

**PUNJAB GOVERNMENT SERVANTS HOUSING FOUNDATION
(PGSHF)**



PRE-QUALIFICATION DOCUMENTS

FOR THE WORK

***Construction of Jamia Mosque for Punjab Government
Servants Housing Scheme at Sahiwal***

**Executive Director (Engg.) Office PGSHF,
6-C, Street-Q Extension, Scotch Corner,
Upper Mall Scheme, Lahore**

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1. Briefing of the Project

CONSTRUCTION OF JAMIA MOSQUE FOR PUNJAB GOVERNMENT SERVANTS HOUSING SCHEME AT SAHIWAL.

Punjab Government Servants Housing Foundation (PGSHF) is established under a statute of Punjab Government Servants Housing Foundation of the Punjab. A body corporate with perpetual succession was thus created for providing Houses / Plots on no profit no loss basis to the Punjab Government Servants on their retirement.

Punjab Government Servants Housing Foundation (PGSHF) acquired land measuring 1000 Kanal for PGSHF Scheme, Sahiwal to provide housing facilities to the Punjab Government Employees in District Sahiwal, Project site is located near Circuit House, Sahiwal.

The components of Infrastructure Development Works including Jamia Mosque to be executed through this contract shall comprise of.

1. Construction of Jamia Mosque
2. Construction of Residence for Imam & Khadim

The approximate cost of the above mentioned Works is about Rs.67.823 million.

Accordingly well reputed and established construction companies / firms registered with Pakistan Engineering Council (**PEC**) in specialization CE-10 for the year 2020-2021, having required Technical, Financial and managerial capabilities are invited to participate in the pre-qualification process for the above said project through submission of their requisite / required documents.

2. Instructions to Applicants

2.1 Submission of Applications

- 2.1.1 Original application for prequalification addressed to the Executive Director (Engg.), PGSHF shall be received in sealed envelope, to be delivered by hand to the office of Executive Director (Engg.), Engg. Wing PGSHF located at **6-C, Street-Q Extension, Scotch Corner, Upper Mall Scheme, Lahore** not later than **24.09.2021** during office hours i.e. **9:00AM to 5:00 PM** on the Envelop, following should be clearly mentioned:

Application of Pre-Qualification for

CONSTRUCTION OF JAMIA MOSQUE FOR PUNJAB GOVERNMENT SERVANTS HOUSING SCHEME AT SAHIWAL.

INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED AFTER THE DUE DATE i.e. 24.09.2021 WILL NOT BE ENTERTAINED.

- 2.1.2 The name and mailing address of the Applicant shall be clearly mentioned on top left side of the envelope.
- 2.1.3 The applications shall be submitted in English language. Information in another language shall be accompanied along-with its English translation duly signed.
- 2.1.4 The Applicants must respond to all queries and provide complete information as advised in this document.
- 2.1.5 The firm can seek any clarification regarding the Project pre-qualification documents or evaluation criteria from the following office:

**Executive Director (Engg.) PGSHF,
6-C, Street-Q Extension,
Scotch Corner, Upper Mall Scheme, Lahore**

2.2 Qualification Criteria

2.2.1 General

Pre-qualification will be based on the criteria given in succeeding paras regarding the Applicant's Basic Eligibility, Experience Record, Personnel Capabilities, Equipment Capabilities and Financial Soundness, and as demonstrated by the Applicant's responses in the forms attached. Sub-contractor's experience and resources shall not be taken into account in determining the applicant's compliance with the qualifying criteria. However, consortium or Association of firms and Joint Venture experience & resources shall be considered.

2.2.2 Weight-age / Marks

The weight-age / distribution of the marks are as given below:

1. Work Experience	45
2. Tool & Plants	10
3. Personnel Capabilities	15
4. Financial Soundness	30

The minimum qualifying score shall be 60 (Sixty) and at least 50% marks in each category to qualify. Detailed pre-qualification criteria are as given.

