# 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 pregualification 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;
  - 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". **(b)**
- 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. Period since Firm/Contractor is in construction business 10 Mar	i.	i.		Period since Firm/Contractor is in construction busines	<u> 10 Marks</u>
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Up to 5 years 02 Marks Up to 10 years 05 Marks Above 10 years 10 Marks

(Attach PEC license for each year)

ii. Specialization for Conservation Work 05 Marks

(Attach PEC license BC02)

iii. Specialization of High rise buildings/ Electrical & Mechanical

05 Marks

05 Marks

Office facilities iv.

03 Marks

In Sindh province In any other province/Islamabad

01 Marks

**Outside Country** 

01 Marks 30 Marks

(B) **General Experience Record** 

20 Marks.

Projects of similar nature and complexity Completed over last 05 years.

(Each Project 05 Marks)

(4 Marks for each project)

ii. Project of Similar nature in hand

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 &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

			Date:
Го	•••••		
	[Name	e and address of the Procuring Agency]	
Dear S	Sir,		
Subje	ct:	Pre-qualification of	
		I the undersigned, being duly authorized applies to be prequalified for the project cited above a pre-qualification documents and declare the following	nd enclose one (1) original (together
	(a)	I have examined and have no reservations to the Pre Addenda No(s), issued in ac	-
	(b)	I understand that Procuring Agency may cancel the precent that Procuring Agency is not bound either to accept any invite the prequalified applicants to bid for the contravithout incurring any liability to the Applicants.	application that it may receive or to
	(c)	Bids by prequalified applicants will be subject to verification at the time of bidding;	ation of all information submitted for
	(d)	Agency reserves the right to amend the scope and value of such event bids will only be called from prequalified requirements;	
2. person	n(s) for fur	The Procuring Agency and its authorized representative rther information, if needed;	ve(s) may contact the following
		Person to be contacted: Telephone:	
	undersigi detail.	ned declares that the statements and the information provid	ed are complete, true, and correct in
		Signed: Name:	

# A-II

1. Company	<b>Profile</b>
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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):
	(In case of Joint Venture (JV), legal name of each partner:
2.	Nature of Business:
	(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)
3.	Head Office Address:
4.	Telephone Fax numbers: E-mail address:
5.	Place of Incorporation/Registration:  Year of incorporation/registration:
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:
7.	NATIONALITY OF OWNERS.
	Name: Country:

# A-III

# 2. General Experience Record

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

	-
•	•
-	- v

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

	<b>4(B)</b>	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position: _			
2. Name of Expert:			
4. Current Residential	Address	s:	
Telephone No:		Fax No:	
E-Mail Address:			
		Citizenship:	
6. Qualification:			
7. Work Experience: Su	mmariz	e professional experience in reverse chronological order.	

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

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

Information from Balance Sheet/	Year 1:	Year 2:	Year 3:
Income Statement			
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.	<b>Source of Financing:</b> Contractor/ Firm shall provide documentary evidence for funding the project for which prequalification is being undertaken.

CONSTRUCTION OF TOMB OF GEN. HOSH MOHAMMAD SHEEDI AT DISTRICT HYDERABAD **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 x (A / 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.** 

### 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;
  - 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 **(b)** 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. Feriod since in in Contractor is in construction business 10 Mark	i.	Period since Firm/Co	<u>ntractor is in construction</u>	<u>business</u> <u>10 Marks</u>
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Up to 5 years	02 Marks
Up to 10 years	05 Marks
Above 10 years	10 Marks

(Attach PEC license for each year)

ii. Specialization for Conservation Work 05 Marks

(Attach PEC license BC02)

iii. Specialization of High rise buildings/ Electrical & Mechanical

05 Marks

05 Marks

### Office facilities iv.

In Sindh province 03 Marks In any other province/Islamabad 01 Marks **Outside Country** 01 Marks 30 Marks

#### (B) **General Experience Record**

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)

Personnel Capabilities required for this project (C) 20 Marks

Requirement of persons will vary from project to Project.

Following factors may be used as a guideline:

S#	Description / position with qualification &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

		firm/contract or partner responsible for a join	nt venture, on appropriate company letterhead).
Го			Date:
	[Name	and address of the Procuring Agency]	
Dear Si	r,		
Subject	: <b>:</b>	Pre-qualification of	
		I the undersigned, being of applies to be prequalified for the project circle) of pre-qualification documents and declare the	ted above and enclose one (1) original (together
	(a)	I have examined and have no reservations Addenda No(s),	to the Prequalification Document, including issued in accordance with ITB Clause 6.
	(b)	that Procuring Agency is not bound either to	cel the prequalification process at any time and accept any application that it may receive or to contract subject of this prequalification, without
	(c)	Bids by prequalified applicants will be subjec prequalification at the time of bidding;	t to verification of all information submitted for
	(d)	Agency reserves the right to amend the scope such event bids will only be called from prequirements;	and value of any contract under this project; in prequalified bidders who meet the revised
2. person(s	s) for fur	The Procuring Agency and its authorized r her information, if needed;	representative(s) may contact the following
		Person to be contacted: Telephone:	
3. The u		ed declares that the statements and the informa	ation provided are complete, true, and correct in
		Signed:	Name:

# A-II

1.	Company	<b>Profile</b>
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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):
	(In case of Joint Venture (JV), legal name of each partner:
2.	Nature of Business:
	(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)
3.	Head Office Address:
4.	Telephone Fax numbers: E-mail address:
5.	Place of Incorporation/Registration:  Year of incorporation/registration:
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:
7.	NATIONALITY OF OWNERS.
	Name: Country:

# A-III

# 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.

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position:			
3. Name of Firm:			
4. Current Residential	Address	s:	
Telephone No:		Fax No:	
E-Mail Address:			
5. Date of Birth:		Citizenship:	
6. Qualification:			
7. Work Experience: S	ummariz	e professional experience in reverse chronological order. d managerial experience relevant to the project.	

