

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

**PROTECTION, PRESERVATION, PROMOTION AND
DEVELOPMENT OF BHANBHOR SITES
AT GHARO**

Name of Procuring Agency

*PDMI&E CELL - CULTURE, TOURISM &
ANTIQUITIES DEPARTEMNT*

Document issued to

1.0 Introduction

The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, constructors that are not suitably qualified to perform the contract. The pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large and complex civil works contracts, turnkey contracts, and contracts for the fabrication of expensive and technically complex plant and equipment. This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover and that, can provide all the equipment required in a timely manner and will be only invited to submit bids. Thus assessment by an implementing agency of the suitability of firms to carry out a particular contract prior to being invited to submit a bid is a process called **prequalification**.

2.0 Sindh Public Procurement Rules 2010

When and how to engage in the pre-qualification process, is clearly explained in SPP Rules 27 & 28, 2010 and same may be referred for further guidance.

3.0 The Prequalification Process

3.1 Advertisement and Notification

The Invitation for Prequalification (IFP)/Pre-qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

3.2 Preparing and Issuing of Prequalification Document

The Procuring Agency is responsible for preparing and issuing the Prequalification Document to all interested bidders. All information and data particular to each individual prequalification process must be provided by the agency in the following sections of the Prequalification Document:

- 4.0 Section I. Instructions to Bidders (ITB);**
- 5.0 Section II. Eligibility & Evaluation/Qualification Criteria;**
- 6.0 Section III. Application Forms;**
- 7.0 Section IV. Scope of Contract**

PREQUALIFICATION OF CONTRACTORS

NOTICE INVITING TENDER FOR PRE-QUALIFICATION OF CONTRACTORS

Culture, Tourism & Antiquities Department, Government of Sindh on receipt of funds from Province of Sindh is inviting prequalification under provisions of SPPRA Rules 27 (a) (b) (c) for capital construction and rehabilitation work of following schemes:

No	Scope of Work	Estimated Cost in (M)	Completion Period
i	ii	iii	iv
1.	Protection, Preservation, Promotion and Development of Bhanbhor Sites at Gharo	237.786	24 Months

Eligibility: Applicant should hold registered with income tax and sales tax and also with Pakistan Engineering Council in Category in relevant category along with field of specialization in BC02.

Pre-qualification documents: Interested contractors/operators can obtain the pre-qualification documents with nonrefundable payment of Rs. 2000/= (Two Thousand Only) on request by hand and or through courier services on additional payment of Rs. 300/= (Three Hundred only). However, under no circumstances the procuring Agency will be responsible for late delivery or loss of the documents mailed.

Dead line of Issuance of Documents: Documents will be issued to interested firms up to **June 01, 2015 @ 1100 hrs.**

Dead line of Submissions: Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before **June 01, 2015 @ 1500 hrs.** Interested firms should submit their inquires/applications/documents to the following address:

DIRECTOR PDMI&E CELL
Directorate of Culture Sindh
Sindh Secretariat, Block No. 76/A,
Opposite MPA Hostel, Karachi
Ph & Fax: 021-992063782

- Procuring Agency may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010.
- Applicants will be informed, in due course, of the result of the evaluation of applications.
- Only the firms prequalified under this process will be invited to bid.

4.0 Section I. Instructions to Bidders/Applicants (ITB).

Clause 1 The firm/contractor shall enclose the (one original and 01 copies) of the documents in a sealed envelope which shall:-

- (a) bear 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 **“Protection, Preservation, Promotion and Development of Bhanbhor Sites at Gharo”**”

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 document.

Clause 3 Document shall be prepared in the 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 dis-qualification of the firm/contractor.

Clause 5 Clarification and Modification of Documents (SPP Rule 23).

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 (SPP Rule 22 & 24): Documents shall be received by the agency at the address; **Director PDMI&E Cell, Directorate General Culture Sindh, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **June 01, 2014 @ 11:00 hours**. The procuring agency 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.

PREQUALIFICATION OF CONTRACTORS

Clause 8 Evaluation (Rule 27 (2)): Firm's/Contractor's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. The 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. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

Clause 9 Clarification of Prequalification Information (Rule 43): 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 (Rule 28 (1d)): 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 successfully perform the contract, then it shall not be pre-qualified.

5.0 Section II: Evaluation/Qualification Criteria.

In this section the evaluation criteria is based on pass/fail criteria for selection methods for prequalifying of the contractors/firms.