2.2.3 Basic Eligibility

The firms fulfilling the following basic requirements shall only be considered for further evaluation (relevant documents to be attached):

- a. Valid Registration with Pakistan Engineering Council (PEC) in Category C-04 & above in specialization of CE-10 for the year 2021-2022. Memorandum of Association of Firm.
- b. Valid certificate from Tax Departments / Authorities.
- c. Litigation history on attached Performa and no litigation Affidavit.
- d. Affidavit declaring no Black Listing.
- e. Annual Audit report for last 3-Financial years (Starting from July 2017 to June 2020).
- f. Handling and completion of at least 1 Project costing Rs.67.823 million or above within 12 months. (Completion certificate issued by the client shall be mandate for envelop.)
- g. Valid Registration with Securities & Exchange Commission of Pakistan (SECP) or registered with registrar of firms.
- h. Valid Registration with Punjab Revenue Authority (PRA).

Note: In case of joint venture, all the firms have to fulfill the basic eligibility criteria and provide the valid consortium or association of firms duly signed by all firms in JV for the captioned scope of work.

Working Experience:

Remarks or work experience of the firm or joint venture shall be awarded on the following criteria.

Sr. No.	Description	Maximum Marks	Remarks
i)	<p>Project similar nature and complexity. <u>Completed</u></p> <ul style="list-style-type: none">• Construction of Mosque or General Building Projects. <p>Project with cost at least Rs.67.823 Million completed in past. Full marks for 03 Projects, in between 01 to 03 Projects proportionate marks.</p>	15	No marks if Completion certificate s not attached.
ii)	<p>Project similar nature and complexity. <u>In Hand</u></p> <p>Construction of Jamia Mosque or General Building Projects. Project with cost at least Rs.67.823 Million in hand. Full marks for 03 Projects, in between 01 to 03 Projects proportionate marks.</p>	15	No marks if Acceptance / Award Letters are not attached.
iii)	<p>Experience of completed works related to civil works Projects but not basic part having cost less than Rs. 67.823 million completed in last 05 years. Full marks for 06 or more Projects in between 01 to 06 projects, proportionate marks.</p>	10	Civil Works Projects other than Project mentioned at Sr. No. i (No marks if completion certificate is not attached).
iv)	<p>Satisfactory report from other organizations / Clients / Department where already performed.</p>	5	(1 mark for each Project Performance report. No marks if the performance report
	Total Marks	45	

Tools & Plants:

Credit marks for Tools and Plants of the firm or joint venture shall be awarded under the category using the following criteria.

Sr. No.	Description	Maximum Marks	Remarks
1	Tractor with Trolly-01	01	Ownership documents of equipment to be attached
2	Excavator-01	02	
3	Concrete Mixer-02	02	
4	Water Bouser's-02	01	
5	Steel Form Work 5000 Sft.	02	
6	Scaffolding (steel pipe & accessories) 5000 Rft.	02	
Total Marks of Tools & Plants		10	

Professional Capabilities

Credit marks for personal capabilities of the firm / joint venture shall be granted on the basis of following criteria.

Sl. No.	Description	Maximum Marks	Remarks
i)	Permanent Staff		
a	Business Management Staff (1-number MBA/M.Com/B.Com with at least 5-years of experience. No marks for less than minimum staff & experience).	2	Add CV's, with proof of employment
b	Finance Management Staff. (1-number MBA/B.Com with at least 5-years of experience. No marks for less than minimum staff & experience).	2	Add CV's, with proof of employment
ii)	Graduate Engineer		
a	At least 1-numbers of professional Civil Engineers (No marks for less than minimum staff & experience).	3	Add CV's, with proof of employment
b	Experience of professional Civil Engineers (3 mark for Civil Engineer with 10+ years of experience. No marks for less than minimum staff & experience).	3	Add CV's, with proof of employment
iii)	DAE Associate Engineers		
a	Number of Associate Engineers (2 mark if 2-number DAE Associate Engineers. No marks for less than minimum staff & experience).	2	Add CV's, with proof of employment
b	Experience of Associate Engineers (3 mark for every 10+ years of experience of 2 DAE Associate Engineers. No marks for less than minimum staff & experience).	3	Add CV's, with proof of employment
Total Marks of Professional Capabilities		15	

Financial Position

Credit marks for financial position of the firm or joint venture shall be awarded on the basis of following criteria.

