

# The Islamia University of Bahawalpur



## PREQUALIFICATION DOCUMENTS (CONTRACTORS / FIRMS) FOR THE WORKS UNDER THE PROJECT TITLED

“

\_\_\_\_\_

\_\_\_\_\_”

## FOR THE YEAR 2020-21

Name of Contractor / M/S \_\_\_\_\_

Firm & Address \_\_\_\_\_

Applied For \_\_\_\_\_ Group No. \_\_\_\_\_

Dated \_\_\_\_ / \_\_\_\_ / 2020

**Director (P&D), The Islamia University of Bahawalpur**

**Ph. # 0345-9440952**

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## **1: BRIEF OF THE PROJECT**

The Islamia University of Bahawalpur, under the Own Sources Development Projects, intends to undertake prequalification of contractors for the civil works components worth approx- Rs. 1450 Million. The scope of the work includes construction of new faculty buildings, Hostels (Boys & girls) and Extension of Academic Block UCA&E for Department of Environmental sciences at B.J Campus.

The details are as under:

<b>Sr. #</b>	<b>Name of Work</b>		<b>Estimated Cost (Rs. In Millions)</b>	<b>Completion Period</b>
1	Construction of New Faculty Building at Baghdad-ul-Jadeed Campus, IUB	Group 01	300	18 Month
		Group 02	250	18 Month
2	Construction of New Boys Hostel at B.J Campus	Group 01	220	15 Month
		Group 02	150	12 Month
3	Construction of New Girls Hostel at B.J Campus	Group 01	220	15 Month
		Group 02	150	12 Month
4	Extension in Academic Block of UCA&ES for Department Environmental Science at B.J Campus		160	12 Month
		<b>Total</b>	<b>1450</b>	

## **2: INSTRUCTIONS TO APPLICANTS**

### **2.1 Submission of Applications**

**2.1.1** Original application for pre-qualification addressed to the Director (P&D), The Islamia University of Bahawalpur, 1<sup>st</sup> Floor, Syed Tabish Alwari Building, Baghdad-ul-Jadeed Campus shall be received in sealed envelope from the intending contractors / firms, individually or / and in joint venture (JV), to be delivered either by hand or through registered mail in their respective office, during office hours up to -----.

Application must indicate **name of Group** for which firm is intending prequalification

**List of Groups are as under:**

**1. Group 01 (Cost Rs 300 Million)**

Construction of New Faculty Building at Baghdad-ul-Jadeed Campus, IUB

**Group 02 (Cost Rs 200 Million)**

Construction of New Faculty Building at Baghdad-ul-Jadeed Campus, IUB

**2. Group 01 (Cost Rs. 220 Million)**

Construction of New Boys Hostel at B.J Campus

**3. Group 02 (Cost Rs. 150 Million)**

Construction of New Boys Hostel at B.J Campus

**4. Group 01 (Cost Rs. 220 Million)**

Construction of New Girls Hostel at B.J Campus

**5. Group 02 (Cost Rs. 150 Million)**

Construction of New Girls Hostel at B.J Campus

**6. Extension in Academic Block of UCA&ES for Department Environmental Science at B.J Campus (Cost Rs. 160 Million)**

The governing rules for prequalification shall be Punjab Procurement Rules 2014.

**The firms/ Company must mention group number (one or more than one) on letter of application apply for prequalification.**

**Incomplete application or application received after the due date will not be entertained.**

**2.1.2** The name and mailing address of the Applicant shall be clearly mentioned on top left side of the envelope.

**2.1.3** The application shall be made out and submitted in the English language. Information in any other language shall be accompanied along-with its English translation, duly signed.

**2.1.4** The Applicant must respond to all queries and provide complete information as advised in the document hereof.

**2.1.5** The Applicant can seek any clarification regarding the Project, Prequalification Document or evaluation criteria from the following office:

**"Planning & Development Department, 1st Floor, Syed Tabish Alwari Building, Baghdad-ul-Jadeed Campus"**

## **2.2 Qualification Criteria**

### **2.2.1 General**

Pre-qualification shall be based as per criteria given in succeeding paras 2.2.3 to 2.2.7 & 2.3.1 to 2.3.4. regarding Applicant's Basic Eligibility, Experience Record, Personnel Capabilities, Equipment Capabilities and Financial Soundness, read with para 2.2.2 herein-below, and as demonstrated by the Applicant's responses in the forms attached to this letter.

