

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(01)

***RE CONSTRUCTION OF TOMB OF GEN. HOSH
MOHAMMAD SHEEDI AT DISTRICT HYDERABAD***

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for "RE CONSTRUCTION OF TOMB OF GEN. HOSH MOHAMMAD SHEEDI AT DISTRICT HYDERABAD".

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

- 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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above and in discipline for year; (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project. Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg:)/ M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

(D) Equipment Capability 15 Marks

- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (b) High valve 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 Soundness / Status 10 Marks

For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)

- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(02)

PRESERVATION/CONSERVATION AND RESTORATION OF BUILDING OF JUFEL HURST PUBLIC SCHOOL KARACHI

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**.

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explained in the SPP Rules 15, 17 & 18 of 2010.

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5.0 Section II. Eligibility & Evaluation/Qualification Criteria;

6.0 Section III. Application Forms;

7.0 Section IV. Scope of Contract

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked “Application for Pre-qualification for “**Preservation/Conservation and Restoration of Building of Jufel Hurst Public School Karachi**””.

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project. Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg:)/ M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

(D) Equipment Capability 15 Marks

- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (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 Soundness / Status 10 Marks

For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)

- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(03)

CONSERVATION OF EXISTING BUILDING JMB GIRLS SECONDARY SCHOOL KARACHI

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for "Conservation of existing building JMB Girls Secondary School Karachi".

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project.	
	Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg:)/ M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(04)

CONSERVATION /RESTORATION/ CONSTRUCTION OF MASJID MUHAMMAD BIN QASIM ARRORE, DISTRICT SUKKUR

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked “Application for Pre-qualification for “Conservation /Restoration/ Construction of Masjid Muhammad Bin Qasim Arrore, District Sukkur”.

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project. Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg.) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (b) High valve 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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(05)

MISSING ALLIED FACILITIES AT MOTEL NAGARPARKAR

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for "Missing Allied Facilities at Motel Nagarparkar".

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project. Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg.) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (b) High valve 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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(06)

CONVERSION OF ZOO GARDEN INTO NATURAL SCIENCE MUSEUM AT TANDO MUHAMMAD KHAN

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked “Application for Pre-qualification for **“Conversion of Zoo Garden into Natural Science Museum at Tando Muhammad Khan”**”.

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project. Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg.) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (b) High valve 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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(07)

REHABILITATION/RENOVATION OF SIR SHAH NAWAZ BHUTTO MEMORIAL LIBRARY DISTRICT LARKANA

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked “Application for Pre-qualification for **“Rehabilitation/Renovation of Sir Shah Nawaz Bhutto Memorial Library District Larkana”**”.

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. (Attach all certificates and affidavit of not black listing)

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project. Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg.) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(08)

REHABILITATION/RENOVATION OF SHAMSUL ULEMA DAUDPOTO LIBRARY HYDERABAD

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked “Application for Pre-qualification for **“Rehabilitation/Renovation of Shamsul Ulema Daudpoto Library Hyderabad”**”.

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project. Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg.) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(09)

REHABILITATION/RENOVATION OF SACHAL SARMAST LIBRARY KHAIRPUR.

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked “Application for Pre-qualification for “REHABILITATION/RENOVATION OF SACHAL SARMAST LIBRARY HYDERABAD”.

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) Firm is not black listed. *(Attach all certificates and affidavit of not black listing & No involved in Litigation)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

