

## PREQUALIFICATION DOCUMENT

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

- Clause 1** The firm/contractor shall enclose the (one original and two copies) of the documents in a sealed envelope which shall:-
- (a) bear the name and address of the Applicant;
  - (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
  - (c) be clearly marked "Application for Pre-qualification for

**Name of Works:**

- 1) Revamping of Gujjar Nala I/C Service Road (Phase-I).
- 2) Revamping of Gujjar Nala I/C Service Road (Phase-II).
- 3) Revamping of Mahmoodabad Nala from Malir Bund / KPT Flyover to Mahmoodabad.

- 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.

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**Clause 7     Deadline for submission of Documents (SPP Rule 22 & 24):**

Documents shall be received by the Procurement Agency at the address (mention the address & telephone & fax numbers), not

later than    the (mention the date & time).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.

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

#### **1. Evaluation/Qualification Criteria: Based on Pass/Fail system.**

**Mandatory Provisions/Eligibility:** Firms/Contractors must possess

- (i) valid registration certificate of PEC in the category C3 or above and in discipline (CE01, CE09 & EE04), (Attach valid PEC certificate);  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet, other members C4 or above and in discipline (CE01, CE09 & EE04).
- (ii) valid registration certificate from income tax authority (NTN) (Attach NTN Certificate);  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet, other members must meet
- (iii) is not black listed. (Attach all required forms, certificates and affidavit of not black listing)  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet, other members must meet
- (iv) No conflict of interest (Attach all required forms, certificates and affidavit);  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet, other members must meet
- (v) Litigation History (Attach all required forms, certificates and affidavit);  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet, other members must meet
- (vi) History of Non performing Contracts (Attach all required forms, certificates and affidavit);  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet, other members must meet
- (vii) Failure to sign contracts (Attach all required forms, certificates and affidavit);  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet, other members must meet

#### **2. Other Requirements:** It must include following information/documents:-

##### **(A) General Construction Experience**

Firms/Contractor have been in business of construction at least for 10 years.

(Attach Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity. In case of JV, letter of intent to form JV or JV agreement.)

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Single Entity: Must Meet

Joint Venture: Lead Member must meet, other members 5 Years

### **(B) Specific Construction Experience and past performance.**

- (i) Have successfully/substantially completed Two (2) similar assignments having cost of each at least 300 million in the last five (5) years.

**Minimum PKR 300 million each**

Single Entity: Must Meet

Joint Venture: Lead Member must meet, other member's one contract

- (ii) Have executed at least one (1) project (out of above mentioned two contracts) in similar geographical condition in last five (5) years.

*(Attach Completion/Maintenance certificates of completed/substantially completed Projects).*

Single Entity: Must Meet

Joint Venture: Lead Member must meet other member one contract.

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

- |                                 |   |
|---------------------------------|---|
| <b>(i) Project Manager:</b>     | Qualification Bsc (Civil) with 10 years experience (7s years relevant experience).                            |
| <b>(ii) Highway Engineer:</b>   | BE (Civil) with 08 years experience with 05 years relevant experience of roads.                               |
| <b>(iii) Material Engineer:</b> | Msc (Geology) with 10 years experience  |
| <b>(iv) Site Engineers:</b>     | Qualification: BE (Civil), Number: (2).<br>Experience: 2 similar assignments, 03 years experience.            |
| <b>(v) Surveyors:</b>           | Qualification: Diploma in Civil, Number: (2).<br>Experience: One (1) similar assignment, 03 years experience. |
| <b>(vi) Quantity Surveyor:</b>  | Qualification: Diploma in Civil, Number: 01.<br>Experience: 3 similar assignment, 05 years experience.        |

*(Brief CVs of personnel be attached).*

Single Entity: Must Meet

Joint Venture: Must meet collectively

Failure to meet experience standards for candidates offered may not result in rejection at this pre-qualification stage; it could result in a Conditional Pre-qualification subject to corrections being made to the satisfaction of the Employer's requirements before bid submission

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### (D) Equipments:

#### REQUIREMENT OF PLANT & EQUIPMENT

<b>Sr. No.</b>	<b>Description of Equipment</b>	<b>Capacity &amp; Horse Power</b>	<b>Minimum Requirement for C1 Category Firms (Qty. in No.)</b>
1	Bulldozer	200 HP	2
2	Motor Grader	140 HP	2
3	Vibratory Roller	10 - 12 Ton	2
4	Pneumatic Roller	18 - 21 Ton	2
5	Tandem Roller	8 - 12 Ton	1
6	Wheel Loader	2.5 Cum	2
7	Plate Compactor	11 HP (230 KG)	6
8	Dump Truck	18 Ton	5
9	Dump Truck	10 Ton	4
10	Excavator	105 HP	2
11	Water Tanker	10,000 Ltr	2
12	Wheel Tractor	80 Hp	2
13	Concrete Vibrator	5 HP	1
14	Concrete Mixer	1 Cum	2
15	Air Compressor	300 CFM	1
16	Pneumatic Jack Hammer	-	1
17	Crane	25 Ton	1

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<b>Sr. No.</b>	<b>Description of Equipment</b>	<b>Capacity &amp; Horse Power</b>	<b>Minimum Requirement for C1 Category Firms (Qty. in No.)</b>
18	Water Pump	4" Delivery	4

Note: Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

Single Entity: Must Meet

Joint Venture: Must meet collectively

Minor deviation in equipment requirement may not result in rejection at this pre-qualification stage, it could result in a Conditional Pre-qualification subject to corrections being made to the satisfaction of the Employer's requirements before bid submission.