1. Evaluation/Qualification Criteria: Based on Yes/No or Pass/Fail system.

Mandatory Provisions/Eligibility: Firms/Contractors must possess (i) valid registration certificate of PEC in the relevant category or above and in relevant disciplines BC02 for year; (ii) valid registration certificate from income tax authority (NTN); and (iii) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Required Documents: It must include following information/documents:-

(A) Firm/Contractor have been in business of construction at least for 5 years.

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

- (i) Have completed Two (2) similar assignments having cost of each at least 50% 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).

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

(Requirement will vary from assignment to assignment).

(i) **Archaeologist:** Qualification: B.S Archaeology, Number: One (1)
Experience: One (1) similar assignment,
Seven (5) years experience

(ii) **Architect:** Qualification: B. Arch, Number: One (1)
Experience: Two (2) similar assignments,
Seven (7) years experience

(iii) **Site Engineer:** Qualification: BE (Civil), Number: One (1)
Experience: Two (2) similar assignments,
Seven (7) years experience

(iv) **Master Craftsman:** Qualification: BA Fine Arts, Number: Two (2)
Experience: One (1) similar assignment,
Three (3) years experience

(v) **Artisan:** Qualification: Diploma Arch/Fine Arts, Number: Two (2)
Experience: One (1) similar assignment,
Three (3) years experience

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- (vi) **Quantity Surveyor:** Diploma/Certificate Course in Drafting, One (1)
Experience: Two (2) years
- (vi) **Kashigar:** Diploma/Certificate Course in Ceramics, Two (2)
Experience: Five (5) years
- (v) **Calligrapher:** Diploma/Certificate in Calligraphy, Two (2)
Experience: Two (2) years
- (v) **Carpenters:** Diploma/Certificate/ work evidences of wood work, One (1)
Experience: Two (2) years

(Brief CVs of personnel be attached).

(D) Equipments:

- (a) *Critical equipment and number required for the Project shall be specified by the Procuring Agency. For guidance procuring agency may refer to annexure-I.*
- (b). High value equipment should be an option to own, lease or hire.
- (c) 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)

(E) 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.

(F) 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.

PREQUALIFICATION OF CONTRACTORS

7.0 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).*

Date: _____

To

[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 -----copies)* 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 in accordance with ITB Clause 6.
- (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:

PREQUALIFICATION OF CONTRACTORS

A-II

1. Company Profile

Date: -----

Contract: -----

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner:</i>	
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member 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.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:

PREQUALIFICATION OF CONTRACTORS

A-III

2. General Experience Record

(i) **Details of Contracts of Similar Nature and Complexity completed over the last 05 years**

Sr. No.	1	2	3	4	5
Name of Contract:					
Country:					
Name of Procuring Agency with Address, Tele, Fax.					
Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture)					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

PREQUALIFICATION OF CONTRACTORS

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

Firms/ Contractors and each partner of the joint venture 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.

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

PREQUALIFICATION OF CONTRACTORS

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

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

PREQUALIFICATION OF CONTRACTORS

A-IV

4 (A) Personnel Capabilities

Firm/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria).

Sr. No.	Title of Position	Name
1		
2		
3		
4		
5		

PREQUALIFICATION OF CONTRACTORS

A-V

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

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

- 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

PREQUALIFICATION OF CONTRACTORS

A-VI

5. 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						

PREQUALIFICATION OF CONTRACTORS

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

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

PREQUALIFICATION OF CONTRACTORS

A-VII

6. Financial Resources.

A. Banker's Information:

Sr. NO.	Name & Address of Bank	Contact name and title	Telephone, Fax & E- Mail Address

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

Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:
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)			

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

Annexure - I

- (i) Universal machines
- (ii) Cutter machines
- (iii) Vibrator
- (iv) Crane Mobile (30 Ton Cap.)
- (v) Dumper Trucks
- (vi) Shower/ Loader/ Backhoe
- (vii) Artists equipment/ chiseling tools
- (viii) Cabin Hoist
- (x) Air Compressor
- (x) Scaffolding Pipe
- (xi) Wood crafting tools
- (xii) Kashi kiln/ tools

Note: The following formula is applicable to evaluation criteria based on marks/score only.

- a. *If the available quantity of each equipment is less than specified limit, give weight age as under:*

$$T = M \times (A / \text{Required Quantity})$$

- b. *If the available quantity of each equipment is more than the minimum equipment requirement full marks will be given.*

A = Available quantity of each equipment of each Item.