- | | | |
|------------|---|-----------------|
| (A) | Company profile | 20 Marks |
| | i. <u>Period since Firm/Contractor is in construction business</u> | 10 Marks |
| | Up to 5 years | 02 Marks |
| | Up to 10 years | 05 Marks |
| | Above 10 years | 10 Marks |
| | (Attach PEC license for each year) | |
| | ii. <u>Specialization for Conservation Work</u> | 05 Marks |
| | (Attach PEC license BC02) | |
| | iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u> | 05 Marks |
| | iv. <u>Office facilities</u> | 05 Marks |
| | In Sindh province | 03 Marks |
| | In any other province/Islamabad | 01 Marks |
| | Outside Country | 01 Marks |
| (B) | General Experience Record | 30 Marks |
| | i. Projects of similar nature and complexity
Completed over last 05 years.
(4 Marks for each project) | 20 Marks. |
| | ii. Project of Similar nature in hand
(Each Project 05 Marks) | 10 Marks |
| (C) | Personnel Capabilities required for this project | 20 Marks |
| | Requirement of persons will vary from project to Project.
Following factors may be used as a guideline: | |

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg.) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect: 05 Marks
Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (b) High valve 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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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:

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(10)

REHABILITATION/RENOVATION OF LIAQUAT MEMORIAL LIBRARY KARACHI.

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for "REHABILITATION/RENOVATION OF LIAQUAT MEMORIAL LIBRARY HYDERABAD".

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 of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) Firm is not black listed. *(Attach all certificates and affidavit of not black listing & No involved in Litigation)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

- | | | |
|------------|---|-----------------|
| (A) | Company profile | 20 Marks |
| | i. <u>Period since Firm/Contractor is in construction business</u> | 10 Marks |
| | Up to 5 years | 02 Marks |
| | Up to 10 years | 05 Marks |
| | Above 10 years | 10 Marks |
| | <i>(Attach PEC license for each year)</i> | |
| | ii. <u>Specialization for Conservation Work</u> | 05 Marks |
| | <i>(Attach PEC license BC02)</i> | |
| | iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u> | 05 Marks |
| | iv. <u>Office facilities</u> | 05 Marks |
| | In Sindh province | 03 Marks |
| | In any other province/Islamabad | 01 Marks |
| | Outside Country | 01 Marks |
| (B) | General Experience Record | 30 Marks |
| | i. Projects of similar nature and complexity
Completed over last 05 years.
(4 Marks for each project) | 20 Marks. |
| | ii. Project of Similar nature in hand
(Each Project 05 Marks) | 10 Marks |
| (C) | Personnel Capabilities required for this project | 20 Marks |
| | Requirement of persons will vary from project to Project.
Following factors may be used as a guideline: | |

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg.) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect: 05 Marks
Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (b) High valve 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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(11)

REHABILITATION/RENOVATION OF LIBRARY MIRPURKHAS

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for **"Rehabilitation/Renovation of Library Mirpurkhas"**".

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) is not black listed. *(Attach all certificates and affidavit of not black listing)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A)	Company profile	20 Marks
	i. <u>Period since Firm/Contractor is in construction business</u>	10 Marks
	Up to 5 years	02 Marks
	Up to 10 years	05 Marks
	Above 10 years	10 Marks
	(Attach PEC license for each year)	
	ii. <u>Specialization for Conservation Work</u>	05 Marks
	(Attach PEC license BC02)	
	iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u>	05 Marks
	iv. <u>Office facilities</u>	05 Marks
	In Sindh province	03 Marks
	In any other province/Islamabad	01 Marks
	Outside Country	01 Marks
(B)	General Experience Record	30 Marks
	i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project)	20 Marks.
	ii. Project of Similar nature in hand (Each Project 05 Marks)	10 Marks
(C)	Personnel Capabilities required for this project	20 Marks
	Requirement of persons will vary from project to Project. Following factors may be used as a guideline:	

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg:)/ M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect:

05 Marks

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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:

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(12)

REHABILITATION/RENOVATION OF HASRAT MOHANI LIBRARY HYDERABAD.

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for "REHABILITATION/RENOVATION OF HASRAT MOHANI LIBRARY HYDERABAD".

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) Firm is not black listed. *(Attach all certificates and affidavit of not black listing & No involved in Litigation)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

- | | | |
|------------|---|-----------------|
| (A) | Company profile | 20 Marks |
| | i. <u>Period since Firm/Contractor is in construction business</u> | 10 Marks |
| | Up to 5 years | 02 Marks |
| | Up to 10 years | 05 Marks |
| | Above 10 years | 10 Marks |
| | (Attach PEC license for each year) | |
| | ii. <u>Specialization for Conservation Work</u> | 05 Marks |
| | (Attach PEC license BC02) | |
| | iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u> | 05 Marks |
| | iv. <u>Office facilities</u> | 05 Marks |
| | In Sindh province | 03 Marks |
| | In any other province/Islamabad | 01 Marks |
| | Outside Country | 01 Marks |
| (B) | General Experience Record | 30 Marks |
| | i. Projects of similar nature and complexity
Completed over last 05 years.
(4 Marks for each project) | 20 Marks. |
| | ii. Project of Similar nature in hand
(Each Project 05 Marks) | 10 Marks |
| (C) | Personnel Capabilities required for this project | 20 Marks |
| | Requirement of persons will vary from project to Project.
Following factors may be used as a guideline: | |

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg.) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect: 05 Marks
Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(13)

REHABILITATION/RENOVATION OF NATIONAL MUSEUM OF PAKISTAN KARACHI.

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for "REHABILITATION/RENOVATION OF NATIONAL MUSEUM OF PAKISTAN KARACHI".

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) Firm is not black listed. *(Attach all certificates and affidavit of not black listing & No involved in Litigation)*

Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

- | | | |
|------------|--|-----------------|
| (A) | Company profile | 20 Marks |
| | i. <u>Period since Firm/Contractor is in construction business</u> | 10 Marks |
| | Up to 5 years | 02 Marks |
| | Up to 10 years | 05 Marks |
| | Above 10 years | 10 Marks |
| | (Attach PEC license for each year) | |
| | ii. <u>Specialization for Conservation Work</u> | 05 Marks |
| | (Attach PEC license BC02) | |
| | iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u> | 05 Marks |
| | iv. <u>Office facilities</u> | 05 Marks |
| | In Sindh province | 03 Marks |
| | In any other province/Islamabad | 01 Marks |
| | Outside Country | 01 Marks |
| | (B) General Experience Record | 30 Marks |
| | i. Projects of similar nature and complexity | 20 Marks. |
| | Completed over last 05 years. | |
| | (4 Marks for each project) | |
| | ii. Project of Similar nature in hand | 10 Marks |
| | (Each Project 05 Marks) | |
| (C) | Personnel Capabilities required for this project | 20 Marks |
| | Requirement of persons will vary from project to Project. | |
| | Following factors may be used as a guideline: | |

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg:) / M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect: **05 Marks**

Qualification: B.Arch ,

(Brief CVs of personnel be attached).

- (D) **Equipment Capability** **15 Marks**
- (a) Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (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 Soundness / Status** **10 Marks**
- For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.
- Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)
- | | | |
|------|---|-----------------|
| i. | Less than 15% of Estimated Cost of this Work. | 02 Marks |
| ii. | 15-25% 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 (Max:) |

(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.

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:

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: _____

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(14)

REHABILITATION/RENOVATION OF SINDH PROVINCIAL MUSEUM HYDERABAD

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for "REHABILITATION/RENOVATION OF SINDH PROVINCIAL MUSEUM HYDERABAD".

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) Firm is not black listed. *(Attach all certificates and affidavit of not black listing & No involved in Litigation)*
Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