From	То	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).

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

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

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

Information from Balance	Year 1:	Year 2:	Year 3:
Sheet/ Income Statement			
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.	<b>Source of Financing:</b> 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 x (A / 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 pregualification 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;
  - 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". **(b)**
- 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. Feriod since in in Contractor is in construction business 10 Mark	i.	Period since Firm/Co	<u>ntractor is in construction</u>	<u>business</u> <u>10 Marks</u>
--	----	----------------------	------------------------------------	---------------------------------

Up to 5 years	02 Marks
Up to 10 years	05 Marks
Above 10 years	10 Marks

(Attach PEC license for each year)

ii. Specialization for Conservation Work 05 Marks

(Attach PEC license BC02)

iii. Specialization of High rise buildings/ Electrical & Mechanical

05 Marks

05 Marks

30 Marks

#### Office facilities iv.

In Sindh province 03 Marks In any other province/Islamabad 01 Marks 01 Marks

**Outside Country** 

**General Experience Record** 20 Marks.

Projects of similar nature and complexity 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 &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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:

(B)

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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

r <sub>o</sub>			Date:
_	ame and address of the Procur	mg Agencyj	
Dear Sir,			
Subject:	Pre-qualification of		
	applies to be prequalifi	undersigned, being duly authorized to relied for the project cited above and enclosements and declare the following:	•
(a)		ave no reservations to the Prequalifica	
(b)	that Procuring Agency is	ng Agency may cancel the prequalification not bound either to accept any application of the contract subject of the Applicants.	on that it may receive or to
(c)	Bids by prequalified appli prequalification at the tim	icants will be subject to verification of all e of bidding;	ll information submitted for
(d)		to amend the scope and value of any conly be called from prequalified bidders	
2. person(s) for	The Procuring Agency a further information, if needed	and its authorized representative(s) ma	y contact the following
	Person to be contacted: Te	elephone:	
3. The under every detail.	signed declares that the stateme	ents and the information provided are co	mplete, true, and correct in
	Signed:	Name:	

## A-II

1.	Company	<b>Profile</b>

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):	
	(In case of Joint Venture (JV), legal r	name of each partner:
2.	Nature of Business:	
	(Whether the firm is a Corporation, I (In case of Consortium; whether the Corporation, Partnership, Trust etc.)	Lead Consortium Member is a
3.	Head Office Address:	
4.	Telephone Fax numbers: E-mail address:	
5.	Place of Incorporation/Registration: Year of incorporation/registration:	
6.	Applicant's authorized representative Telephone Fax numbers: E-mail address:	:
7.	NATIONALITY OF OWNERS.	
	Name:	Country:

## A-III

## 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

#### **Personnel Capabilities** 4 (A)

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		

	,	ĸ	7
A	-	١	/

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

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position:			
3. Name of Firm:			
4. Current Residentia	l Addres:	s:	
Telephone No:		Fax No:	
E-Mail Address:			
5. Date of Birth:		Citizenship:	
6. Qualification:			
7. Work Experience: S	Summariz	e professional experience in reverse chronological order. d 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).

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

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

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

Information from Balance	Year 1:	Year 2:	Year 3:
Sheet/   Income Statement			
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.	<b>Source of Financing:</b> 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 x (A / 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 pregualification 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;
  - 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 **(b)** 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/Oualification 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. Period since Firm/Contractor is in construction business 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. Specialization for Conservation Work

(Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

05 Marks

Office facilities iv.

**Outside Country** 

05 Marks 03 Marks

In Sindh province In any other province/Islamabad

01 Marks 01 Marks

30 Marks

(B) **General Experience Record** 

20 Marks.

Projects of similar nature and complexity Completed over last 05 years.

(4 Marks for each project)

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 &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

Го			Date:
10		e and address of the Procuring Agency]	
Dear Si		e and address of the Procuring Figure 97	
Subject	·	Pre-qualification of	
of		I the undersigned, being duly authorized to a specific specific above and encloses) of pre-qualification documents and declare the following:	•
	(a)	I have examined and have no reservations to the Prequalific Addenda No(s), issued in accordance	_
	(b)	I understand that Procuring Agency may cancel the prequalificate that Procuring Agency is not bound either to accept any application invite the prequalified applicants to bid for the contract subject of incurring any liability to the Applicants.	tion that it may receive or to
	(c)	Bids by prequalified applicants will be subject to verification of prequalification at the time of bidding;	all information submitted for
	(d)	Agency reserves the right to amend the scope and value of any co such event bids will only be called from prequalified bidde requirements;	
2. person(	s) for fur	The Procuring Agency and its authorized representative(s) marther information, if needed;	nay contact the following
		Person to be contacted: Telephone:	
3. The revery d		ened declares that the statements and the information provided are c	complete, true, and correct in
		Signed: Name:	

## A-II

1.	<b>Company</b>	<b>Profile</b>

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):				
	(In case of Joint Venture (JV), legal name of each partner:				
2.	Nature of Business:				
	(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)				
3.	Head Office Address:				
4.	Telephone Fax numbers: E-mail address:				
5.	Place of Incorporation/Registration:  Year of incorporation/registration:				
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:				
7.	NATIONALITY OF OWNERS.				
	Name:	Country:			

## A-III

## 2. General Experience Record

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

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:		
3. Name of Firm:		
4. Current Residential Ad	dress:	
Telephone No:	Fax No:	
E-Mail Address:		
	Citizenship:	
6. Qualification:		
7. Work Experience: Sumi	narize professional experience in reverse chronological order.	

From	То	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 <b>vi</b>	hich prequalification	is being undertak	en.	

**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:

$$T = M x (A / Required Quantity)$$

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.

#### **The Prequalification Process** 3.0

#### 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:
  - bear the name and address of the Applicant; (a)
  - 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". **(b)**
- 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/Oualification 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. Period since Firm/Contractor is in construction business 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. Specialization for Conservation Work

(Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

05 Marks

Office facilities iv.

05 Marks 03 Marks

In Sindh province In any other province/Islamabad **Outside Country** 

01 Marks 01 Marks

30 Marks

(B) **General Experience Record** 

Projects of similar nature and complexity Completed over last 05 years.

20 Marks.

(4 Marks for each project)

10 Marks

(Each Project 05 Marks)

Project of Similar nature in hand

20 Marks

Personnel Capabilities required for this project

Requirement of persons will vary from project to Project.

Following factors may be used as a guideline:

ii.

S#	Description / position with qualification &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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:

(C)

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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

	A-I A	application Submission Form (The covering letter is to be submitted by the inter-	
		firm/contract or partner responsible for a joint venture, on appropriate company letterho	
То		Date:	
	[Name	e and address of the Procuring Agency]	
Dear S	ir,		
Subjec	t:	Pre-qualification of	
		I the undersigned, being duly authorized to represent and act on beh applies to be prequalified for the project cited above and enclose one (1) original (togets) of pre-qualification documents and declare the following:	
	(a)	I have examined and have no reservations to the Prequalification Document, inclu- Addenda No(s), issued in accordance with ITB Clause 6.	ıding
	(b)	I understand that Procuring Agency may cancel the prequalification process at any time that Procuring Agency is not bound either to accept any application that it may receive invite the prequalified applicants to bid for the contract subject of this prequalification, wi incurring any liability to the Applicants.	or to
	(c)	Bids by prequalified applicants will be subject to verification of all information submitted prequalification at the time of bidding;	ed for
	(d)	Agency reserves the right to amend the scope and value of any contract under this project such event bids will only be called from prequalified bidders who meet the revisive requirements;	
2. person	(s) for fur	The Procuring Agency and its authorized representative(s) may contact the following ther information, if needed;	ng
		Person to be contacted: Telephone:	
3. The every of	_	ned declares that the statements and the information provided are complete, true, and corre	ct in
		Signed: Name:	

## A-II

1.	Company	<b>Profil</b>	le
----	---------	---------------	----

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):				
	(In case of Joint Venture (JV), legal name of each partner:				
2.	Nature of Business:				
	(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)				
3.	Head Office Address:				
4.	Telephone Fax numbers: E-mail address:				
5.	Place of Incorporation/Registration:  Year of incorporation/registration:				
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:				
7.	NATIONALITY OF OWNERS.				
	Name:	Country:			

# A-III

# 2. General Experience Record

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

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

#### **Personnel Capabilities** 4 (A)

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.

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position	n:		
2. Name of Expert: _			
4. Current Residentia	al Addres	s:	
Telephone No:		Fax No:	
E-Mail Address: _			
5. Date of Birth:		Citizenship:	
6. Qualification:			
7. Work Experience:	Summarize	e professional experience in reverse chronological order. d managerial experience relevant to the project.	

From	То	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

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

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

$$T = M x (A / Required Quantity)$$

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:
  - bear the name and address of the Applicant; (a)
  - be delivered by hand or through courier/registered mail to address mentioned in advertisement **(b)** 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
- 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/Oualification 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. Period since Firm/Contractor is in construction business 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. Specialization for Conservation Work 05 Marks (Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

Office facilities iv.

**Outside Country** 

05 Marks 03 Marks

In Sindh province In any other province/Islamabad

01 Marks 01 Marks

30 Marks

**General Experience Record** (B)

Projects of similar nature and complexity Completed over last 05 years.

20 Marks.

(4 Marks for each project)

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 &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

		Date:
Го		
	[Name	and address of the Procuring Agency]
Dear Si	ir,	
Subjec	t:	Pre-qualification of
		I the undersigned, being duly authorized to represent and act on behalf applies to be prequalified for the project cited above and enclose one (1) original (togethers) 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. person(	(s) for fur	The Procuring Agency and its authorized representative(s) may contact the following ther information, if needed;
		Person to be contacted: Telephone:
<b>3.</b> The every d		ned declares that the statements and the information provided are complete, true, and correct in
		Signed: Name:

## A-II

1.	Company	<b>Profile</b>

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):			
	(In case of Joint Venture (JV), legal name of each partner:			
2.	Nature of Business:			
	(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)			
3.	Head Office Address:			
4.	Telephone Fax numbers: E-mail address:			
5.	Place of Incorporation/Registration:  Year of incorporation/registration:			
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:			
7.	NATIONALITY OF OWNERS.			
	Name:	Country:		

# A-III

# 2. General Experience Record

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

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		
4		
5		

•		T	7
A	-	٦	/

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

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position	ı:		
3. Name of Firm:			
4 Current Residentia	al Address	:	
		Fax No:	
•			
		Citizenship:	
6. Qualification:			
		e professional experience in reverse chronological order.	

Indicate particular technical and managerial experience relevant to the project.

From	То	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

projectio	r which prequalific	Lation 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:

$$T = M x (A / Required Quantity)$$

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:
  - bear the name and address of the Applicant; (a)
  - 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". **(b)**
- 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/Oualification 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. Period since Firm/Contractor is in construction business 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. Specialization for Conservation Work 05 Marks (Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

iv. Office facilities

05 Marks In Sindh province 03 Marks

In any other province/Islamabad **Outside Country** 

01 Marks 01 Marks

30 Marks

(B) **General Experience Record** 

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	<b>05 Marks</b> 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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

	A-I A	<b>pplication Submission Form</b> (The covering letter is to be submitted by the interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead).
		Date:
То		
	[Name	and address of the Procuring Agency]
Dear S	ir,	
Subjec	t:	Pre-qualification of
		I the undersigned, being duly authorized to represent and act on behalf applies to be prequalified for the project cited above and enclose one (1) original (togethers) 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. person	(s) for fur	The Procuring Agency and its authorized representative(s) may contact the following ther information, if needed;
		Person to be contacted: Telephone:
3. The every of	_	ed declares that the statements and the information provided are complete, true, and correct in
		Signed: Name:

## A-II

1.	Company	<b>Profile</b>

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):					
	(In case of Joint Venture (JV), legal 1	name of each partner:				
2.	Nature of Business:					
	(Whether the firm is a Corporation, I (In case of Consortium; whether the Corporation, Partnership, Trust etc.)	Lead Consortium Member is a				
3.	Head Office Address:					
4.	Telephone Fax numbers: E-mail address:					
5.	Place of Incorporation/Registration: Year of incorporation/registration:					
6.	Applicant's authorized representative Telephone Fax numbers: E-mail address:	:				
7.	NATIONALITY OF OWNERS.					
	Name:	Country:				

# A-III

# 2. General Experience Record

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

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		
4		
5		

## A-V

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

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position: _			
3. Name of Firm:			
4. Current Residential A	ddress	<b>::</b>	
Telephone No:		Fax No:	
E-Mail Address:			
		Citizenship:	
6. Qualification:			<del> </del>
7. Work Experience: Sur	mmarize	e professional experience in reverse chronological order.  d managerial experience relevant to the project.	

From	То	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

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

$$T = M x (A / Required Quantity)$$

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:
  - bear the name and address of the Applicant; (a)
  - 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". **(b)**
- 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/Oualification 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. Period since Firm/Contractor is in construction business 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. Specialization for Conservation Work 05 Marks (Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

05 Marks

Office facilities iv.

> In Sindh province 03 Marks In any other province/Islamabad 01 Marks

**Outside Country** 

01 Marks 30 Marks

(B) **General Experience Record** 

> 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 &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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

Oualification: 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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

		Date:	
Го	•••••		
	[Name	e and address of the Procuring Agency]	
Dear Si	r,		
Subject	:	Pre-qualification of	
		I the undersigned, being duly authorized to represent and act on applies to be prequalified for the project cited above and enclose one (1) original as) of pre-qualification documents and declare the following:	
1	(a)	I have examined and have no reservations to the Prequalification Document, is Addenda No(s), issued in accordance with ITB Clause	_
	(b)	I understand that Procuring Agency may cancel the prequalification process at any that Procuring Agency is not bound either to accept any application that it may receive the prequalified applicants to bid for the contract subject of this prequalification incurring any liability to the Applicants.	eive or to
1	(c)	Bids by prequalified applicants will be subject to verification of all information subprequalification at the time of bidding;	nitted for
	(d)	Agency reserves the right to amend the scope and value of any contract under this pr such event bids will only be called from prequalified bidders who meet the r requirements;	•
2. person(s	s) for fur	The Procuring Agency and its authorized representative(s) may contact the fol other information, if needed;	lowing
		Person to be contacted: Telephone:	
3. The u		ned declares that the statements and the information provided are complete, true, and c	correct in
		Signed: Name:	

## A-II

1.	<b>Company</b>	<b>Profile</b>

Date:	
Contract:	

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

	ī				
1.	Name of firm (legal):				
	(In case of Joint Venture (JV), legal name of each partner:				
2.	Nature of Business:				
	(Whether the firm is a Corporation, I (In case of Consortium; whether the Corporation, Partnership, Trust etc.)	Lead Consortium Member is a			
3.	Head Office Address:				
4.	Telephone Fax numbers: E-mail address:				
5.	Place of Incorporation/Registration: Year of incorporation/registration:				
6.	Applicant's authorized representative Telephone Fax numbers: E-mail address:	:			
7.	NATIONALITY OF OWNERS.				
	Name:	Country:			

# A-III

# 2. General Experience Record

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

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.

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position:			
4. Current Residential	Address	::	
Telephone No:		Fax No:	
E-Mail Address:			
5. Date of Birth:		Citizenship:	
6. Qualification:			
		professional experience in reverse chronological order.	

Indicate particular technical and managerial experience relevant to the project.

From	То	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:

$$T = M x (A / Required Quantity)$$

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:
  - bear the name and address of the Applicant; (a)
  - 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". **(b)**
- 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/Oualification 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. Period since Firm/Contractor is in construction business 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. Specialization for Conservation Work 05 Marks (Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

iv. Office facilities 05 Marks 03 Marks

In Sindh province In any other province/Islamabad

01 Marks 01 Marks

**Outside Country** 

30 Marks

**General Experience Record** i Projects of similar nature and complexity

20 Marks.

Completed over last 05 years.

Project of Similar nature in hand

(4 Marks for each project)

(Each Project 05 Marks)

10 Marks

(C) Personnel Capabilities required for this project

ii.

20 Marks

Requirement of persons will vary from project to Project.

Following factors may be used as a guideline:

S#	Description / position with qualification &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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:

(B)

05 Marks

Qualification: B.Arch,

(Brief CVs of personnel be attached).

## REHABILITATION/RENOVATION OF SACHAL SARMAST LIBRARY KHAIRPUR

## (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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

## REHABILITATION/RENOVATION OF SACHAL SARMAST LIBRARY KHAIRPUR

**7.0** 

Section III. Application Forms;

	A-I A	<b>-</b> -	he covering letter is to be submitted le for a joint venture, on appropriate co	2
То				Date:
10		and address of the Procuring Agen	cy]	
Dear Sir,	,			
Subject:		Pre-qualification of		
		_	ned, being duly authorized to represent the project cited above and enclose one ( and declare the following:	
(:	a)		eservations to the Prequalification D, issued in accordance with I	_
()	b)	that Procuring Agency is not bour	cy may cancel the prequalification product of either to accept any application that bid for the contract subject of this prequants.	it may receive or to
((	c)	Bids by prequalified applicants wi prequalification at the time of bidd	ll be subject to verification of all information;	nation submitted for
((	d )		d the scope and value of any contract unlike the from prequalified bidders who	
2. person(s)	) for fur	The Procuring Agency and its a ther information, if needed;	authorized representative(s) may conta	act the following
		Person to be contacted: Telephone	:	
3. The ur every det		ed declares that the statements and	the information provided are complete,	true, and correct in
		Signed:	Name:	

	-	•
А	-1	

1.	Company	<b>Profile</b>
----	---------	----------------

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):	
		name of each nartner
2.	(In case of Joint Venture (JV), legal r	iume oj euch pariner.
۷.	Nature of Business:	
	(Whether the firm is a Corporation, I	* '
	(In case of Consortium; whether the	
	Corporation, Partnership, Trust etc.)	
3.		
J.	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.	NAME OF THE OWN AS A STATE OF THE OWN AS A S	
	NATIONALITY OF OWNERS.	
	Name:	Country:

## A-III

## 2. General Experience Record

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

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

#### **Personnel Capabilities** 4 (A)

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		
4		
5		

## A-V

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

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position	:		
2. Name of Expert:			
3. Name of Firm:			
4. Current Residentia	l Address	s:	
		s: Fax No:	
Telephone No:			
Telephone No: E-Mail Address:		Fax No:	
Telephone No: E-Mail Address: 5. Date of Birth:		Fax No:	

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

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

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

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

## REHABILITATION/RENOVATION OF SACHAL SARMAST LIBRARY KHAIRPUR

**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 x (A / 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.

#### **The Prequalification Process** 3.0

#### 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:
  - bear the name and address of the Applicant; (a)
  - 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". **(b)**
- 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/Oualification 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. Period since Firm/Contractor is in construction business 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. Specialization for Conservation Work 05 Marks (Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

Office facilities iv.

05 Marks 03 Marks

In Sindh province In any other province/Islamabad **Outside Country** 

01 Marks 01 Marks

**General Experience Record** 

30 Marks

i. Projects of similar nature and complexity Completed over last 05 years.

20 Marks.

(4 Marks for each project)

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 &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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:

(B)

05 Marks

Qualification: B.Arch,

(Brief CVs of personnel be attached).

## REHABILITATION/RENOVATION OF LIAQUAT MEMORIAL LIBRARY KHAIRPUR

## (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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

## REHABILITATION/RENOVATION OF LIAQUAT MEMORIAL LIBRARY KHAIRPUR

**7.0** 

Section III. Application Forms;

To				Date:
	[Name	and address of the Procuring Ager	ıcy]	
Dear Sir,	,			
Subject:		Pre-qualification of		
			gned, being duly authorized to repress ne project cited above and enclose on and declare the following:	
(:	a)		reservations to the Prequalification, issued in accordance with	
(1	b)	that Procuring Agency is not boun	cy may cancel the prequalification pand either to accept any application to bid for the contract subject of this paicants.	hat it may receive or to
((	c)	Bids by prequalified applicants wi prequalification at the time of bide	ill be subject to verification of all indi	formation submitted for
((	d )		d the scope and value of any contractabled from prequalified bidders wh	
2. person(s)	) for fur	The Procuring Agency and its a her information, if needed;	authorized representative(s) may co	ontact the following
		Person to be contacted: Telephone	x:	
3. The unevery det	_	ed declares that the statements and	the information provided are comple	ete, true, and correct in
		Signed:	Name:	

	-	
•		
A	-	

1. Company Profi	il	e
------------------	----	---

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):				
	(In case of Joint Venture (JV), legal i	name of each partner:			
2.	Nature of Business:				
	(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)				
3.	Head Office Address:				
4.	Telephone Fax numbers: E-mail address:				
5.	Place of Incorporation/Registration: Year of incorporation/registration:				
6.	Applicant's authorized representative Telephone Fax numbers: E-mail address:	:			
7.	NATIONALITY OF OWNERS.				
	Name:	Country:			

## A-III

## 2. General Experience Record

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

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

#### **Personnel Capabilities** 4 (A)

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.

	<b>4</b> ( <b>B</b> )	<b>Curriculum Vitae (CV) for Proposed Experts</b>	
1. Proposed Positio	n:		
2. Name of Expert: _			
4. Current Resident	al Address	s:	
Telephone No:		Fax No:	
E-Mail Address: _			
5. Date of Birth:		Citizenship:	
6. Qualification:			
-		e professional experience in reverse chronological order. d managerial experience relevant to the project.	

From	То	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						

	_	-	
	•	/	
4	- 1	/	

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

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

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

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

## REHABILITATION/RENOVATION OF LIAQUAT MEMORIAL LIBRARY KHAIRPUR

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

## REHABILITATION/RENOVATION OF LIAQUAT MEMORIAL LIBRARY KHAIRPUR

**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 x (A / 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;
  - 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". **(b)**
- 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. Period since Firm/Contractor is in construction business 10 Mar	i.	i.		Period since Firm/Contractor is in construction busines	<u> 10 Marks</u>
--	----	----	--	---	------------------

Up to 5 years	02 Marks
Up to 10 years	05 Marks
Above 10 years	10 Marks

(Attach PEC license for each year)

ii. Specialization for Conservation Work 05 Marks

(Attach PEC license BC02)

iii. Specialization of High rise buildings/ Electrical & Mechanical

05 Marks

05 Marks

Office facilities iv.

> In Sindh province 03 Marks In any other province/Islamabad 01 Marks 01 Marks

**Outside Country** 

**General Experience Record** 30 Marks 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 &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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:

(B)

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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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.

Го			Date:
		e and address of the Procuring Agency]	
D G:		and duaress of the Frocuring Agency	
Dear Si	Γ,		
Subject	t <b>:</b>	Pre-qualification of	
		I the undersigned, being duly authorized to represent applies to be prequalified for the project cited above and enclose one (s) of pre-qualification documents and declare the following:	
	(a)	I have examined and have no reservations to the Prequalification D. Addenda No(s), issued in accordance with I	_
	(b)	I understand that Procuring Agency may cancel the prequalification prothat Procuring Agency is not bound either to accept any application that invite the prequalified applicants to bid for the contract subject of this precincurring any liability to the Applicants.	t it may receive or to
	(c)	Bids by prequalified applicants will be subject to verification of all infor prequalification at the time of bidding;	mation submitted for
	(d)	Agency reserves the right to amend the scope and value of any contract usuch event bids will only be called from prequalified bidders who requirements;	1 0
2. person(	s) for fur	The Procuring Agency and its authorized representative(s) may cont ther information, if needed;	act the following
		Person to be contacted: Telephone:	
<b>3.</b> The underline and the second sec	_	ned declares that the statements and the information provided are complete	, true, and correct in
		Signed: Name:	

## A-II

1.	Company	<b>Profile</b>
----	---------	----------------

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):		
	(In case of Joint Venture (JV), legal name of each partner:		
2.	Nature of Business:		
	(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)		
3.	Head Office Address:		
4.	Telephone Fax numbers: E-mail address:		
5.	Place of Incorporation/Registration: Year of incorporation/registration:		
6.	Applicant's authorized representative Telephone Fax numbers: E-mail address:	:	
7.	NATIONALITY OF OWNERS.		
	Name:	Country:	

## A-III

## 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.

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position	n:		
4. Current Residenti	al Address	s:	
		Fax No:	
E-Mail Address: _			
		Citizenship:	
6. Qualification:			
7. Work Experience:	Summarize	e professional experience in reverse chronological order. d managerial experience relevant to the project.	

From	То	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).

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

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

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

Information from Balance	Year 1:	Year 2:	Year 3:
Sheet/   Income Statement			
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.	<b>Source of Financing:</b> 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 x (A / 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**.

#### **Sindh Public Procurement Rules 2010** 2.0

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 pregualification 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:
  - bear the name and address of the Applicant; (a)
  - 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". **(b)**
- 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/Oualification 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. Period since Firm/Contractor is in construction business 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. Specialization for Conservation Work 05 Marks (Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

iv. Office facilities 05 Marks 03 Marks

In Sindh province In any other province/Islamabad **Outside Country** 

01 Marks 01 Marks

30 Marks

**General Experience Record** 

Projects of similar nature and complexity Completed over last 05 years.

Project of Similar nature in hand

20 Marks.

(4 Marks for each project)

10 Marks

(Each Project 05 Marks)

20 Marks

Personnel Capabilities required for this project

Requirement of persons will vary from project to Project.

Following factors may be used as a guideline:

ii.

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	<b>05 Marks</b> 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:

(B)

(C)

05 Marks

Qualification: B.Arch,

(Brief CVs of personnel be attached).

#### REHABILITATION/RENOVATION OF HASRAT MOHANI LIBRARY HYDERABAD

#### (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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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	Section III. Application Forms;					
	A-I A	<b>Application Submission Form</b> (The covering letter is to be submitted firm/contract or partner responsible for a joint venture, on appropriate con					
			Date:				
To							
	[Name	ne and address of the Procuring Agency]					
Dear S	ir,						
Subjec	et:	Pre-qualification of					
		I the undersigned, being duly authorized to represent a applies to be prequalified for the project cited above and enclose one (1 tes) of pre-qualification documents and declare the following:					
	(a)	I have examined and have no reservations to the Prequalification Do Addenda No(s), issued in accordance with IT	•				
	(b)	I understand that Procuring Agency may cancel the prequalification proceed that Procuring Agency is not bound either to accept any application that i invite the prequalified applicants to bid for the contract subject of this prequincurring any liability to the Applicants.	t may receive or to				
	(c)	Bids by prequalified applicants will be subject to verification of all inform prequalification at the time of bidding;	ation submitted for				
	(d)	Agency reserves the right to amend the scope and value of any contract und such event bids will only be called from prequalified bidders who may requirements;					
2. person	(s) for fu	The Procuring Agency and its authorized representative(s) may contact arther information, if needed;	et the following				
		Person to be contacted: Telephone:					
<b>3.</b> The every of	_	gned declares that the statements and the information provided are complete, t	rue, and correct in				
		Signed: Name:					

	-	
•		
A	-	

1.	Company	<b>Profile</b>
1.	Company	TIOIM

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):	
	(In case of Joint Venture (JV), legal i	name of each partner:
2.	Nature of Business:	
	(Whether the firm is a Corporation, I (In case of Consortium; whether the Corporation, Partnership, Trust etc.)	Lead Consortium Member is a
3.	Head Office Address:	
4.	Telephone Fax numbers: E-mail address:	
5.	Place of Incorporation/Registration: Year of incorporation/registration:	
6.	Applicant's authorized representative Telephone Fax numbers: E-mail address:	:
7.	NATIONALITY OF OWNERS.	
	Name:	Country:

## A-III

## 2. General Experience Record

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

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

#### **Personnel Capabilities** 4 (A)

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		
4		
5		

•	₹ 7
А	- V

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

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position:			
4. Current Residential	Address	<b>=</b>	
Telephone No:		Fax No:	
E-Mail Address:			
5. Date of Birth:		Citizenship:	
6. Qualification:			
		professional experience in reverse chronological order.	

