**PRE-QUALIFICATION DOCUMENT OF**

**GENERAL CONSTRUCTORS FOR**

**Construction of Academic Block at COMSATS University Islamabad, Park Road, Tarlai Kalan, Islamabad**

**COMSATS University Islamabad (CUI)**

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-------------------END OF PRE-QUALIFICATION DOCUMENT----------------------

# Introduction

The COMSATS University Islamabad (CUI) is a leading public sector, federally chartered, degree awarding university, intends to construct an Academic Block and allied external works on a relatively fast track. The intended Academic Block would be covering approximately 40,000 sft while consisting of ground and first floors.

# General:

The Employer, COMSATS University Islamabad (CUI), issues this Pre-Qualification Document to the applicants interested in bidding for works/services as described in Scope of Works. We are specifically looking for the companies which have vast experience of execution of building work of International standards in stipulated time with highest quality and within budget.

# Source of Funds:

The Employer, CUI will arrange the funds.

# Scope of Work:

The scope of Works to be performed shall be construction of a two stories building.

For execution of the Works, deployment of all necessary materials, labour(s), formwork, tools & machinery including specified materials for accomplishing the works covered under tender for **Construction of Academic Block at COMSATS University Islamabad** to be completed within construction period of 365 Calendar days.

# Fraud and Corruption:

* + 1. The Employer requires that Applicant under this Procurement process, observe the highest standard of ethics during the procurement, award of work through open competitive bidding process, execution of contract agreement(s) and execution of works/services in provision of Contract document till Defect liability period.

In pursuit of this policy, the Employer: Defines, for the purposes of this provision, the terms set forth below as follows:

* + - 1. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
      2. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
      3. “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Employer, designed to establish bid prices at artificial, noncompetitive levels; and
      4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution a contract.
    1. Employer will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and
    2. Employer will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

# Eligible Bidders

# Eligibility Criteria

The applicants (General Contractor(s)/JV) fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):

1. Registration with Pakistan Engineering Council (PEC) in Category “C-3”;
2. Valid legal entity of the firm e.g. Certificate of registration from Securities and Exchange Commission of Pakistan (SECP) or registrar of firms;
3. Certificate of registration with Income Tax and must be on Active Taxpayer List of the Federal Board of Revenue at the time of submission of its Documents;
4. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation;
5. Judicial Affidavit, declaring no current Blacklisting;
6. Annual Audit Report for the last three years ending on 30-06-2023;
7. PQ # 01 shall be filled to provide General Information relating to all participated bidders;
8. PQ # 16 shall also be provided to give authentication to the information provided in the Questionnaires

Note: In case of joint venture, all the members have to meet in full the aforementioned Basic Eligibility criteria. Foreign applicants have to form a JV with local firms as required under the PEC bye laws. In case of foreign firms, registration with PEC will not be mandatory at the time of Pre- qualification. However, they will have to produce license in category C-3 form PEC prior to award of contract.

# Qualification Criteria:

1. Pre-qualification will be based on applicant’s meeting all the following qualification criteria regarding their general and particular construction experience, financial soundness, personnel and other relevant information as demonstrated by the applicant’s responses in the Pre-Qualification Questionnaire Forms attached to the Letter of Application.

In general:

An Applicant may be a private, public, government or proprietorship owned legal entity, or a combination of them in the form of Joint Ventures (JV), with the formal agreement.

1. In the case of a JV, additional requirement shall be as follow:
   1. All parties shall be jointly and severally liable, and
   2. The maximum No. of JV Partners will be limited to three.
2. The eligibility criteria listed in this document shall apply to all the Applicants including the parties constituting the Applicant, i.e. its proposed members/partners, JV partner(s), sub-contractors or suppliers for any part of the Contract including related services in the Scope of Work.
3. Applicants and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications of the Works that are the subject of this pre-qualification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this pre-qualification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control;
4. An Applicant shall submit only one application in the same Pre-qualification process, either individually as an Applicant or as a member of a Firm/Joint venture. No Applicant can be a sub- contractor while submitting and application individually or as member of a joint venture in the same Pre- qualification process;
5. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified;
6. Pre-qualification Evaluation Criteria as mentioned in following table is applicable for the Applicants;

|  |  |  |
| --- | --- | --- |
| **Serial #** | **Category** | **Weightage /Marks** |
| 1 | Financial Soundness | 30 |
| 2 | Experience Record | 35 |
| 3. | Personnel Capabilities | 20 |
| 4. | Equipment | 15 |
| **Total:** | | **100** |

1. Marks shall be given if the questionnaires are filled by the Applicant as per instructions given in the Forms at the end of the document;
2. The Evaluation Criteria for Qualification pertaining to Financial Soundness, Experience Record, Personnel Capabilities and Equipment have been divided into following qualifications:

In the Qualification Criteria, Financial Soundness, Experience Record, Personnel Capabilities and Equipment are subject to the following evaluation criteria with their descriptions and marking criteria.

