**ESTABLISHMENT OF QUAID-E-AWAM UNIVERSITY OF ENGG:, SCIENCE & TECH: CONSTITUENT COLLEGE/CAMPUS LARKANO**

****

**Document for Submission of Technical Proposal**

**Information duly supported along with documentary evidence for evaluation of eligibility criteria of firm to participate in bids based on marks/score for evaluation**

**Supply of Furniture for Girls Hostel (FF) & Staff Hostel (FF) under the scheme titled Establishment of QUEST Constituent College/Campus Larkano.**

|  |  |
| --- | --- |
| **Name of Department:** | Project Director  QUEST Constituent College/ Campus Larkano |
| **Name of Procuring Agency** | QUEST Constituent College/ Campus Larkano, |

Document issued to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.0 Introduction**

The basic aim of the submission of Technical Proposal is intended to eliminate, early in procurement proceedings, constructors that are not suitably qualified to perform the contract.

**Supply of furniture for Girls hostel (FF) & Staff Hostel (FF) under the scheme titled “Establishment of QUEST Constituent College/Campus Larkano.”**

* Quest Nawabshah has received funds from Sindh Province for this Project/Scheme cited above with Scope, Estimated Cost and other details are as under:-

(i) **Scope: “Supply of furniture for Girls hostel (FF) &Staff hostel**

**(FF), under the scheme titled “Establishment of QUEST Constituent College/Campus Larkano.”**

(ii) **Estimated Cost: 2.082 Million.**

(iii) **Project Period: (04) Three Months.**

* **Eligibility:** Valid Registration with relevant tax authorities.
* Applicants will be informed, in due course, of the result of the evolution of applications. The financial proposals of only technically qualified firms/bidders will be opened.

**2.0 Section I. Instructions to Bidders/Applicants (ITB).**

**Clause 1** The firm/contactor shall enclose the (one original and one copy) of the documents in a sealed envelope which shall:-

1. bear the name and address of the Applicant;
2. be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
3. be clearly marked "Application for submission of Technical Proposal for

**Supply of Furniture for Girls Hostel (FF) & Staff Hostel (FF) under the scheme titled Establishment of QUEST Constituent College/Campus Larkano.**

**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.

**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 document by issuing addenda. Any addendum issued shall be part of the 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 ProjectDirector QUEST Campus Larkano at Nawanshah& telephone & Fax Number0244-9370504 not later than as per tender published in newspapers.Theprocuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Document, and in which case all rights andobligations of the Agency and the firm/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.

**Clause 8 Evolution (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.

**2.0 Section II: Evaluation/Qualification Criteria.**

**1. Criteria based on Marks/Score.**

**Mandatory Provisions/Eligibility:**Firms/Contractors must possess (i) valid registration certificate from income tax authority (NTN); ii) Valid registration with General Sale Tax Department, Sindh Revenue Board (iii) and is not black listed. *(Attach all certificates and affidavit of not black listing).*

**(A) Company Profile.**

**i.** Period since Firm/Contractor is in business **10 Marks**

Up to 3 years 02 Marks

Up to 5 years 05 Marks

Above 5 years 10 Marks

**ii.** Office facilities

In Sindh province

In any other province/Islamabad 2.5 Marks

Outside Country 2.5 Marks

**(B) General Experience Record 40 Marks**

**i.**  Projects of similar nature and complexity 25 Marks

Completed over last 05 years

(5 Marks for each project)

*(Attach satisfactory completion certificates)*

**i.**  Projects of similar nature and complexity in hand. 15 Marks

(5 marks for each project having cost **Rs: 5.000 Million** or above).

*(Attach copies of work orders)*

**(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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Sr.***  ***No.*** | ***Description/Position with qualification & experience*** | ***Number*** |  | ***Remarks*** |
|  | *Supervisor.* | **1** |  | ***04 Marks*** |
|  | *Carpenter. (2)* | **2** | *4* | ***08 Mark.*** |
|  | *Helpers.(2)* | **2** | *1* | ***02 Marks*** |
|  | *Welder.* | **1** |  | ***02 Marks.*** |
|  | *Polisher.* | **1** |  | *02 Marks.* |
|  | *Cushion Maker.* | **1** |  | *02 Marks.* |

**(D) Equipment Capability 15 Marks**

*(a) Critical equipment and number required for the Project shall be specified by the Procuring Agency.*

(b) High value equipment should be an option to own, lease or hire.

(c) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

*(Details are to be provided in the attachment form)*

**(E) Financial Soundness /Status 20 Marks**

For Financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last five years/Income Tax Annual Return of last five years/Bank Credit Certificate/Audited Financial Statements of 5 years/Monthly Sales Tax Summaries of last 12 Months or any other document which verifies their Financial Status.

Where necessary, the Procuring Agency will make enquiries with thefirm's/contractor's bankers.