### **2.2.2 Weightage / Marks**

The weightage / distribution of the marks is as given below:

1. Works Experience	35
2. Tool & Plants	15
3. Personnel Capabilities	20
4. Financial Position	<u>30</u>
<b>Total</b>	<b>100</b>

**Note:** Prequalification status shall be determined on the Pass/Fail basis. The applicant individual firm securing **60% Marks** will be considered as prequalified and in case of JV, lead firm and associates securing **60% Marks** individually according to their respective criteria shall be considered as prequalified (**Minimum 50% in each section has to be obtained**). Detailed pre-qualification criteria are given as below:-

### **2.2.3 Basic Eligibility**

The firms & associates in case of JV, fulfilling the following basic requirements shall only be considered for further evaluation (relevant documents to be attached):

- i.** An affidavit on legal stamp paper that the firm/ individual is not defaulter / blacklisted and have not indulged in litigation with any Government/Semi Govt. Department or Authority / Autonomous Body.
- ii.** Certificate of registration with Pakistan Engineering Council (Valid) with proprietorship, address and engineers working with the company.
- iii.** Annual Audit report for last three years (2017-2020).
- iv.** Certificate from Income Tax Department and Professional Tax Certificate of last three years.
  
- v.** In case of joint venture, the lead partner shall have to fulfill the basic eligibility criteria and other partner shall have a valid registration at-least in C-3 category including original “Joint Venture Agreement” on stamp paper;
  
- vi.** List of similar projects having costing equal to or more completed within last five (05) years clearly mentioned projects costs of executed works with copies of work orders and completion certificates (2015 to 2020, i.e., before submission of profiles).
  
- vii.** List of similar projects costing Rs 400.00 million or more in hand by the firm with documentary evidence (2015 to 2020, i.e., before submission of profiles).
  
- viii.** CV's, PEC registration certificate and affidavit on stamp paper (in original) of employed staff is mandatory for submission; and
- ix.** Undertaking on stamp paper (in original) of ownership of tools and plants is mandatory for submission

## MARKING CRITERIA FOR INDIVIDUAL / LEAD FIRM IN CASE OF JV

### A) Work Experience (35)

Sr. No.	Description	Max. Marks
1)	5 Project of similar nature and complexity (Completed)	15
	5 Projects with cost at least equal to or more than the project, completed in last 10-years. Each Project 3 marks	
2)	5 Project of similar nature and complexity (in hand)	10
	5 Projects with cost at least equal to more than the project, in hand. Each Project 2 marks	
3)	Area of Specialization as Working experience Academic / Student Hostel Building Work =3 General Building work=2	03
4)	Enlistment with Government Organization and other agencies (Each given 1 Marks)	05
5)	Litigation history/ blacklisting as per Affidavit	02
<b>Total Marks</b>		<b>35</b>

### B) Professional Capabilities (20)

Sr. No.	Description	Max. Marks
<b>Graduate Engineers</b>		
1)	i) 4 No. (3 Civil + 1 Electrical) Experience 10 + years (2 Marks for Each)	8
	ii) 2 No. (1 Civil + 1 Electrical) Experience 5- 10 years (1 Marks for Each)	2
<b>DAE Associate Engineers</b>		
2)	i) 4 No. (3 Civil + 1 Electrical) Experience 10 + years (1.5 Marks for Each)	6
	ii) 4 No. (3 Civil + 1 Electrical) Experience 5- 10 years (1 Marks for Each)	4
<b>Total Marks</b>		<b>20</b>

**C) Equipment's/Tools & Plants Capabilities (15)**

Sr. No.	Description	Max. Marks
1	Excavator 0.5 mark for each unit	1
2	Dumper Truck 0.5 mark for each unit	1
3	Tractor along-with Trolley and Bowser 1 mark for each unit	2
4	Concrete batching machine (2 bag capacity) 1 mark for each unit	2
5	Scaffolding (Steel pipes and accessories) 1 mark for each lot of 30,000 Rft	2
6	Steel formwork 1 mark for each lot of 30,000 sft	2
7	Concrete Vibrators 0.5 mark for each unit	2
8	Surveying instrument (1 No. Total Stations, 1 No. Theodolites and survey levels)	2
9	Generators (50 KVA) 1 mark for each unit	1
<b>Total marks</b>		<b>15</b>