- | | | |
|------------|--|------------------|
| (A) | Company profile | 20 Marks |
| | i. <u>Period since Firm/Contractor is in construction business</u> | 10 Marks |
| | Up to 5 years | 02 Marks |
| | Up to 10 years | 05 Marks |
| | Above 10 years | 10 Marks |
| | (Attach PEC license for each year) | |
| | ii. <u>Specialization for Conservation Work</u> | 05 Marks |
| | (Attach PEC license BC02) | |
| | iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u> | 05 Marks |
| | iv. <u>Office facilities</u> | 05 Marks |
| | In Sindh province | 03 Marks |
| | In any other province/Islamabad | 01 Marks |
| | Outside Country | 01 Marks |
| | (B) General Experience Record | 30 Marks |
| | i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project) | 20 Marks. |
| | ii. Project of Similar nature in hand (Each Project 05 Marks) | 10 Marks |
| (C) | Personnel Capabilities required for this project | 20 Marks |
| | Requirement of persons will vary from project to Project.
Following factors may be used as a guideline: | |

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg:)/ M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect: **05 Marks**
Qualification: B.Arch ,
(Brief CVs of personnel be attached).

(D) Equipment Capability 15 Marks

- (a)** Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (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 Soundness / Status 10 Marks

For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)

- i. Less than 15% of Estimated Cost of this Work. 02 Marks
- ii. 15-25% 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 (Max:)

(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.

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:

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:

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

PREQUALIFICATION DOCUMENT



GOVERNMENT OF SINDH

CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Planning, Development, Monitoring, Implementation & Evaluation Cell

Name of Project/Scheme

(15)

PROTECTION, PRESERVATION & REHABILITATION OF CHOWKANDI GRAVEYARD KARACHI

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

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

Clause 1 The firm/contractor shall enclose the (one original and 02 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 be clearly marked "Application for Pre-qualification for "Protection, Preservation & Rehabilitation of Chowkandi Graveyard Karachi".

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; **Executive Engineer PDMI&E Cell, Directorate of Culture, Sindh Secretariat Block No. 76/A, Opposite MPA Hostel, Karachi Phone: 021-992063782 Fax: 021-992063782** not later than the **27-11-2015 @ 2.00 P.M.** 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.

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.

Evaluation/Qualification Criteria is as under:

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 category C-4 or above (Valid upto 31-12-2015 with field of Specialization (BC-02) (ii) valid registration certificate from income tax authority (NTN);(iii) SRB and (iv) Firm is not black listed. *(Attach all certificates and affidavit of not black listing & No involved in Litigation)*
Aggregate Qualifying Scope is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

- | | | |
|------------|--|-----------------|
| (A) | Company profile | 20 Marks |
| | i. <u>Period since Firm/Contractor is in construction business</u> | 10 Marks |
| | Up to 5 years | 02 Marks |
| | Up to 10 years | 05 Marks |
| | Above 10 years | 10 Marks |
| | <i>(Attach PEC license for each year)</i> | |
| | ii. <u>Specialization for Conservation Work</u> | 05 Marks |
| | <i>(Attach PEC license BC02)</i> | |
| | iii. <u>Specialization of High rise buildings/ Electrical & Mechanical</u> | 05 Marks |
| | iv. <u>Office facilities</u> | 05 Marks |
| | In Sindh province | 03 Marks |
| | In any other province/Islamabad | 01 Marks |
| | Outside Country | 01 Marks |
| (B) | General Experience Record | 30 Marks |
| | i. Projects of similar nature and complexity Completed over last 05 years. (4 Marks for each project) | 20 Marks. |
| | ii. Project of Similar nature in hand (Each Project 05 Marks) | 10 Marks |
| (C) | Personnel Capabilities required for this project | 20 Marks |
| | Requirement of persons will vary from project to Project.
Following factors may be used as a guideline: | |

S#	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.	1 No.	10	05 Marks for experience of 5 to 10 years (MSc (Civil Engg:)/ M.E. (Civil). 03 Marks PH.D 02 Marks
2.	Diploma in Civil Engineering with experience of 2 years or above.	02	05	02 Marks for 02 years experience, 03 Marks for above 02 years.

(ii) Architect: **05 Marks**
Qualification: B.Arch ,
(Brief CVs of personnel be attached).