Indicate particular technical and managerial experience relevant to the project.

From	То	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

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

Information from Balance	Year 1:	Year 2:	Year 3:
Sheet/			
Income Statement			
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.	<b>Source of Financing:</b> Contractor/ Firm shall provide documentary evidence for funding the project for which prequalification is being undertaken.

## REHABILITATION/RENOVATION OF HASRAT MOHANI LIBRARY HYDERABAD

Section IV. Scope of Contract: (Description of works and Period of completion)		
Planning Development Monitoring Implementation & Evaluation Cell	1 1 9	

#### 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 x (A / 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;
  - 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 **(b)** 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/Oualification 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

iii.

(B)

20 Marks

i. <u>Period since Firm/Contractor is in construction business</u> <b>10</b>	<u>LO Marks</u>
--	-----------------

Up to 5 years	02 Marks
Up to 10 years	05 Marks
Above 10 years	10 Marks

(Attach PEC license for each year)

ii. Specialization for Conservation Work 05 Marks (Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical

05 Marks iv. Office facilities 05 Marks In Sindh province 03 Marks In any other province/Islamabad 01 Marks **Outside Country** 01 Marks **General Experience Record** 30 Marks

Projects of similar nature and complexity 20 Marks. i. Completed over last 05 years. (4 Marks for each project)

ii. Project of Similar nature in hand 10 Marks (Each Project 05 Marks)

Personnel Capabilities required for this project (C) Requirement of persons will vary from project to Project.

Following factors may be used as a guideline:

S#	Description / position with qualification &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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

20 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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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	on III. Application Forms;	
	A-I A	<b>Application Submission Form</b> (The covering letter is to be submitted firm/contract or partner responsible for a joint venture, on appropriate co	
			Date:
To			
	[Name	ne and address of the Procuring Agency]	
Dear S	ir,		
Subjec	t:	Pre-qualification of	
		I the undersigned, being duly authorized to represent applies to be prequalified for the project cited above and enclose one ( <i>es</i> ) of pre-qualification documents and declare the following:	
	(a)	I have examined and have no reservations to the Prequalification De Addenda No(s), issued in accordance with I	
	(b)	I understand that Procuring Agency may cancel the prequalification procuring Agency is not bound either to accept any application that invite the prequalified applicants to bid for the contract subject of this prequaction incurring any liability to the Applicants.	it may receive or to
	(c)	Bids by prequalified applicants will be subject to verification of all information at the time of bidding;	nation submitted for
	(d)	Agency reserves the right to amend the scope and value of any contract ur such event bids will only be called from prequalified bidders who requirements;	1 0
2. person	(s) for fu	The Procuring Agency and its authorized representative(s) may contain the information, if needed;	act the following
		Person to be contacted: Telephone:	
3. The every of	_	gned declares that the statements and the information provided are complete,	true, and correct in
		Signed: Name:	

	-	
•		
A	-	

1.	Company	<b>Profile</b>

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):					
	(In case of Joint Venture (JV), legal name of each partner:					
2.	Nature of Business:					
	(Whether the firm is a Corporation, I (In case of Consortium; whether the Corporation, Partnership, Trust etc.)	Lead Consortium Member is a				
3.	Head Office Address:					
4.	Telephone Fax numbers: E-mail address:					
5.	Place of Incorporation/Registration:  Year of incorporation/registration:					
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:					
7.	NATIONALITY OF OWNERS.					
	Name:	Country:				

## A-III

## 2. General Experience Record

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

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

#### **Personnel Capabilities** 4 (A)

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		

•	₹ 7
А	- V

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

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position	n:		
3. Name of Firm:			
4. Current Residenti	al Address	s:	
		Fax No:	
E-Mail Address: _			
		Citizenship:	
6. Qualification:			
7. Work Experience:	Summarize	e professional experience in reverse chronological order.	

Indicate particular technical and managerial experience relevant to the project.

From	То	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

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

Information from Balance Sheet/	Year 1:	Year 2:	Year 3:
Income Statement			
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.	<b>Source of Financing:</b> 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 x (A / 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.

#### **The Prequalification Process** 3.0

#### 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 pregualification 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;
  - be delivered by hand or through courier/registered mail to address mentioned in advertisement **(b)** 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.	Period since Firm	<u>/Contractor is in construction busir</u>	ness <b>10 Marks</b>

Up to 5 years	02 Marks
Up to 10 years	05 Marks
Above 10 years	10 Marks

(Attach PEC license for each year)

ii. Specialization for Conservation Work 05 Marks

(Attach PEC license BC02)

iii. Specialization of High rise buildings/ Electrical & Mechanical

05 Marks

30 Marks

Office facilities 05 Marks iv.

In Sindh province 03 Marks In any other province/Islamabad 01 Marks **Outside Country** 01 Marks

(B) **General Experience Record** 

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)

Personnel Capabilities required for this project (C) 20 Marks

Requirement of persons will vary from project to Project.

