

	<b>OFFICE OF THE EXECUTIVE ENGINEER</b>
	(Building & Works Department) University of Veterinary & Animal Sciences, Lahore  No. CVAS/XEN/025 Dated: 26-01-2024

**PROPOSAL FOR PREQUALIFICATION**

The, **University of Veterinary & Animal Sciences, Lahore** invites applications from the reputed, experienced firms duly registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and having registration in **C-2** or higher category with PEC for prequalification of “Multi-Purpose Buildings at University of Veterinary & Animal Sciences (UVAS), Lahore Sub-Campus Narowal under PSDP Funded program “**Strengthening of KBCMA CVAS, Narowal**”.

- i. Multipurpose Complex (Library, IT Lab, Auditorium, STC)
- ii. Boys Hostel
- iii. Visiting Faculty Hostel
- iv. Residences BS (1-20)
- v. Day Care Centre
- vi. Human Dispensary
- vii. Sports Complex
- viii. Pet Hospital
- ix. Diagnostic Laboratory
- x. Farrier Training Institute
- xi. Training and Research Poultry Farms (Layer / Breeder / Hatchery)
- xii. Training & Research Animal Farms for Sheep / Goat & Equine (Including Feed Storage Space and Allied Components)
- xiii. Silage Bunkers
- xiv. Incinerator Room, Biohazard Safety Unit & Compost Unit
- xv. External Development
- xvi. