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## PRE-QUALIFICATION OF CONTRACTORS

No. *Say NO to Corruption*

**NED University of Engineering & Technology** Karachi intends to Pre-qualify **Contractors / Firms** for the **Construction of Buildings** and related **Infra-structure** for **HEC Funded Project** entitled "**Commencement of New Engineering Programs and Infrastructure Development at NED University of Engineering and Technology, Karachi.**"

### SCOPE:

The Work comprises of **Construction of Academic Blocks** and allied facilities including complete **Electrical, Plumbing, HVAC, Telecommunication, External Development** and other related works. The Covered Area of proposed buildings is about **58,485 Sq. Ft.**

### ESTIMATED COST:

The Estimated Cost of the **Construction of Academic Blocks** and Allied Facilities is **Rs. 159.363 Millions.**

### PROJECT PERIOD:

The **Project Duration** of **Academic Blocks** and **Allied Facilities** is **14 Months.**

### ELIGIBILITY CRITERIA:

1. Firm having valid **PEC Registration Certificate** in Category C-4 and above together with specialization Codes CE-09, CE-10, ME-01, valid up to **31st December, 2017**, also:
  - (a) Registered with Income Tax Department and Sindh Revenue Board (SRB)
  - (b) Valid Registration Certificate of Income Tax, FBR/ NTN
  - (c) Affidavit on Non-Judicial Stamp Paper to effect that the Constructors/ Firms are not Blacklisted and is not in Litigation with any Organization /Department or Public Sector Organization.
2. Interested Contractors / Firms must be able to demonstrate proof of experience of Building Works of similar nature and complexity.

### INFORMATION / DOCUMENTS REQUIRED:

- Name of Contractors / Firms, it's Status, Address, Telephone Number (s), Fax Number, Email Address and Years of Experience. All PEC Certificates of Each Year to be attached as a proof of establishment of Company/Firm
- Experience of overall and similar Works completed over the Last Five Years. Copies of Work Orders and Completion Certificates are to be attached
- Existing Workload under execution with Copies of Work Order for Each Work
- List of Machinery and Equipment required to be used on the Project on Non-Judicial Stamp Paper
- List of Staff (Technical / Official) with Copies of Degrees, Certificates, PEC Registration and CVs
- Financial Soundness Certificate and Bank Statement for the Last 03 Years
- Annual Turnover for the Last 03 Years & details of available Bank Credit Line with the Constructors/Audit Report.
- Any other relevant information which the Constructors / Firms intends to submit for the Pre-Qualification

### COLLECTION AND SUBMISSION OF PRE-QUALIFICATION DOCUMENTS:

- Eligible Contractors / Firms can purchase the "**PRE-QUALIFICATION DOCUMENTS**" from the Office of **Director Procurement**, Main Campus, **NED University** upto **18th August 2017** on submission of Application along with Pay Order/ Demand Draft of **Rs. 3,000/-** (Non-Refundable) in favor of **Director Finance, NED University** (as Documents Fee). The Prequalification Documents can also be downloaded from the SPPRA Website i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) or NED University Website i.e. [www.neduet.edu.pk](http://www.neduet.edu.pk)
- Applicant should submit **Prequalification Documents** duly completed in all respect along with all the Supporting Documents by **21st August 2017** in the Office of the **Director Procurement** (during Office Hours) by strictly following the instructions contained in the Prequalification Documents. **Incomplete Prequalification Applications** shall be treated as non-responsive and shall be rejected.
- The **Procuring Agency** may reject all or any Bid without assigning any reason subject to the relevant provisions of the SPPRA Rules. 2010 (Amended 2013).

**Director Procurement**

**ISSUED ON:** \_\_\_\_\_

**ISSUED TO:** \_\_\_\_\_

**NED UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, KARACHI**



**BIDDING DOCUMENT  
FOR PREQUALIFICATION OF CONTRACTORS**

**TENDER NO.: PC(M-IV)/NED/I.Struc./Contractor/01/17**

**Procurement Cell**

**Name of Project:**

**Commencement of New Engineering Programs and  
Infrastructure Development (Mega-IV)**

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## SECTION I. INSTRUCTIONS TO BIDDERS/APPLICANTS (ITB).

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

- (a) Bear the name and address of the Applicant;
- (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in documents and
- (c) be clearly marked “Application for Pre-qualification of Contractors for building works and allied facilities including complete Electrical, Plumbing, HVAC, Telecommunication, Networking, External Development and other related works” for NEDUET 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 documents in writing and respond to such queries shall be made in writing, within three calendar days, provided they received at least five calendar days prior to the date of opening of bid.

**Clause 6 Addendum:** At any time prior to the deadline the submission of document, the agency may amend the Prequalification Documents 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 as per following schedule:

**Venue:** Office of the Director Procurement NED University of Engg. & Tech.,  
Main Campus Karachi

**Tel:** 021-99261261-8 (2291)

**Fax:** 021-99261255

**Deadline for submission:**

**Time for submission:**

The procuring agency may, as the discretion, extend the deadline for the submission of documents by amending the Prequalification Documents, and in which case all rights and obligation 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/contractors compliance with the qualifying criteria. However, Joint Venture experience and 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 clarification 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 submission 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.