**D) Financial Capabilities (30)**

Sr. No.	Description	Max. Marks
1.	Available Bank Balance	5
	Balance available amount to Rs 100.00 million or above (Marks =5). Balance available below Rs 100.00 million and above Rs 50/- Million (Marks =3).	
2.	Bank Credit line / Guarantee Rs 200.00 million or above (Marks =6). Below Rs 200.00 million and above Rs 100/- Million (Marks =3).	6
3.	Current Assets as per Audit Reports Rs. 300 million or above (Marks =6). Below Rs 300.00 million and above Rs 100 million (Marks =3).	6
4.	Working Capital in Last 5 years Rs 500 million or above (Marks =7). Below Rs 500.00 million and above Rs 250.00 million (Marks =4).	7
5.	Registration with Income tax department If firm registered with Income tax department then give full marks otherwise, consider "Zero"	6



## **2.4 Conflict of Interest**

**2.4.1** The Applicant (including all members of JV) must neither be associated, nor had been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the applicant.

## **2.5 Updating Prequalification Information**

**2.5.1** 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.

## **2.6 Other Factors**

### **2.6.1**

- Only firms and JVs that have been prequalified under this procedure shall be invited in the bidding process.
- A firm can apply for prequalification as an individual as well as member of JV. However, a firm can participate in the bidding process either as a single entity (individual) or as a JV but not both, for the same work.
- If a firm submits more than one bid, singly or as a member of JV for the same work, bids of such firms (singly and as member of JV) shall be rejected.
- Lead firm and associates cannot make more than one JV; each JV shall not comprise of more than two associates.

**2.6.2** The Employer reserves the right to amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid amongst those prequalified bidders who meet the requirements of the contract(s) as amended.

**2.6.3** All applications will be submitted / received at the risk and cost of the Applicants and the Employer shall not, under any circumstances, be liable for any such acts in case of an unsuccessful application or in case the Employer exercise any of its powers under para 2.6.2.

**2.6.4** The Currency Unit of all estimation, billing, bidding etc., shall be Pakistani Rupee.

## **2.6 Other Factors**

### **2.6.1**

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**2.6.3** All applications will be submitted / received at the risk and cost of the Applicants and the Employer shall not, under any circumstances, be liable for any such acts in case of an unsuccessful application or in case the Employer exercise any of its powers under para 2.6.2.

**2.6.4** The Currency Unit of all estimation, billing, bidding etc., shall be Pakistani Rupee.

**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 email address]*

Date:.....

To: Director (P&D), The Islamia University of Bahawalpur  
1<sup>st</sup> Floor, Syed Tabish Alwari Building,  
Baghdad-ul-Jadeed Campus

Sir,

1. Being duly authorized to represent and act on behalf of.....  
(hereinafter the “Applicant” or “Applicants” as the context so permits), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following group(s) under the “ \_\_\_\_\_ ” for the year 2020-21:

<b>Group No.</b>	<b>Description of Group/ Scope of Work</b>

2. Attached to this letter are copies of original documents defining:

- (a) The Applicant's legal status;
- (b) The principal place of business of the Applicant(s); and

(c) The date and 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 any 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 as is deemed necessary and requested by yourselves or such authorized representative for the purpose of verification of the statements and information provided in this application, or with regard to the resources, experience, and/or competence of the Applicant.

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

**Contact 1----- Telephone 1-----**

**Contact 2----- Telephone 2-----**

***NOTE: For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter. Application by joint ventures should provide information on separate sheet information for each party to the application.***

5. This application is made with the full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (b) Your Agency reserves the right to:

- (i) 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; and
- (ii) Reject or accept any application, cancel the prequalification process, and reject applications; and
- (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
- (d) Your Agency shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.

***NOTE: Applicants who are not joint ventures should delete para 6&7 and initial the deletions.***

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) package, and the responsibilities for execution of the (each) contract.

7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.

- (a) Signed so as 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.

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 partner of a JV)	For and on behalf of (name of Applicant or lead partner of a JV)

**General Information**

All individual firms and each partner of a Joint Venture applying for prequalification 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 Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.