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

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### **(E) Financial (Historical Financial Performance)**

- (i) Average Net worth for last 03 years :** PKR 100 million  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet 75%, other members must meet 25% each member
- (ii) Average Net working Capital :** PKR 50 million  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet 75%, other members must meet 25% each member
- (iii) Cash flow requirements:** PKR 200 million  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet 75%, other members must meet 25% each member
- (iv) Average Annual Construction Turnover:** PKR 400 million  
Single Entity: Must Meet  
Joint Venture: Lead Member must meet 75%, other members must meet 25% each member

(Attach Documentary evidence of financial position, bank statement and audited accounts of the last Three (3) years and fill the forms).

Contractors/firms who fail to qualify in any of the above sections shall be disqualified from the prequalification process. The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of a Contractor/firm to perform the contract.

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### Section III. Application Forms;

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

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

To .....

[Name and address of the Procuring Agency]

Dear Sir,

Subject: Pre-qualification of -----

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

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s)....., issued in accordance with ITB Clause 6.
  - (b) I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
  - (c) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (d ) Agency reserves the right to amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements;
2. The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted:

Telephone:

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

Signed:

Name:



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***Each firm or member of a JV must fill in this form***

### **A-II 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 member)	
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 Number: 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:

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### A-III: Other Mandatory Requirements

(i) Black Listing

Black Listing
<input type="checkbox"/> <b>Bidder shall not be black listed by government/semi government/autonomous/private organizations (Affidavit to be provided)</b>

(ii) Conflict of Interest : Attach Affidavit

(iii) Litigation History

Pending Litigation			
<input type="checkbox"/> <b>No pending litigation</b> (A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted) <b>(Affidavit to be provided)</b>			
<input type="checkbox"/> <b>Pending litigation</b> (All pending litigation shall in total not represent more than <b>50%</b> of the Bidder's net worth and shall be treated as resolved against the Bidder)			
Year	Outcome as Percent of Total Assets	Outcome as Percent of Total Assets	Total Contract Amount (PKR)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	

(iv)

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### (v) Historical Contract Non-Performance

Non-Performing Contracts			
<input type="checkbox"/> <b>Contract non-performance did not occur</b> within the last <b>two (02)</b> years prior to the deadline for bid submission based on all information on fully settled disputes or litigation <b>(Affidavit to be provided)</b>			
<input type="checkbox"/> <b>Contract non-performance during the stipulated period,</b>			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, PKR)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	

### (vi) Failure to Sign Contract

Bid Security Declaration
<input type="checkbox"/> <b>Bidder shall not be under execution of a Bid-Securing Declaration (Affidavit to be provided)</b>

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### A-IV Experience

#### 1. Similar 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 Contractor:					
Country:					
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:					

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

Sr. No.	1	2	3	4	5
Name of Contractor:					
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:					

- (iii) 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. Million)	Estimated Completion Date
1.				
2.				
3.				

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### A-V Key Staff

(i) **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		

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

### Curriculum Vitae (CV) for Proposed Experts

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

2. **Name of Expert:** \_\_\_\_\_ **PEC Reg. No** \_\_\_\_\_

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

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

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

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

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

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

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

Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/Position/Relevant technical and management experience

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### A-VI Plant & Equipment

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						

#### 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 & Email of the owner	Agreements Details of rental/ lease/ manufacture agreements specific to the project
1						
2						
3						
4						
5						
6						
7						
8						
9						

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### A-VII Financial Soundness

#### (i) Financial Resources

##### Financial Data for Previous 3 Years

##### Information from Balance Sheet

	2016	2015	2014
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Current Assets</b>			
<b>Current Liabilities</b>			

##### Information from Income Statement

<b>Total Revenues of Construction</b>			
<b>Profits Before Taxes</b>			
<b>Profits After Taxes</b>			

☐ Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies.
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
- NTN certificate must be attached



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### (ii) Banker's Information

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

### (iii) Average Annual Construction Turnover

Annual Turnover Data for the Last 3 Years (Construction only)	
Year	Amount (PKR)
2016	
2015	
2014	

**Average Annual Construction Turnover**

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**The information supplied should be the Annual Turnover (Construction only) of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed.**

### (iii) Source of Financing

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Prequalification Document

Financial Resources		
No.	Source of financing	Amount (PKR)
1		
2		
3		

**Project Completion Period:** 18 months.