## Section II: Eligibility and Qualification Criteria

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

#### Mandatory Provisions/Eligibility (SPP Rule 29):

- i) Firms/Contractors must having valid PEC Registration Certificate for the year 31<sup>st</sup> December, 2017 in Category C4 and above together with specialization Codes CE-09, CE-10 and ME-01
- ii) Valid Registration Certificate from Income Tax Authority (NTN)/ FBR.
- iii) Affidavit on Judicial Stamp Paper that the firm/contractor is not black listed.
- iv) Sindh Sales Tax Certificate of Sindh Revenue Board (SRB).

#### Evaluation/Qualification Criteria. (SPP Rule 27)

Aggregate Qualifying Score is 60%, but it is mandatory to obtain at least 30% in each of the following sections.

#### (A) Company Profile.

- |    |   |                 |
|----|---|-----------------|
| i. | Period since Firm/Contractor is in Construction Business /<br>Years of Establishment. | <b>10 Marks</b> |
|    | Up to 5 Years   | 02 Marks        |
|    | Up to 10 Years  | 05 Marks        |
|    | Above 10 years  | 10 Marks        |

**(Attach copy of PEC license for each year as proof of Establishment of firm)**

- |     |  |                 |
|-----|--|-----------------|
| ii. | Office Facilities                      | <b>05 Marks</b> |
|     | in Karachi                             | 05 Marks        |
|     | in Sindh Province (other than Karachi) | 03 Marks        |
|     | In any other province                  | 01 Marks        |
|     | Office outside Country                 | 01 Marks        |

#### (B) General Experience Record **35 Marks**

- |     |   |                 |
|-----|---|-----------------|
| i.  | Projects of similar nature and complexity<br>Completed over last 05 years. (04 Marks for each project)<br><b>(Attach satisfactory completion certificates)</b><br><b>(Costing Rs 50.00 Million or above for each work).</b> | <b>20 Marks</b> |
| ii. | Projects of similar nature and complexity in hand.<br>(05 Marks for each project)<br><b>(Attach copies of work orders)</b><br><b>(Costing Rs 30.00 Million or above for each work).</b>                                     | <b>15 Marks</b> |

**(C) Personnel Capabilities required for this project 25 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 Required	Marks Assigned	Remarks
1.	B.Sc. (Civil Engg.) /BE(Civil) Engineers Registered with Pakistan Engineering Council (PEC) with experience of 5 years or above. Proof of Degree & PEC Required.	02	15	03 Marks for experience of 5 to 10 years. 05 Marks for above 10 years. 02 additional Marks for M.Sc. (Civil Engg., / M.E. (Civil) 0.5 additional Mark for Ph.D. Zero Marks for experience less than 05 years.
2.	Diploma in Civil Engineering, with experience of 02 years or above. Proof of DAE (C) Certificate Required.	04	10	02 Marks for 02 years experience, 2.5 Marks for above 02 years.

**(D) Equipment Capability 10 Marks**

a) Equipment and its scrutiny criteria:

i) Concrete Mixture Machine	02 Marks
ii) Roller Compactor	01 Marks
iii) Plate Compactor	01 Marks
iv) Vibrator	01 Marks
v) Levelling Instrument	02 Marks
vi) Steel Form Work	01 Marks
vii) Wooden Form Work	01 Marks
viii) Generator	01 Marks

**(E) Financial Soundness /Status 15 Marks**

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

Average Annual Turnover of the last three years should not be less than specify amount of work. (refer to scope of contract Page 13 of 13).

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

i. Less than 15%	06 Marks
ii. 16 - 25%	08 Marks
iii. 26 - 30%	12 Marks
iv. More than 30%	15 Marks



**Section III. Application Forms;**

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

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

**To Director Procurement**  
(NED University of Engineering & Technology  
Main University Road,  
Karachi).

Dear Sir,

**Subject: Application for Pre-qualification of Contractors for Building Works and allied facilities including complete Electrical, Plumbing, HVAC, Telecommunication, Networking, External Development and other related works at NEDUET, Karachi.**

1. I ..... the undersigned, being duly authorized to represent and act on behalf of ..... applied to be prequalified for the project cited above and enclose one (01) original (together with \_\_\_\_\_ copies) for 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 NEDUET may cancel the prequalification process at any time and that NEDUET 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) NEDUET reserves the right to amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements.
2. The NEDUET and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

**A-II****1. Company Profile**

Date: -----

Contract: -----

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

1.	Name of Firm (Legal): (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.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:

## A-III

## 2. General Experience Record

## (i) Details of Contracts of Similar Nature and Complexity completed over the last 03 years

Sr. No.	1	2	3
Name of Contract			
Location of Project			
Name of Procuring Agency with Address, Tele, Fax.			
Nature of Works and special features relevant to the contract for which applied.			
Contract Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture).			
Value of the total Contract in Pak Rs:			
Date of Award			
Date of Completion			

**(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.

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

**A-IV****4 (A) Personnel Capabilities:**

Firms /Contractors should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria):

<b>Sr. No.</b>	<b>Title of Position</b>	<b>Name</b>



## A-VI

**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)**

NED University of Engineering and Technology, Karachi intends to execute the scheme “*Commencement of New Engineering Programs and Infrastructure Development*” Rs. 170.000 Million is estimated to be incurred for building & related infra-structure in PC-1.

The Scope of Work is:

<b>Package Number</b>	<b>Description</b>	<b>Estimated Area (sft)</b>
I.	Academic Block-I & Norwegian Centre	30,276
II.	Academic Block-II & Maintenance shed for light vehicle	32,300