. Member
6. Member

Total value of annual construction turnover, in terms of work billed to clients,

ANNUAL TURNOVER DATA (Equivalent in Pak Rupees, Millions)				
Member	Form A-2 Page No.	2015-16	2014-15	2013-14
1. Lead Member				
2. Member				
3. Member				
4. Member				
5. Member				
Total:				

Instructions for Application Form A-4 Particular Experience Record

To prequalify, the Applicant shall be required to fulfill the specified requirements applicable to this form.

*Each applicant or partner of a Joint Venture is required to list similar/comparable contracts of a value equivalent to more than **Rs. 100 Million** to the contract for which the Applicant wishes to qualify, undertaken during the last ten (10) years. The information is to be summarized, using Application Form A-4 and A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.*

**Application Form A-4 Details of Similar Contracts of
Comparable nature and complexity**

Name of Applicant

Applicants and each partner to an application should provide information on their completed contracts along with taking over certificate.

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract Role (Tick One) (a) Main Contractor (b) Sub- Contractor (c) Member in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Contract Price Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____ Years _____ Months

Application Form A-5 Personnel Capabilities

<i>Name of Applicant</i>

*For specific positions essential to contract implementation, Applicants should provide the names of candidate qualified to meet the specified requirements stated for each position in Para 3.5.3 The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-7) along with **CVs of candidates**.*

1.	Title of Position: Project Manager
	Name of Candidate
2.	Title of Position: Construction Manager
	Name of Candidate
3.	Title of Position: Project Engineer (Civil)
	Name of Candidate
4.	Title of Position: Project Engineer (Electrical)
	Name of Candidate

Application Form A-6 Candidate Summary

<i>Name of applicant</i>

Position		
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of employer	
	Address of employer	
	Telephone	Contact officer (manager/personnel officer)
	Fax	Telex
	Job title of candidate	Years with present employer

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month/ Dates/Years		Company / Project / Position / Relevant technical and management experience
From	To	

Application Form A-7 Equipment Capabilities

<i>Name of Applicant</i>

The applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to applicants. A separate Form shall be prepared for each item of equipment listed in para 3.5.4 of the Instructions to Applicants.

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

Omit the following information if it is owned by the Applicant or partner.

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreement	Details of rental/lease specific to the Project.	

Application Form A-8 Financial Capability

<i>Name of Applicant</i>

Applicants, including each member of a Joint Venture should provide financial information to demonstrate that they meet the requirements stated in the Instructions to applicants. Each applicant must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

*Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the **last three (03) years**, based upon known commitments, projected assets and liabilities in Pak Rupees.*

Financial information in Pak Rs. or equivalent	Actual: previous three (03) year		
	2013-14	2012-13	2011-12
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Continued on next page

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 3.5.1).

Source of financing	Amount (Pak Rs. or equivalent)
1.	
2.	
3.	
4.	

*Attach audited financial statements for the **last three (03) years** (for individual applicant or each member of Joint Venture).*

In case of Foreign Firms, if audits are not required by the laws of their countries of origin, they shall submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

Application Form A-10 Additional Information

Name of Applicant

Additional Information

1. Valid Certificate of Registration with Pakistan Engineering Council in the required category/specialization.
2. Certificate of registration with Income Tax Department in Pakistan and Income Tax Return for the last **three** years.
3. An affidavit to the effect that the Applicant has never been black-listed by the government /Semi government or any autonomous body.
4. An affidavit to the effect that all documents / particulars / information given with this pre-qualification document are true.
5. An affidavit to the effect that the Applicant has never indulged in corrupt, fraudulent or collusive practice for procuring contracts.
6. An affidavit to the effect that the firm is not presently involved nor has been in the past in litigation with the Employer. Should this be otherwise the Applicant must provide such details in form A-9 "Litigation History".
7. Integrity Pact attached as Application Form A-11 duly signed.
8. Any other pertinent information in support of this prequalification should also be furnished.

Disqualification of Supplier and Contractors,

"The Employer **may** disqualify a supplier or constructor if it finds, at anytime, that the information submitted by him concerning his qualification as supplier or constructor was false and materially inaccurate or incomplete."

Application Form A-11 Integrity Pact

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS OF GOODS, SERVICES & WORKS

_____ [the Seller/Supplier/Contractor] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP/GoB) through any corrupt business practice,

Without limiting the generality of the foregoing, [the Seller/Supplier/Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP/GoB, except that which has been expressly declared pursuant hereto.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP/GoB and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosures, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation or warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP/GoB under any law, contract or other instrument, be avoidable at the option of GoP/GoB.

Notwithstanding any rights and remedies exercised by GoP/GoB in this regard, [the Seller/Supplier/Contractor] agrees to indemnify GoP/GoB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP/GoB in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP/GoB.

Name of Employer..... Name of Applicant.....

Signature..... Signature.....

Seal Seal