(D) Equipment Capability 15 Marks

- (a)** Criteria equipment and number required for the project shall be Specified by the procuring Agency.
- (b)** High valve 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 Soundness / Status 10 Marks

For financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years or any other documents which verifies their Financial Status. Where necessary, the procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital in hand for this project / work (attach proof of Bank Statement / Credit Facilities)

- i. Less than 15% of Estimated Cost of this Work. 02 Marks
- ii. 15-25% 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 (Max:)

(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.

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:

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:

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					

(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.				

(iii) 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 Contactor 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		

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

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						

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						

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)			

- 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) Steel cutting & Bending Machine
- (viii) Cabin Hoist (1500 Kg Cap.)
- (ix) Air Compressor (15 HP Cap.)
- (x) Scaffolding Pipe
- (xi) Wood crafting 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

**NOTICE INVITING FOR
PRE-QUALIFICATION OF CONTRACTORS**

No.XEN/PDMI&ECell/CT&AD/NIT/2015-16/

Dated:27-10-2015



Culture, Tourism & Antiquities Department, Government of Sindh on receipt of funds from Province of Sindh is inviting prequalification under provisions of SPPRA Rules 27 for Conservation, Restoration and Rehabilitation work of following schemes:

<i>Rs. In Millions</i>			
S#	Scope of Work	Estimated Cost in (M)	Completion Period
	i	ii	iii
1	Re- Construction of Tomb of Gen. Hosh Mohammad Sheedi District Hyderabad	16.326	24 Months
2	Preservation/Conservation and Restoration of Building of Jufel Hurst Public School Karachi	26.337	24 Months
3	Conservation of existing building JMB Girls Secondary School Karachi	35.976	24 Months
4	Conservation /Restoration/ Construction of Masjid Muhammad Bin Qasim Arrore, District Sukkur	26.671	24 Months
5	Missing Allied Facilities at Motel Nagarparkar	15.049	24 Months
6	Conversion of Zoo Garden into Natural Science Museum at Tando Muhammad Khan	2.884	06 Months
7	Rehabilitation/Renovation of Sir Shah Nawaz Bhutto Memorial Library District Larkana.	10.000	06 Months
8	Rehabilitation /Renovation of Shamsul Ulema Daudpoto Library Hyderabad	10.000	06 Months
9	Rehabilitation /Renovation of Sachal Sarmast Library Khairpur	10.000	06 Months
10	Rehabilitation/Renovation of Liaquat Memorial Library Karachi	10.000	06 Months
11	Rehabilitation/Renovation of Library Mirpurkhas	10.000	06 Months
12	Rehabilitation /Renovation of Hasrat Mohani Library Hyderabad	10.000	06 Months
13	Rehabilitation/Renovation of National Museum Of Pakistan Karachi	15.000	06 Months
14	Rehabilitation/Renovation of Sindh Provincial Museum Hyderabad	15.000	06 Months
15	Protection, Preservation and Rehabilitation of Chowkandi Graveyard At Karachi	45.000	06 Months

Eligibility:

Applicant should hold registered with income tax, SRB sales tax and also with Pakistan Engineering Council in Category C-4 along with field of specialization in BC02, CE-10 for the relevant works.

Pre-qualification documents:

Interested contractors/operators can obtain the pre-qualification documents with nonrefundable payment of Rs. 1000/= (One Thousand Only) (for each work) 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.

Deadline of Issuance:

Documents will issued to interested firms upto dated **27-11-2015** Time: **1:00 P.M**

The competent authority reserves the right to accept or reject any or all the pre-qualification without assigning any reason.

Dead line of Submissions:

Applications Completed in all respect should reach the under signed on or before 27-11-2015 **2:00 PM** on sealed cover which should clearly by marked pre-qualification of contractor. Interested firms should submit their inquires/applications/documents to the following address:

EXECUTIVE ENGINEER PDMI&E CELL

Directorate of Culture 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 Rule 2010
- Applicants will be informed, in due course, of result of the evaluation of applications.
- Only prequalified contractors/firms will only be invited to bid.
- Undertaking on Affidavit that firm is not involved in any litigation or black listed previously by any executing agency or have not abandoned work in the Department as well as all documents particulars/information(s) furnished are true and correct.