# Financial Soundness:

Credit Marks shall be awarded on the basis of the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.**  **No.** | **Description** | **Marks Assigned** | **Criteria for Marks Obtained** |
| a) | Available Bank Credit Line Limit (For Lead Partner only) |  | * Full marks will be given if “\*A” is Rs. 250 Million or above. |
|  | \*A= (in Millions) Available Bank Credit Line Limit. (Letters from banks shall be provided as proof of credit line) | 15 | * 75% marks will be given if “\*A” is less than Rs. 250 Million but equal to or greater than Rs. 150 Million. * 50% marks will be given if “\*A” is less than Rs. 150 Million but equal to or greater than Rs. 100 Million. |
|  |  |  | * Zero marks will be given if “\*A” is less than Rs. 100 Million. |
|  |  |  | * No Marks if Bank credit line certificate is not attached. |
| b) | Average Annual working capital in last 3 years, financial year ended on 30-06-2023 (For Lead Partner only)  \*A= (In Millions) Average annual working capital in last three years. (Questionnaire PQ Form # 9 shall be filled for support)  No mark if above form is not filled | 15 | * Full marks will be given if “\*A” is Rs. 500 Million or above. * 75% marks will be given if “\*A” is less than Rs. 500 Million but equal to or greater than Rs. 375 Million. * 50% marks will be given if “\*A” is less than Rs. 375 Million but equal to or greater than Rs. 250 Million. * Zero marks will be given if “\*A” is less than Rs. 250 Million. * No Marks if authenticated audit report not attached. |
| **Total Marks Allocated** | | | **30** |

# Experience Record:

Credit Marks for experience shall be awarded on the basis of following qualifications:

Questionnaire PQ Form # 3, 5, 6, 7, 7(A), 8, 8(A) shall be filled to provide complete experience record. No marks shall be assigned, if the Questionnaires are not filled accordingly. Specific experience of renovation work of the Applicant shall carry additional marks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.**  **No.** | **Description** | **Marks**  **Assigned** | **Criteria for Marks Obtained** |
| a) | Projects of similar nature and complexity, minimum PKR. 500 Million (or of equivalent $ value on the submission date of pre- qualification application) or more Completed in last five (05) years.  (Each of min. 4-Storeyed Building Work)  No Marks will be awarded for works less than specified limits.  Each member of JV shall separately provide their experience record | 20 | * 12 Marks are given if the Lead Partner has completed at least 1 project of similar nature and complexity in last five years; * For each additional project of similar nature and complexity completed by the Lead Partner up to a maximum of two projects, four marks for each project will be awarded; * Zero marks will be given in case of no project of similar nature and complexity completed in last five (05) years. * No Marks if Completion Certificate of respective project with date of commencement and completion date is not attached. |
| b) | Projects of similar nature and complexity with cost PKR. 500 Million (or of equivalent $ value on the submission date of pre- qualification application) or more in- hand.  Each member of JV/Sub Contractor shall separately provide their experience record. | 15 | * 12 Marks for 1 project of similar nature and complexity in hand by Lead Partner. * 3 Marks for 1 or more projects of similar nature and complexity in hand by the Lead Partner. * No Marks if acceptance letter/award letter of respective project along with current status of the project is not attached. |
| **Total Marks Allocated** | | | **35** |

# Personnel Capabilities:

Credit Marks shall be awarded under this category using the following criteria:

No marks if affidavit of employment of personnel with the applicant is not attached.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.**  **No.** | **Description** | **Marks**  **Assigned** | **Criteria for Marks Obtained** |
| i) | B.Sc. Engineers registered with |  | 1. **Experience (6 Marks):**    * 3 Mark for each B.Sc. Civil Engineer up to a maximum of 6 marks for two Engineers, who possess experience equal to 15 years or above; 2. **Strength of Engineers (6 Marks)**    * 6 marks will be given if the total No. of B.Sc. Engineers are 4 No. or above.    * For less than 4 No. of B.Sc. Engineers, marks will be given as per following formula:   = (A/4) X 6  A= No. of B.Sc. Engineers in relevant discipline |
|  | Pakistan Engineering Council (PEC) |  |
|  | under employment of the |  |
|  | Applicant. |  |
|  | At pre-qualification stage, foreign |  |
|  | firms may submit registration proof  of their Engineers from home | 12 |
|  | country. |  |
|  | Questionnaire PQ Form # 10 |  |
|  | & 11 shall be filled to provide |  |
|  | experience record. |  |
|  | No marks if above forms are not |  |
|  | Filled |  |
| ii) | Associate Engineers (DAE) under employment of the Applicant |  | 1. **Experience (4 Marks):**    * 4 Marks will be given if at least 2 No. of DAE - Civil with experience of each equal to 10 years or above.   **b-Strength of Associate Engineers (4 Marks)**   * 4 marks will be given if the total No. of DAE are 4 No. or above. * For less than 4 No. of DAE, marks will be given as per following formulas:   = (A/4) x 4  A= No. of DAEs |
|  | Questionnaire PQ Form # 10  & 11 shall be filled to provide experience record. |  |
|  | No marks if above forms are not filled | 8 |
| **Total Marks Allocated** | | | **20** |