Working Capital in hand for this project/work (Attach proof of Bank Statement/Credit

Facilities).

i. Less than 15% of Estimated Cost of this Work 02 Marks

ii. Less than 25% of Estimated Cost of this Work 05 Marks

iii. Less than 40% of Estimated Cost of this Work 08 Marks

iv. More than 40% of Estimated Cost of this Work 10 Marks

Qualifying Score is 60% but it is mandatory to obtain 40% in each section.

**(F) Any other information:**

(i) Details of disputes/litigation or arbitration with client.

(ii) Any other document/information desired by procuring agency.

**2.0 Section III: Application Forms;**

**A-I Application Submission Form** *(The* ***covering letter is to be submitted by the interested firm/contract or partner responsible for joint venture, on*** *appropriate company letterhead)*

Date: \_\_\_\_\_\_\_\_\_

To

*The Project Director (Campus)*

*QUEST, Larkano*

Dear Sir,

**Subject: Supply of Furniture for Girls Hostel (FF) & Staff Hostel (FF) at the scheme titled Establishment of QUEST Constituent College/Campus Larkano.**

I ..........................the undersigned, being duly authorized to represent and act on behalf of..................... applies to be prequalified for the project cited above and enclose one (1) original together with one copy of Technical Proposal documents and declare the following:

(a) I have examined and have no reservations to the Document, including Addenda No(s)..................................., issued in accordance with ITB Clause 6.

(b) I understand that Procuring Agency may cancel the qualification process at any time and that procuring Agency is not bound either to accept any application that it may receive or to open financial proposals of technically disqualified bidders, without incurring any liability to the Applicants.

(c) Bids by technically qualified applicants will be subject to verification of all information submitted at the time of bidding;

(d) Agency reserves the right to amend the scope and value of any contract under this project.

**2.** The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

**3.** Person to be contacted: Telephone:

The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed: Name:

Date: ------------------

Contract: -----------------

**A-II**

**1. Company Profile**

*All individual firms and each partner if any of a joint venture applying for submission of Technical Proposal is 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 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 last 05 years**

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

**A-IV**

**4(A) Personnel Capabilities**

*Firms/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3;*

*(Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.*

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

**A-V**

**4(B) Curriculum Vitae (CV) for Proposed International or National Experts**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Proposed Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Name of Expert: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Current Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Work Experience:** Summarize professional experience in reverse chronological order.

Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**A-VI**

**5. Equipment Capabilities**

Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section 3 (Evaluation and Qualification Criteria). A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Name of Equipment | No’s: | Marks | Total Marks |
| 1 | Wood Cutting Machine. |  | 02 |  |
| 2 | Table Cutter Machine |  | 02 |  |
| 3 | Hand Cutter Machine |  | 02 |  |
| 4 | Shaper |  | 01 |  |
| 5 | Gauge Machine |  | 02 |  |
| 6 | Spindle Machine |  | 02 |  |
| 7 | Drilling Machine |  | 02 |  |
| 8 | Hand Tools |  | 02 |  |

**A-VII**

Following information shall be provided if equipment is not owned by the Bidder.

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

A-VIII

**6. Financial Resources.**

**A. Banker's Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.**  **No.** | **Name & Address of Bank** | **Contact name and title with Telephone, Fax & E Mail** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**B. Financial Status:** *(Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year. for the previous three years). A copy of the audited balance sheets should be attached...*

|  |  |  |  |
| --- | --- | --- | --- |
| **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: Specific proposed sources of financing to meet the cash flow of the project, net of current commitments.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of financing** | **Amount** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

Following formula will be used for evaluation:

Min Cash Flow = (10xworking capital) - (30% of current commitment) + (credit limit).

**D. Annual turnover data (construction only)\***

**Year Amount and Currency Rupees in million**

1 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Average annual construction turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Qualification Criteria. Normally not be less than 2 x V/T, the estimated annual turnover or cash flow in the subject contract based on a straight-line projection of the Employer's estimated cost (V), including contingencies, over the contract duration (T).The multiplier of two may be reduced for very large contracts but should not A-IX

**7. Litigation History**

*Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execute). A separate sheet should be used for each partner of joint venture.*

**(A) Decided Litigation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Award FOR or AGAINST Applicant** | **Name of client, cause of litigation, and matter in dispute** | **Disputed amount (current value**  **Pak Rs. or equivalent)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(B) Pending Litigation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Matter in Dispute** | **Value of Pending Claim in US$ Equivalent** | **Value of Pending Claim as a percentage of Net Worth** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section IV. Scope of Contract:*(****Description of works and Period of completion)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Name of work** | **Estimated Cost**  **Million** | **Earnest Money**  **Million** | **Completion Period** | **Tender Fee** |
| 1) |  |  |  |  |  |
|  | Specifications, drawings, items of works and quantities of items are provided in Financial Proposal Documents. | | | | |