Where the Applicant proposes to use named subcontractors for critical components of the Works or for work contents in excess of 10 percent of the value of the whole Works, the following information should also be supplied for the specialist subcontractor(s).

1	Name of Firm		
2	Head Office Address		
3	Telephone	Contact Person:	
		Name:	
		Title:	
4	Fax	Telex	
5	Place of incorporation/Registration	Year incorporation/registration	of
	<b>Nationality of Owners</b>		
	<b>Name</b>	<b>Nationality</b>	
1			
2			
3			
4			
5			

**General Experience Record**

Name of Applicant or partner of a joint venture
---

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 past three years.

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

<b>Annual Turnover (Construction only)</b>		
<b>Year</b>	<b>Turnover (in Pak Rupees)</b>	<b>Turnover in Millions.</b>
1.		
2.		
3.		

**Joint Venture Summary**

<b>Names of all Partners of a Joint Venture</b>	
1. Lead Partner	
2. Partner	
3. Partner	
4. Partner	
5. Partner	
6. Partner	

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

<b>Annual Turnover Data (Construction only; Pak Rupees, Millions)</b>				
<b>Partner Name</b>	<b>Form A-2</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	<b>Total</b>			



**Particular Experience Record**

Name of Applicant or partner of a joint venture
---

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: **“Instructions to Applicants”**.

On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list all contracts of a similar nature and complexity to the contract for which the applicant wishes to qualify, undertaken during the last ten years. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the applicant or by each partner of a Joint Venture.

Where the Applicant proposes to use named subcontractor(s) for critical components of the Works or for work contents in excess of 10 percent of the value of the whole Works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.

**Contracts of Similar Nature and Complexity**

Name of Applicant or partner of a joint venture
---

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) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7	Value in Pak/Rs.....
8	Date of Award.....
9	Date of Completion.....
10	Contract Duration (Years and Months) _____Years _____Months
11	Specified Requirements ..... ..... ..... .....

**Current Commitments/Works in Progress**

Name of Applicant or partner of a joint venture
---

Applicants and each partner to an application 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, but for which substantial Completion Certificate has yet to be issued.

<b>Name of Contract</b>	<b>Value of Outstanding work (Pak Rs. Millions)</b>	<b>Estimated Completion Date</b>
1.		
2.		
3.		
4.		
5.		
6.		

**Personnel Capabilities**

Name of Applicant
-------------------

For specific positions essential to contract implementation, Applicants should provide the names of candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets of using one Form for each candidate (Application Form A-8).

1	Title of Position
	Name of Prime Candidate
2	Title of Position
	Name of Prime Candidate
3	Title of Position
	Name of Prime Candidate
4	Title of Position
	Name of Prime Candidate
5	Title of Position
	Name of Prime Candidate
6	Title of Position
	Name of Prime Candidate

**Candidate Summary**

<i>Name of Applicant</i>
--------------------------

<i>position</i>	<i>Candidate [Tick appreciate one]</i> <input type="checkbox"/> <i>Prime</i> <input type="checkbox"/> <i>Alternate</i>	
<i>Candidate information</i>	<i>1. Name of Candidate</i>	<i>2. Date of Birth</i>
	<i>3. Professional Qualification</i>	
<i>Present employment</i>	<i>4. Name of employer</i>	
	<i>5. Address of employer</i>	
	<i>Telephone</i>	<i>Contact (manager/personnel officer)</i>
	<i>Fax</i>	<i>Telex</i>
	<i>Job title of candidate</i>	<i>Years with present employer</i>

*Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.*

<i>Month/ Date/years</i>		<i>Company / Project / Position / Relevant technical and management experience</i>
<i>From</i>	<i>To</i>	

**Equipment Capabilities**

Name of Applicant
-------------------

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 2.2.5 of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.

Item of Equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments -----	
Source	Indicate source of the equipment Owned Rented Leased	

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

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex

**Financial Capability**

Name of Applicant or Partner of a Joint Venture
---

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture 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 for the previous three years, based upon known commitments, projected assets and liabilities in Pak Rupees.

Financial information in Pak Rs.	Detail of Last three year		
	1	2	3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 2.2.7).

<b>Source of financing</b>	<b>Amount (Pak Rs.)</b>
1.	
2.	
3.	
4.	

Attach audited financial statements for the last three years (for individual applicant or each partner of joint venture).

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.