Following factors may be used as a guideline:

S#	Description / position with qualification &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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	Sect	Section III. Application Forms;					
	A-I		<b>rm</b> (The covering letter is to be su sponsible for a joint venture, on approp	-			
				Date:			
То	•••••						
	[Nai	ne and address of the Procurin	ng Agency]				
Dear Si	r,						
Subject	t <b>:</b>	Pre-qualification of					
		applies to be prequalifie	ndersigned, being duly authorized to rep d for the project cited above and enclose nents and declare the following:				
	(a)		e no reservations to the Prequalificat	_			
	(b)	that Procuring Agency is n	Agency may cancel the prequalification of bound either to accept any application cants to bid for the contract subject of the Applicants.	on that it may receive or to			
	(c)	Bids by prequalified applic prequalification at the time	ants will be subject to verification of all of bidding;	information submitted for			
	(d)	• •	amend the scope and value of any contribe called from prequalified bidders				
2. person(	s) for f	The Procuring Agency an further information, if needed;	d its authorized representative(s) may	contact the following			
		Person to be contacted: Tel	ephone:				
3. The u every do		gned declares that the statemen	nts and the information provided are con	nplete, true, and correct in			
		Signed:	Name:				

1.	Company	<b>Profile</b>
----	---------	----------------

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):				
	(In case of Joint Venture (JV), legal name of each partner:				
2.	2. Nature of Business:				
	(Whether the firm is a Corporation, I (In case of Consortium; whether the Corporation, Partnership, Trust etc.)	Lead Consortium Member is a			
3.	Head Office Address:				
4.	Telephone Fax numbers: E-mail address:				
5.	Place of Incorporation/Registration: Year of incorporation/registration:				
6.	Applicant's authorized representative Telephone Fax numbers: E-mail address:	:			
7.	NATIONALITY OF OWNERS.				
	Name:	Country:			

#### A-III

## 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		

	,	ĸ	7
A	-	١	/

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

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position:			
3. Name of Firm:			
4. Current Residentia	l Addres:	s:	
Telephone No:		Fax No:	
E-Mail Address:			
5. Date of Birth:		Citizenship:	
6. Qualification:			
7. Work Experience: S	Summariz	e professional experience in reverse chronological order. d 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).

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

Sr. No.	Name of Equipment	Name of manufacturer	Model and power rating	Capacity	Year of manufacture	<b>Current location</b>
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

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

Information from Balance	Year 1:	Year 2:	Year 3:
Sheet/ Income Statement			
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.	<b>Source of Financing:</b> 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)			
Planning Development Monitoring Implementation & Evaluation Cell	10		

#### 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 x (A / 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 pregualification 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;
  - 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" **(b)**
- 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. F	Period since Firm,	Contractor is in construction	business	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. Specialization for Conservation Work 05 Marks

(Attach PEC license BC02)

Specialization of High rise buildings/ Electrical & Mechanical iii.

05 Marks

30 Marks

Office facilities 05 Marks iv. In Sindh province 03 Marks

In any other province/Islamabad 01 Marks 01 Marks

**Outside Country** 

**General Experience Record** 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 &	Number	Marks	Remarks
	experience	required	assigned	
1.	Bsc (Civil Engg.) /BE (Civil Engineers registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No.	10	<b>05 Marks</b> 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:

(B)

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.
 ii. 15-25% of Estimated Cost of this Work
 iii. 26-40% of Estimated Cost of this work
 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	Secti	on III. Application Forms;		
	A-I		orm (The covering letter is to be subsesponsible for a joint venture, on approprie	·
				Date:
Го	•••••			
	[Nan	ne and address of the Procuri	ng Agency]	
Dear S	ir,			
Subjec	et:	Pre-qualification of		
		applies to be prequalifie	andersigned, being duly authorized to represent for the project cited above and enclose enents and declare the following:	
	(a)		ve no reservations to the Prequalification, issued in accordance w	
	(b)	that Procuring Agency is r	g Agency may cancel the prequalification not bound either to accept any application icants to bid for the contract subject of this ae Applicants.	that it may receive or to
	(c)	Bids by prequalified applic prequalification at the time	cants will be subject to verification of all it of bidding;	nformation submitted for
	(d)	• •	o amend the scope and value of any contra y be called from prequalified bidders w	• •
2. person	(s) for fu	The Procuring Agency are arther information, if needed;	nd its authorized representative(s) may	contact the following
		Person to be contacted: Tel	lephone:	
3. The every of	•	gned declares that the stateme	nts and the information provided are comp	plete, true, and correct in
		Signed:	Name:	

1.	Company	<b>Profile</b>
----	---------	----------------

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):						
	(In case of Joint Venture (JV), legal name of each partner:						
2.	Nature of Business:						
	(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)						
3.	Head Office Address:						
4.	Telephone Fax numbers: E-mail address:						
5.	Place of Incorporation/Registration:  Year of incorporation/registration:						
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:						
7.	NATIONALITY OF OWNERS.						
	Name: Country:						

#### A-III

## 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		

		T	7
A	-	1	1

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

	<b>4</b> ( <b>B</b> )	Curriculum Vitae (CV) for Proposed Experts	
1. Proposed Position:			
2. Name of Expert:			
3. Name of Firm:			
4. Current Residential	Addres	s:	
Telephone No:		Fax No:	
E-Mail Address:			
5. Date of Birth:		Citizenship:	
6. Qualification:			
7. Work Experience: S	ummariz	e professional experience in reverse chronological order. d managerial experience relevant to the project.	

From	То	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).

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

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

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

Information from Balance	Year 1:	Year 2:	Year 3:
Sheet/ Income Statement			
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.	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 x (A / 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-OUALIFICATION OF CONTRACTORS

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



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:

Rs. In Millions

Dated:27-10-2015

S#	Scope of Work		Completion Period
	i		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

#### PREOUALIFICATION

OFCONTRACTORS/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:**

- 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.
- 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.
- 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