# Equipment:

Credit Marks shall be awarded under this category using the following criteria:

No marks if proof of ownership (Affidavit)/ Rental/ Lease Agreement is not attached. Questionnaire PQ Form # 17 shall be filled to provide complete equipment record.

No mark if above form is not filled

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Description** | **Minimum Requirement** | **Marks Assigned** | **Criteria for Marks Obtained** |
| 1 | Batching Plant (30 m3/hr Cap.) | 01 No. | 1 | * 1 Mark for the equipment will be given if the Contractor meets the minimum requirements given in the pre-qualification document for each item. * If the available quantity of each equipment is less than specified limit, weightage will be given as   1 x (A / Required Quantity)   * 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.   * Total Marks =   (Marks Obtained) |
| 2 | Concrete Pump 60m3/hr | 02 No. | 1 |
| 3 | Crane Mobile (30 Ton Cap.) | 02 No. | 1 |
| 4 | Crane Tower (30 m Boom ) | 02 No. | 1 |
| 5 | Dumper Trucks | 04 No. | 1 |
| 6 | Loader | 02 No. | 1 |
| 7 | Concrete Transit Mixer (6-9 m3) | 02 No. | 1 |
| 8 | Cabin Hoist (1500 Kg Cap.) | 02 No. | 1 |
| 9 | Air Compressor (300 cfm) | 04 No. | 1 |
| 10 | Form Work & Scaffolding Pipe (Quick form/cup lock propping mechanism and marine plywood shuttering) | 20,000 sft | 1 |
| 11 | Mobile Concrete Pump (50 m3/hr) | 02 No. | 1 |
| 12 | Excavators | 02 No. | 1 |
| 13 | Bulldozers | 02 No. | 1 |
| 14 | Steel Cutting & Bending Machine | 02 No. | 1 |
| 15 | Generators (200 Kva) | 02 No. | 1 |
| **Total Marks Allocated** | | | | **15** |

# Evaluation Criteria

Applicant(s) meeting the minimum requirements mentioned in Para 3 b) ix) besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 60% score in each category and an overall minimum of 70% marks shall be required to pre-qualify in the aforesaid scope of work.

# Letter of Application

Attached as Annexure ‘A’

# Pre-qualification Document

# Clarification of Pre-Qualification Document

A prospective Applicant requiring any clarification of the pre-qualification Document shall contact the Employer in writing at the Employer’s address indicated in the PQ, Instruction to Applicants. The Employer will respond in writing to any request for clarification provided that such request is received no later than seven (7) days prior to the deadline for submission of applications. The Employer shall forward copies of its response to all applicants who have acquired the pre- qualification document directly from the Employer including a description of the inquiry but without identifying its source. The Employer reserves the right to amend the pre-qualification document as a result of a clarification as per departmental procedures and communicate to all applicants in writing.

# Amendment of Pre-Qualification Document

At any time prior to the deadline for submission of applications, the Employer may amend the pre-qualification Document by issuing addendum/Corrigendum. Any addendum/Corrigendum issued shall be part of the pre-qualification Document and shall be communicated in writing to all who have obtained the pre-qualification document.

# Cost of Applications

The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process from the Employer.

# Language of Application

The application as well as all correspondence and documents relating to the pre- qualification exchanged by the Applicant and the Employer, shall be written in English language. Supporting documents and printed literature that are part of the application shall also in the same language.

# Submission of Application Form

The Applicant shall prepare an Application Submission Sheet using the form furnished in Annexure - A. This Form shall be completed without any alteration to its format.

# Signing of Application & Number of Copies

**The Applicant shall prepare the documents comprising the application as described in PQ and clearly mark it “ORIGINAL”.** The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. **The Applicant shall submit two (02) copies of the signed original application and clearly mark them as “COPY”.** In the event of any discrepancy between the original and the copy, the original shall prevail.

# Deadline of Submission of Application

Applications shall be received by the Employer at the address and no later than the deadline indicated in para 9.a. Applicants may always submit their applications by mail or by hand.

The Employer may, at its discretion, extend the deadline for the submission of applications by amending the pre-qualification Document, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

# Opening of Application

Employer shall open the applications as per its standard procedures and shall prepare a record of the opening of applications that shall include, as a minimum, the name, signature of the representative (if they choose to attend).

# Right of Waiver

The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant to perform the contract.

# Employer Right

Bidders/Applicants wishing to pre-qualify shall complete the pre-qualification Questionnaires/Qualification Criteria and other relevant details solicited through pre- qualification documents including the qualification criteria in duplicate and return them to the address given in a sealed envelope. Pre-qualification applications shall be treated as confidential and will not be returned. The employer has right to obtain clarification from the applicants regarding pre-qualification applications.

# Joint Ventures

# Lead Partner

One of the members who is responsible for performing a key function in contractor is executing a major component of the proposed contract shall be nominated as being in charge during the pre-qualification and bidding period and in the event of a successful bid, during contract execution. The member in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of the joint venture/sub-contractors; this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members.

# Member Limitation

Maximum number of members in a JV will be limited to 3 No.; PQ # 13 shall be filled to affirm all the members of the JV.

# Joint and Several Liability

All members of the joint venture shall be legally liable, jointly and severally, during the bidding process and for the execution of the contract in accordance with the contract terms.

# Essential Requirements for JV

Following are minimum qualification requirements:

1. The evaluation of financial soundness will be based on the relevant information for lead partner only as mentioned in para 3 b) ix).
2. The evaluation of experience record will be based on the relevant information of the lead and JV partner as described para 3 b) ix).
3. The joint venture must collectively satisfy the criteria of personnel capabilities and equipment as described in para 3 b) ix), for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV’s total capacity.
4. Individual members must satisfy each of the requirements of paras 9 (d) and 3

(b) (vi) heretofore.

1. Any change in a pre-qualification JV after pre-qualification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:
   * Partner(s) withdraw from JV and remaining partners do not meet the qualifying requirements
   * The new partners to a JV are not qualified individually or as another JV; or
   * In the opinion of the Employer, a substantial reduction in competition would result.
2. Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally.

# Joint Venture Agreement

A copy of the Joint Venture Agreement entered into by the members shall be submitted with the pre-qualification and in the event of a successful bid shall be signed by all members and submitted with the application together with a copy of the agreement they will not be issued contract documents until they provide the formal JV agreement within three days of pre-qualification of their firm. The agreement shall include among other things; the JV objectives; the proposed management structure; the contribution of each member to the joint venture operations; the commitment of the members to joint and several liability for due performance; recourse / sanctions within the JV in the event of default or withdrawal of any member; and arrangements for providing the required indemnities. PQ # 04 Joint Venture Agreement shall also be filled to affirm the authentication of the Joint Venture.

# Dissolution of Joint Venture

The Pre-qualification of a joint venture do not necessarily pre- qualify any of its members to bid individually or as a member in any other joint venture. In case of dissolution of a joint venture **at least 7 days** prior to **PQ of the Contractors** any of the constituent firms may pre-qualify if they meet all of the pre-qualification requirements, subject to the written approval of the Employer.

# Instructions to Applicants

# Submission and Opening of Pre-Qualification Application

Application for pre-qualification (One original and two Copies) shall be received in sealed envelopes (properly mentioned on the Envelop in clear visible writing**)** to be delivered by hand or through registered mail **on or before (As stated in “Proposal for pre-qualification” published in newspapers and PPRA website)**

**The Pre-Qualification Applications shall be opened on (As stated in “Proposal for pre-qualification” published in newspapers and PPRA website)**

in the presence of Applicants who chose to attend in the conference room of CUI, address as mentioned below;

# Senior Manager (P&D and HRD)

# 3rd Floor, Faculty Block-II,

# COMSATS University Islamabad,

# Park Road, Tarlai Kalan, Islamabad.

And be clearly marked **“Application for Pre-Qualification” for “Construction of Academic Block at COMSATS University Islamabad, Park Road, Tarlai Kalan, Islamabad”** In case it is not marked, the Employer is not liable if the Pre- Qualification application is by mistake opened before date of submission.

# Late Submission of Pre-Qualification Applications:

The pre-qualification application which will receive after the closing date and time as mentioned above for submission of applications shall not be entertained.

# Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Employer’s evaluation of the applicant’s qualification or to provide timely clarification or substantiation of the information supplies may result in disqualification of the applicant and same shall be communicated in accordance with provisions of PPRA Rules.

# Material Changes

Applicants and those subsequently pre-qualified or conditionally pre-qualified shall inform the Employer of any material change in information that might affect their qualification status. Applicants shall be required to update key pre- qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process.

# Employer’s Notification and Bidding Process

# Conditional Pre-qualification

An applicant may be “conditionally pre-qualified” that is, qualified subject to certain specified non-material deficiencies in the pre-qualification requirements being met by the applicant to the satisfaction of the Employer before submission of bid.

# Changes after Pre-qualification

Any change in the structure or formation of an applicant after being pre-qualified shall be subject to written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if as a consequence of any following changes:

General Contractor / Joint Venture as a whole which has conditionally pre-qualified & later on fails to meet any of the qualifying requirements;

# Employer’s Right

The Employer reserves the right to take the following actions, and shall not be liable for any such actions:

* + 1. Amend the scope of the work to be bid under this process, in which event bids will be invited only from those applicants who meet the resulting amended pre-qualification requirements;
    2. Cancel the pre-qualification process and reject all applications in provisions with PPRA rules.

# General Information

The pre-qualification Questionnaires consisting of the pre-qualification Form (Total 18 Questionnaire) shall be filled in all respect by General Contractor, JV’s. Pre- Qualification Questionnaire shall be duly signed and stamped by the authorized personnel of the firm/JV.

# Address of Employer

# By Mail : Senior Manager (P&D and HRD)

# 3rd Floor, Faculty Block-II, COMSATS University Islamabad,

# Park Road, Tarlai Kalan, Islamabad.

By Telephone : 051-90495130, 051-90495216

By Fax : Nil

By Email : [anwarkamal2006y@gmail.com](mailto:anwarkamal2006y@gmail.com); [zakiulhassan@comsats.edu.pk](mailto:zakiulhassan@comsats.edu.pk)

By Visit : Senior Engineer,

# Building Section, CUI, Park Road, Tarlai Kalan, Islamabad.

Envelope containing completed pre-qualification application with complete questionnaire forms and other relevant documents should be sealed and titled “Application for Pre-qualification for **Construction of Academic Block at COMSATS University Islamabad, Park Road, Tarlai Kalan, Islamabad** may be dispatched to the Senior Manager (P&D and HRD), 3rd Floor, Faculty Block-II, CUI, Park Road, Tarlai Kalan, Islamabad. **All application shall reach the above office during office hours before or on last submission date and time of application of pre-qualification documents.**

# Pre-Qualification Forms

# Particular Application

Supplementary information may be provided by the applicants as deemed necessary.

* 1. Notes to Applicant(s) & required relevant information by Applicant(s):

1. Please provide all information asked in the Questionnaires Forms and do not write “See Brochure”;
2. Please provide all information in accordance with the qualification criteria;
3. Supplementary information may be provided by applicants as deemed necessary;
4. Additional pages may be inserted, if required;
5. Please write “NOT APPLICABLE” where appropriate;
6. Please retain a copy of your completed Forms submitted;
7. Information provided in the Pre-qualification documents will be verified. If found incorrect the contractor may be black listed;
8. Please provide attested copy of valid license from Pakistan Engineering Council (if applicable);
9. Application with incomplete documentary evidences shall not be considered for pre-qualification;
10. Bidders shall provide information pertaining to scope of work in their application of pre-qualification in provisions of the eligibility criteria & respective qualification criteria;
11. Pre-qualification Questionnaires Forms that have not been completed as per instructions given above may lead to rejection of application.

**ANNEXURE**

**Letter of Application**

Date:

To: Senior Manager (P&D and HRD)‎

‎ 3rd Floor, Faculty Block-II,

COMSATS University Islamabad,

Park Road,‎ Tarlai Kalan, Islamabad.‎Annexure ‘A’

*[Letterhead paper of the Applicant, including full Postal address, telephone no., fax no., telex no., cable and email address]*

Tel: 051-90495130, 051-90495216

Sir,

1. Being duly authorized to represent and act on behalf of (the

name of organization), and having reviewed and fully understood all the pre- qualification information provided, the undersigned hereby apply to be pre-qualified as a bidder for the **Construction of Academic Block at COMSATS University Islamabad, Park Road, Tarlai Kalan, Islamabad**;

1. Attached to this letter are copies of original documents definingi:
   1. The Applicant's legal status;
   2. The principal place of business; and
   3. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms);
2. The Employer and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in

the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant;

1. **The Employer** and its authorized representatives may contact the following persons for further informationii, if needed.

|  |  |
| --- | --- |
| **General and Managerial Inquiries** |  |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

|  |  |
| --- | --- |
| **Personnel Inquiries** |  |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

|  |  |
| --- | --- |
| **Technical Inquiries** |  |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

|  |  |
| --- | --- |
| **Financial Inquiries** |  |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

1. This application is made with the full understanding that:
2. Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding;
3. The Employer reserves the right to:
   1. Amend the scope and value of any contract under this project; in such event bids will only be called from pre-qualified bidders who meet the revised requirements; and
   2. Reject or accept any application, cancel the pre-qualification process, and reject applications;
4. The Employer shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
5. The Employer shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.

***[Applicants who are not joint ventures should delete Para 6&7 and initial the deletions.]***

1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
2. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
   1. Signed so as to legally bind all members, jointly and severally; and
   2. submitted with a Joint Venture agreement providing the joint and several liability of all members in the event the contract is awarded to us.
3. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

**PRE-QUALIFICATION QUESTIONNAIRE FORMS**

**(Total 18 Forms)**

# PRE-QUALIFICATION QUESTIONNAIRE

**P.Q. FORM # 1**

# General Information about the Firm/Applicant/JV

*All individual firms and each member of a Firm/joint venture applying, for Pre-Qualification are requested to complete the information in this form.*

|  |  |  |
| --- | --- | --- |
| 1 | Name of Firm |  |
| 2 | Head Office Address |  |
| 3 | Telephone Contact |  |
| 4 | Fax |  |
| 5 | Type of Organization |  |
| 6 | Place of Incorporation / Registration: | Year of  Incorporation/Registration: |
| 7 | PEC Registration Category | Validity: |
| 8 | NTN # |  |
| 9 | Name, Designation and Mobile Number of Firm’s Representative |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S.**  **#** | **Name** | **Designation** | **Nationality** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 2**

# General Experience Record with Annual Turn over

**Name of Applicant:**

*(Applicant)*

*All individual firms are requested to complete the information in this form with regard to the management of works contracts generally. The information supplied should be the annual turnover of the applicant in terms of the amounts billed to clients for each year for work in progress or completed in Rupees or in case of foreign firms converted to US dollars at the rate of exchange at the end of the period reported. The annual periods should be the financial years commencing from 1st July and ending on 30th June. A brief note on each contract should be appended, describing the nature of the work, duration and amount of contract, managerial arrangements, and other relevant details.*

*Applicants should not enclose testimonials, certificates and publicity material with their applications, they will not be taken to account in evaluation of qualification.*

|  |  |  |
| --- | --- | --- |
| **Year** | **Turnover**  **(in Actual Currency)** | **Rupees in Million** |
| 2022-2023 |  |  |
| 2021-2022 |  |  |
| 2020-2021 |  |  |
| **Average of above** |  |  |

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 3**

# General Construction Experience of the Firm/Applicant/JV

*Applicable to General Contractor and their sub-contractors or any applicant(s).*

1. Years of General Experience
2. List of major Projects completed in Last 5 Years

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Project** | **Starting Year** | **Ending Year** | **Cost of Project** | **Client Name, Office Address,**  **telephone Number / Fax & Email Address** |
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(Signature & Seal of Authorized Person)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Other Members** | **Year-1 2022-**  **2023** | **Year-2 2021-**  **2022** | **Year-3 2020-**  **2021** | **Year-4 2019-**  **2020** | **Year-5 2018-**  **2019** |
| Member Incharge |  |  |  |  |  |
| Member |  |  |  |  |  |
| Member |  |  |  |  |  |
| Member |  |  |  |  |  |
| Member |  |  |  |  |  |
| Member |  |  |  |  |  |
| Etc. |  |  |  |  |  |
| Total |  |  |  |  |  |

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 4 Joint Venture Agreement**

# (Applicable to JV)

**Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000**

To:

The undersigned of this declaration of cooperation are by means of attached Powers of Attorney legally authorized to act with regard to and on behalf of their organizations.

They hereby declare:

* 1. That they will legalize a Joint Venture Agreement in case that a Contract for the Construction of is awarded to their group.
  2. That they have nominated (name of the lead member) as the member Incharge of the JV for the purpose of Pre-Qualification and shall be responsible as stipulated in the pre-qualification document.
  3. That they authorized Mr. /Ms. (name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the Bidder’s Representative in the name and on the behalf of their JV.
  4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
  5. That this Joint Venture is an association constituted for the purpose of the execution of the Construction of under this Contract.
  6. That if the Employer accepts the Bid of this Joint Venture, it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
  7. That each member’s share of the Work, stated as percentage of the total contract amount, shall be a follows.

# P.Q. FORM # 5

**Particular Construction Experience Record**

# Name of Applicant:

*(Applicant or member of a Firm / Joint Venture or named Sub-contractor)*

*On separate pages using the format of Form 8 and 8(A) for completed projects and Form 7 & 7(A) for in-hand / ongoing projects, The Applicant is requested to list contracts of a similar nature, complexity and requiring similar construction technology to their contract and which the Applicant has undertaken during the period and of the number. Each member of a Firm / Joint Venture should provide details of similar contracts on which they have had proportionate experience. The contract value should be based on the payment currencies of the contracts in Rupees. The information is to be summarized using Form 8 and 8(A) for each contract completed or under execution, by the Applicant by the Applicant or by each member of a joint venture.*

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 6**

# Details of Contract of Similar Nature and Complexity in-hand / ongoing and Completed Projects

**Name of**

# Applicant:

*(Applicant or member of Firm / a Joint Venture or named Sub- contractor)*

*On separate pages using the format of Form 8 and 8(A) for completed projects and Form 7 & 7(A) for in-hand / ongoing projects, The Applicant is requested to list contracts of a similar nature, complexity and requiring similar construction technology to their contract and which the Applicant has undertaken during the period and of the number. Each member of a Firm / Joint Venture should provide details of similar contracts on which they have had proportionate experience. The contract value should be based on the payment currencies of the contracts* ***in PKR (Pakistan Rupees).*** *The information, is to be summarized using Form 5A for each contract completed or under execution, by the Applicant or by each member of a Firm/joint venture or named sub-contractor.*

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 7**

# Work Performance: FOR IN-HAND/ ONGOING PROJECTS

*INSTRUCTIONS: Use one Form for each Project*

Name of Firm:

Name of Project:

**PROJECT DATA**

* + 1. Plot Size and Location
    2. No. of Floors/scope
    3. Consultant
    4. Covered Area

**CONSTRUCTION DATA**

1. Value of Contract:
2. Commencement Date:
3. Contract Period:
4. Planned Completion Date:
5. Value of Outstanding Works:
6. Average Monthly Invoicing Over Last Six Month:
7. Present Status:- i. on Schedule
   1. Behind Schedule
   2. Ahead of Schedule

**CLIENT DATA**

Name Contact Name Designation

Address Phone Fax

Telex

Cable

Financing Agency Email Address

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 7 (A)**

**Summary sheet for Current Contracts / Commitments for ongoing Projects**

|  |  |  |
| --- | --- | --- |
| **Description of Project Client** | **Year of Start** | **Cost of Project (Rs Million)** |
|  |  |  |
|  |  |  |
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*\* For client give address, telephone and Fax number for contact.*

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 8**

# Work Performance: FOR COMPLETED PROJECTS

*INSTRUCTIONS: Use one Form for each Project (use photocopies if more for the rest).*

|  |
| --- |
| Name of Firm: |
| Name of Project: |
| **PROJECT DATA** |
| a. Plot Size and Location |
| b. No. of Floors/scope |
| c. Consultant |
| d. Covered Area |
| **CONSTRUCTION DATA** |
| a. Value of Contract: |
| b. Final Value: |
| c. Planned Completion Date: |
| e. Actual Completion Date: |
| f. Reason for delay (if any) |
| g. Amount of claims |
| h. Litigation |
| **CLIENT DATA**  Name |
| Contact Name |
| Designation |
| Address |
| Phone |
| Fax |

Telex Cable

Financing Agency Email Address

***Note:***

1. *Value for which applicant was responsible. Give exchange rate (if applicable)*
2. *Amount of claims made and amount of claims awarded.*
3. *The Form should be accompanied by a copy of completion certificate of each project*
4. *In case of litigation provide brief of case.*
5. *In case the Project was completed in Joint Venture with other firms, please mention the name of the Firm / Joint Venture member with address and percentage participation in to the Project.*

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 8(A)**

# Summary Sheet of Completed Projects

*List of the Projects done in Pakistan for Building Project (similar nature) in last five (05) years. Use the same form for experience outside of Pakistan labeled as International Experience.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Description of Project Client** | **Year of Completion** | **Cost of Project (Rs Million)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |

*\* For client give address, telephone and Fax number for contact.*

# Name of Applicant:

**PRE-QUALFICATION QUESTIONNAIRE**

# P.Q. FORM # 9 Financial Capabilities

*(Applicant or lead partner )*

*Applicants or lead partner shall provide financial information to demonstrate that they meet the requirements stated in the PQ. Each applicant or lead partner shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheet shall be attached. Autonomous construction sub-divisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the sub- division.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Banker | Name of Banker |  | | |
| Address |  | | |
| Telephone |  | Contract Name  & Title |  |
| Fax |  | email |  |

*Summarize actual assets and liabilities in Pakistani Rs/US$ equivalent (at exchange rate of each year) for the previous three calendar years.*

*Based upon known commitments, summarize projected and liabilities in Pak Rupees equivalent for the next two calendar years.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Information in Pak Rs. or Equivalent** | **Actual**  **For Previous Three (03) Years 1st July - 30th June** | | |
| **2020-2021** | **2021-2022** | **2022-2023** |
| **Information from Balance Sheet** | | | |
| Total Assets |  |  |  |
| Current Assets |  |  |  |
| Total Liabilities |  |  |  |
| Current Liabilities |  |  |  |
| Net Worth |  |  |  |
| Working Capital |  |  |  |
| Total Revenue (TR) |  |  |  |
| Profits Before Taxes |  |  |  |
| Profits After Taxes |  |  |  |

*Specify proposed sources of financing, such as liquid 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 above clauses*

# Source of Financing Amount in Pak Rupees

1

2

3

4

5

*Attach audited financial statements including, as a minimum, profit and loss account, balance sheet and explanatory notes for the last 3 years if audit reports are not available, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant and supported by copies of tax returns.*

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 10 Personal Capabilities**

# Name of Applicant:

*(Applicant or member of a Firm / Joint Venture or or named sub-contractor )*

*For specified positions essential to contract management and implementation, applicants should provide the names of candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using Form 11 for each candidate.*

|  |  |  |
| --- | --- | --- |
| 1 | Title of Position |  |
| Name of Candidate |  |
| 2 | Title of Position |  |
| Name of Candidate |  |
| 3 | Title of Position |  |
| Name of Candidate |  |
| 4 | Title of Position |  |
| Name of Candidate |  |
| 5 | Title of Position |  |
| Name of Candidate |  |

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 11 Candidate Summary**

# Name of

**Applicant:**

*(Applicant or member of a Firm / Joint Venture or named sub-*

*contractor)*

|  |  |  |
| --- | --- | --- |
| Position | Candidate | |
| Prime | Alternate |
| Candidate Information | Name of Candidate | Date of Birth |
| Professional Qualification |  |
| Present Employer | Name of Employer : | |
| Address of Employer | Contract (Manager/Personnel Officer) |
| Telephone: | Fax: |
| Job Title of Candidate | Years with Present Employer |

Summarize professional experience over the last 10 years in reverse chronological order.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Company** | **Project** | **Position** | **Relevant Technical & Management Experience** |
|  |  |  |  |  |  |
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# PRE-QUALFICATION QUESTIONNAIRE P.Q. FORM # 12

**Litigation History shall be provided for the last “10” Years**

**Name:** *(Applicant or member of a Firm / Joint Venture or named sub-contractor )*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Contract** | **Year** | **Name of Client,**  **Cause of litigation and matter in dispute** | **Disputed amount (Current value in Pakistani**  **Rs. or US$ equivalent)** | **Award FOR or AGAINST**  **Applicant** | **Remarks by Applicant** |
|  |  |  |  |  |  |
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# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 13**

# Joint Venture (Applicable to JV)

If the company intends to enter into a joint venture for the project, please give the following information otherwise state "Not Applicable"

# Joint Venture Members

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Name of the Firm** | **Address of the Firm** | **Status in the Joint Venture** |
| a. |  |  |  |
| b. |  |  |  |
| c. |  |  |  |
| d. |  |  |  |

* 1. Name of company leading the Joint Venture:

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 14**

# Structure and Organization including Organogram

**Name:**

*(Applicant or member of a Firm/Joint Venture or named sub- contractor )*

*Please attach an organization Chart showing, the company structure including, Organogram the positions of directors and key personnel, if relevant.*

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 15**

# BRIEF PLAN FOR EXECUTION AND METHODOLOGY

**Name:**

*(Applicant or member of a Firm / Joint Venture)*

*Provide a brief plan for execution and methodology to execute the Project based on the general information of the project provided in the attachment.*

**PLAN FOR EXECUTION AND METHODOLOGY:**

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 16**

# AFFIDAVIT

*(On Stamp Paper)*

**Name:**

*(Applicant or member of a Firm / Joint Venture or named sub-*

*contractor )*

I, the undersigned, do hereby certify that all the statements made in the Pre- Qualification Questionnaire Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize (s) and requests (s) the bank, person, firm or corporation to furnish any additional information requested which deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Employer CUI.

CUI, undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the firm*

Title of Officer Name of Firm Date

# PRE-QUALFICATION QUESTIONNAIRE

**P.Q. FORM # 17**

Equipment Capabilities

*Name of Applicant*

*The Applicant shall provide adequate information to demonstrate clearly that he has*

*the capability to meet the requirements for each and all items of equipment listed in the Qualification Criteria. A separate Form shall be prepared for each item of equipment listed in equipment section of qualification criteria, or for alternative equipment proposed by the Applicant.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item of Equipment** | | | | |
| Equipment information | 1. Name of Manufacturer | | 2. Model and power rating | |
| 3. Capacity | | 4. Year of Manufacture | |
| Current Status | 5. Current Location | | | |
| 6. Details of Current Commitments | | | |
|  | | | |
| Source | 7. Indicate Source of the Equipment | | | |
| Owned | Rented | | Leased |

*Omit the following information if it is owned by the Applicant or partner*

|  |  |  |
| --- | --- | --- |
| Owner | 8. Name of Owner | |
| 9. Address of owner | |
|  | |
| Telephone | Contact Name and Title |
| Fax | Telex |
| Agreement | Details of rental/lease specific to the Project | |
|  | |
|  | |

# -------------------END OF PRE QUALIFICATION DOCUMENT----------------------

1. *For applications by joint ventures, all the information requested in the pre-qualification documents is to be provided for the joint venture, if it already exists and for each party to the joint venture separately. The lead partner should be clearly identified. Each member in the joint venture shall sign the letter.*
2. *Application by joint ventures should provide information on separate sheet information for each party to the application.*