EXECUTIVE ENGINEER (PDMI&EC),
Culture Tourism &
Antiquities Department,
Government of Sindh, Karachi
PH: 021-99206378

PREQUALIFICATION

OF CONTRACTORS/FIRMS for year 2015-16
(Civil, Electrical, Restoration & Conservation)

The following works are included for Prequalification of Contractors, Details are as Under

S.No	Name of Work	Estimated Cost in (M)	Completion Period
i	ii	iii	iv
1.	Re-Construction of Tomb of Gen. Hosh Mohammad Sheedi District Hyderabad	16.326	24 Months
2.	Preservation/Conservation and Restoration of Building of Jufel Hurst Public School Karachi	26.337	24 Months
3.	Conservation of existing building JMB Girls Secondary School Karachi	35.976	24 Months
4.	Conservation /Restoration/ Construction of Masjid Muhammad Bin Qasim Arrore, District Sukkur	26.671	24 Months
5.	Missing Allied Facilities at Motel Nagarparkar	15.049	24 Months
6.	Conversion of Zoo Garden into Natural Science Museum at Tando Muhammad Khan	2.884	24 Months
7.	Rehabilitation/Renovation of Sir Shah Nawaz Bhutto Memorial Library District Larkana.	10.000	06 Months
8.	Rehabilitation /Renovation of Shamsul Ulema Daudpoto Library Hyderabad	10.000	06 Months
9.	Rehabilitation /Renovation of Sachal Sarmast Library Khairpur	10.000	06 Months
10.	Rehabilitation/Renovation of Liaquat Memorial Library Karachi	10.000	06 Months
11.	Rehabilitation/Renovation of Library Mirpurkhas	10.000	06 Months
12.	Rehabilitation /Renovation of Hasrat Mohani Library Hyderabad	10.000	06 Months
13.	Rehabilitation/Renovation of National Museum Of Pakistan Karachi	15.000	12 Months
14.	Rehabilitation/Renovation of Sindh Provincial Museum Hyderabad	15.000	12 Months
15.	Construction of Chowkandi Graveyard At Karachi	50.000	06 Months

Terms & Conditions:

1. Applications for pre-qualification are invited from the interested experienced, and well reputed contractors/ firms, registered with Pakistan Engineering Council (PEC) in Category C-4 & Above (Valid upto 31-12-2015), with field of Specializations: **BC-02, CE-01, CE-09, CE-10, EE-02, EE-04, EE-05, EE-06, EE-10** and holding Electrical Contractor License (Issued by Electrical Inspector) for various schemes regarding preservation of Cultural Heritage at various places approved by Government of Sindh under Culture, Tourism & Antiquities Sector.
2. The interested contractors who may have required experience in the above fields may collect Blank Pre-Qualification Forms/ Documents through a written request on company's letter head, enclosing copies of PEC valid license & Electrical Contractor License (also produce original at the time of collecting pre-qualification documents), from the Office of Director Planning, Development, Monitoring, Implementation & Evaluation Cell Culture Tourism & Antiquities Department from the date of publication till 27th November 2015, during office working hours, against payment of Rs.1000/- (non-refundable) in the shape of Pay order in favour of Director, PDMI & E Cell, Culture Tourism & Antiquities Department Government of Sindh Karachi.
3. The completed and duly filled in documents in all respects shall be sent to the Office of Director (PDMI&EC), Culture Tourism & Antiquities Department, Government of Sindh Block No.76-A, Sindh Secretariat Saddar Karachi on or before 07th November 2015 within office timings.

EXECUTIVE ENGINEER (PDMI&EC),
Culture Tourism & Antiquities Department,
Government of Sindh, Karachi
PH: 021-99206378