T = Marks obtained

M = Marks assigned

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GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

**PROTECTION, PRESERVATION, PROMOTION AND
DEVELOPMENT OF WORLD HERITAGE SITES OF
MAKLI HILL MONUMENTS, THATTO**

Name of Procuring Agency

*PDMI&E CELL - CULTURE, TOURISM &
ANTIQUITIES DEPARTEMNT*

Document issued to

1.0 Introduction

The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, constructors that are not suitably qualified to perform the contract. The pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large and complex civil works contracts, turnkey contracts, and contracts for the fabrication of expensive and technically complex plant and equipment. This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover and that, can provide all the equipment required in a timely manner and will be only invited to submit bids. Thus assessment by an implementing agency of the suitability of firms to carry out a particular contract prior to being invited to submit a bid is a process called **prequalification**.

2.0 Sindh Public Procurement Rules 2010

When and how to engage in the pre-qualification process, is clearly explained in SPP Rules 27 & 28, 2010 and same may be referred for further guidance.

3.0 The Prequalification Process

3.1 Advertisement and Notification

The Invitation for Prequalification (IFP)/Pre-qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

3.2 Preparing and Issuing of Prequalification Document

The Procuring Agency is responsible for preparing and issuing the Prequalification Document to all interested bidders. All information and data particular to each individual prequalification process must be provided by the agency in the following sections of the Prequalification Document:

4.0 Section I. Instructions to Bidders (ITB);

5.0 Section II. Eligibility & Evaluation/Qualification Criteria;

6.0 Section III. Application Forms;

7.0 Section IV. Scope of Contract

PREQUALIFICATION OF CONTRACTORS

NOTICE INVITING TENDER FOR PRE-QUALIFICATION OF CONTRACTORS

Culture, Tourism & Antiquities Department, Government of Sindh on receipt of funds from Province of Sindh is inviting prequalification under provisions of SPPRA Rules 27 (a) (b) (c) for capital construction and rehabilitation work of following schemes:

No	Scope of Work	Estimated Cost in (M)	Completion Period
i	ii	iii	iv
1.	Protection, Preservation, Promotion and Development of World Heritage Sites of Makli Hill Monuments, Thatto	460.110	24 Months

Eligibility: Applicant should hold registered with income tax and sales tax and also with Pakistan Engineering Council in Category in relevant category along with field of specialization in BC02.

Pre-qualification documents: Interested contractors/operators can obtain the pre-qualification documents with nonrefundable payment of Rs. 2000/= (Two Thousand Only) on request by hand and or through courier services on additional payment of Rs. 300/= (Three Hundred only). However, under no circumstances the procuring Agency will be responsible for late delivery or loss of the documents mailed.

Dead line of Issuance of Documents: Documents will be issued to interested firms up to **June 01, 2015 @ 1100 hrs.**

Dead line of Submissions: Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before **June 01, 2015 @ 1500 hrs.** Interested firms should submit their inquires/applications/documents to the following address:

DIRECTOR PDMI&E CELL
Directorate of Culture Sindh
Sindh Secretariat, Block No. 76/A,
Opposite MPA Hostel, Karachi
Ph & Fax: 021-992063782

- Procuring Agency may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010.
- Applicants will be informed, in due course, of the result of the evaluation of applications.
- Only the firms prequalified under this process will be invited to bid.

4.0 Section I. Instructions to Bidders/Applicants (ITB).

Clause 1 The firm/contractor shall enclose the (one original and 01 copies) of the documents in a sealed envelope which shall:-

- (a) bear 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 **“Protection, Preservation, Promotion and Development of World Heritage Sites of Makli Hill Monuments, Thatto”**”

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 document.

Clause 3 Document shall be prepared in the 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 dis-qualification of the firm/contractor.

Clause 5 Clarification and Modification of Documents (SPP Rule 23).

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 (SPP Rule 22 & 24): Documents shall be received by the agency at the address; **Director PDMI&E Cell, Directorate General Culture Sindh, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **June 01, 2014 @ 11:00 hours**. The procuring agency 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.

PREQUALIFICATION OF CONTRACTORS

Clause 8 Evaluation (Rule 27 (2)): Firm's/Contractor's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. The 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. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

Clause 9 Clarification of Prequalification Information (Rule 43): 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 (Rule 28 (1d)): 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 successfully perform the contract, then it shall not be pre-qualified.