Sl. No.	Description	Maximum Marks	Remarks
i)	Available Bank Credit Line Limit	10	Present Bank credit line limit Certificate issued by the commercial bank is mandatory.
a	6 Marks if the available bank credit line limit is equal to Rs.25.00 Million		
b	For the limit less than Rs. 25.00 Million use the following Weightage $6 \times (A / 25)$ A = Available Bank Credit Line Limit		
c	For the limit more-than Rs.25.00 Million but less than Rs.70.00 Million use the following Weightage. $6 \times (A / 25) \times 4$ A = Available Bank Credit Line Limit		
d	Full marks are given in case of the credit line limit is Rs.50.00 Million or more.		
ii)	Average Working Capital	10	
a	6 marks if average working capital in last 3 years is equal to Rs.25.00 Million		
b	For the working capital less than Rs.25.00 Million use the following Weightage $6 \times (A / 25)$ A = Average Working Capital in the last 3-years		
c	For the working capital more-than Rs.25.00 Million but less than Rs.50.00 Million use the following Weightage. $6 \times (A / 25) \times 4$ A = Average Working Capital in the last 3-years		
d	Full marks are given in case capital is Rs.50.00 Million or more.		
iii)	Bid Capacity	10	Net Bid Capacity = Available capital - 20% of the cost of all balance works in hand Available Capital = Available Bank credit line + Average working capital of last three years as per Annual Audit Report
a	6 marks if the net bid capacity is equal to Rs.25.00 Million		
b	For bid capacity less than Rs.25.00 Million use the following weightage $6 \times (A / 25)$ A = Bid Capacity		
c	For the bid capacity more-than Rs.25.00 Million but less than Rs.50.00 Million use the following weightage. $6 \times (A / 25) \times 4$ A = Bid Capacity		
d	Full marks are given if bid capacity is Rs.50.00 Million or more.		
Total Marks of Financial Position		30	

Joint Venture (JV)

Joint Venture must comply with the following requirements:-

a) Following are minimum qualification requirements:-

i) The lead partner shall meet not less than 50 percent of all qualifying criteria given in above paras here to fore.

ii) The joint venture must collectively satisfy the criteria of above paras for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of above paras heretofore.

b) No change in a prequalified JV after prequalification shall be allowed for the particular project.

c) Consortium / Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

The prequalification of a JV does not prequalify any of its partners individually or as a partner in any other JV or association.

Conflict of Interest

The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the applicant.

Updating Prequalification Information

Bidders shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

Other Factors

Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A qualified firm or a member of a qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected. This rule will not applying respect of bids which include specialist sub-contractors who are used by more than one bidder.

The Employer reserves the right to:-

- a) Amend the scope and value of contract to be bid, in which event the bidders will only bid among those prequalified bidders who meet the requirements of the contract as amended.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.
- d) The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, maybe debriefed if solicited.
- e) The employer shall inform the applicants who have not been prequalified.

Letter of Application

[Letter head paper of the Applicant, or partner responsible for a joint venture, including full Postal Address, Telephone No. Fax No., Telex No., cable and Email Address]

Date:.....

To:

Executive Director (Engg.), PGSHF
6-C, Street-Q Extension, Scotch Corner,
Upper Mall Scheme, Lahore

Sir,

1. Being duly authorized to represent and act on behalf of.....
(hereinafter "the Applicant"), and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be prequalified as a bidder for contract of PGSHF Scheme at Sahiwal for Construction of Jamia Mosque.
2. Attached to this letter are copies of original documents defining:
 - (a) The Applicant's legal status;
 - (b) The principal place of business; and
 - (c) 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).
3. Your Agency 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.

4. Your Agency and its authorized representatives may contact the following persons for further information, if needed.

Contact No. 1 0335-0406733

Contact No. 2 0322-7273010

***Note:** For applications by joint ventures, all the information requested in the prequalification 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 partner in the joint venture shall sign the letter. Application by joint ventures should provide information on separate sheet information for each party to the application.*

Contact 1----- Telephone 1-----

Contact 2----- Telephone 2-----

5. This application is made with the full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (b) Your Agency reserves the right to:
 - (i) Amend the scope and value of the contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and
 - (ii) Reject or accept any application, cancel the prequalification process, and reject applications; and
- (c) Your Agency 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.
- (d) Your Agency 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 or association. 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.

6. We confirm that in the event that we bid, that bid as well as any resulting contract will be.

(a) Signed so as to legally bind all partners, jointly and severally; and

(b) Submitted with a Joint Venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.

7. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a JV)	For and on behalf of (name of Applicant or lead partner of a JV)

Application Form A-1

General Information

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bye-Laws as a Partnership / Joint Venture.

Where the Applicant proposes to use named subcontractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

1	Name of Firm	
2	Head Office Address	
3	Telephone	Contact Person: Name: Title:
4	Fax	Telex
5	Place of incorporation/Registration	Year of incorporation/registration

Nationality of Owners		
	Name	Nationality
1		
2		
3		
4		
5		

General Experience Record

Name of Applicant or partner of a joint venture

All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past three years.

Use a separate sheet for each partner of a joint venture.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		

Joint Venture Summary

Names of all Partners of a Joint Venture	
1. Lead Partner	
2. Partner	
3. Partner	
4. Partner	
3. Partner	
4. Partner	

Total value of annual construction turnover, in terms of work billed to clients,

Annual Turnover Data (Construction only; Equivalent in Pak Rupees, Millions)				
Partner Name	Form A-2 Page No.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Total			

Particular Experience Record

Name of Applicant or partner of a Joint Venture

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: Instructions to Applicants”.

On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list all contracts of a similar nature and complexity to the contract for which the applicant wishes to qualify, undertaken during the last ten years. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the applicant or by each partner of a Joint Venture.

Where the Applicant proposes to use named subcontractor(s) for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.

Contracts of Similar Nature and Complexity

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1	Name of Contract
	Country
2	Name of Employer
3	Employer Address

4	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify

5	Contract Role (Tick One) (a) Sole Contractor (b) Sub-Contractor (c) Partner in a Joint Venture
6	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7	Equivalent in Pak Rs.....
8	Date of Award.....
9	Date of Completion.....
10	Contract Duration (Years and Months) _____Years_____Months
11	Specified Requirements

Current Commitments/Works in Progress

Name of Applicant or partner of a joint venture

Applicants and each partner to an application 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 Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Personnel Capabilities

Name of Applicant

For specific positions essential to contract 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 of CV's.

1	Title of Position
	Name of Prime Candidate
2	Title of Position
	Name of Prime Candidate
3	Title of Position
	Name of Prime Candidate
4	Title of Position
	Name of Prime Candidate
5	Title of Position
	Name of Prime Candidate
6	Title of Position
	Name of Prime Candidate

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 Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in above para of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.

Item of Equipment		
Equipment information	Name of Manufacturer	Model and Power Rating
	Capacity	Year of Manufacture
Current status	Current Location	
	Details of Current Commitments ----- -----	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

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

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

Financial Capability

Name of Applicant or Partner of a Joint Venture

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact Name and Title
	Fax	Telex

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, based upon known commitments, projected assets and liabilities in Pak Rupees.

Financial information in Pak Rs. or equivalent	Detail of Last three year		
	1	2	3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Working Capital			
5. Profits before taxes			
6. Profits after taxes			

Financial Capability

Name of Applicant or Partner of a Joint Venture

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments

Source of financing	Amount (Pak Rs. or equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements for the last three years (for individual applicant or each partner of joint venture).

Firms owned by individuals, and partnerships, may submit their balance sheets certified by registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.

Litigation History

Name of Applicant or Partner of a Joint Venture

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 execution. A separate sheet should be used for each partner of joint venture.

Year	Award for / Against Applicant	Name of client, cause of litigation, and matter in dispute	Disputed Amount (Current value Pak Rs. or equivalent)

Past Experience

Sr. No.	Description	Remarks		
		A	B	C
1	Management Capabilities			
2	Planning Capabilities			
3	Execution Capabilities			
4	Equipment Capabilities			
5	Qualities of Executed Works			
6	Handling of Urgency of Works			
7	Excavation of Mega Projects			
8	Litigation History			
9	Safety Measures			
10	Fulfillment of Project Time Period			

Application Form A-12

Engineer's Details

Name of Firm / Contractor:

Summary of Salary and Income Tax of Engineers

Sr. No.	Engineer's Name	PEC No.	NTN	Monthly Salary	Total Paid Salaries of Last Three Years (Nov. 2017 to Nov. 2020)	Tax Deposited	Net Salary Paid
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note:- Add CV's, PEC certificate, affidavit of employment and pay slips for last six months of all the Engineers