5.0 Section II: Evaluation/Qualification Criteria.

In this section the evaluation criteria is based on pass/fail criteria for selection methods for prequalifying of the contractors/firms.

1. Evaluation/Qualification Criteria: Based on Yes/No or Pass/Fail system.

Mandatory Provisions/Eligibility: Firms/Contractors must possess (i) valid registration certificate of PEC in the relevant category or above and in relevant disciplines BC02 for year; (ii) valid registration certificate from income tax authority (NTN); and (iii) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Required Documents: It must include following information/documents:-

(A) Firm/Contractor have been in business of construction at least for 5 years.

(B) Experience and past performance.

(i) Have completed Two (2) similar assignments having cost of each at least 50% 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).

(C) Key Personnel Qualification & Experience.

(Requirement will vary from assignment to assignment).

(i) Architect: Qualification: B. Arch, Number: One (1)
Experience: Two (2) similar assignments,
Seven (7) years experience

(ii) Site Engineer: Qualification: BE (Civil), Number: One (1)
Experience: Two (2) similar assignments,
Seven (7) years experience

(iii) Master Craftsman: Qualification: BA Fine Arts, Number: Four (4)
Experience: One (1) similar assignment,
Three (3) years experience

(iv) Artisan: Qualification: Diploma Arch/Fine Arts, Number: Four (4)
Experience: One (1) similar assignment,
Three (3) years experience

(v) Quantity Surveyor: Diploma/Certificate Course in Drafting, One (1)
Experience: Two (2) years

(vi) Kashigar: Diploma/Certificate Course in Ceramics, Two (2)
Experience: Five (5) years

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(v) **Calligrapher:** Diploma/Certificate in Calligraphy, Two (2)
Experience: Two (2) years

(v) **Carpenters:** Diploma/Certificate/ work evidences of wood work, One (1)
Experience: Two (2) years

(Brief CVs of personnel be attached).

(D) Equipments:

- (a) *Critical equipment and number required for the Project shall be specified by the Procuring Agency. For guidance procuring agency may refer to annexure-I.*
- (b). High value equipment should be an option to own, lease or hire.
- (c) 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)

(E) 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.

(F) 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.

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7.0 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 -----copies)* 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 in accordance with ITB Clause 6.
- (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:

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A-II

1. Company Profile

Date: -----

Contract: -----

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner:</i>	
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member 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.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:

PREQUALIFICATION OF CONTRACTORS

A-III

2. General Experience Record

(i) **Details of Contracts of Similar Nature and Complexity completed over the last 05 years**

Sr. No.	1	2	3	4	5
Name of Contract:					
Country:					
Name of Procuring Agency with Address, Tele, Fax.					
Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture)					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

PREQUALIFICATION OF CONTRACTORS

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

Firms/ Contractors and each partner of the joint venture 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.

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

PREQUALIFICATION OF CONTRACTORS

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

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

A-IV

4 (A) Personnel Capabilities

Firm/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria).

Sr. No.	Title of Position	Name
1		
2		
3		
4		
5		

PREQUALIFICATION OF CONTRACTORS

A-V

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

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

- 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

PREQUALIFICATION OF CONTRACTORS

A-VI

5. 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						

PREQUALIFICATION OF CONTRACTORS

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

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

PREQUALIFICATION OF CONTRACTORS

A-VII

6. Financial Resources.

A. Banker's Information:

Sr. NO.	Name & Address of Bank	Contact name and title	Telephone, Fax & E- Mail Address

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

Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:
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)			

PREQUALIFICATION OF CONTRACTORS

- 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)*

Annexure - I

- (i) Universal machines
- (ii) Cutter machines
- (iii) Vibrator
- (iv) Crane Mobile (30 Ton Cap.)
- (v) Dumper Trucks
- (vi) Shower/ Loader/ Backhoe
- (vii) Artists equipment/ chiseling tools
- (viii) Cabin Hoist
- (ix) Air Compressor
- (x) Scaffolding Pipe
- (xi) Wood crafting tools
- (xii) Kashi kiln/ tools

Note: The following formula is applicable to evaluation criteria based on marks/score only.

- a. *If the available quantity of each equipment is less than specified limit, give weight age as under:*

$$T = M \times (A / \text{Required Quantity})$$

- b. *If the available quantity of each equipment is more than the minimum equipment requirement full marks will be given.*

A = Available quantity of each equipment of each Item.

T = Marks obtained

M = Marks assigned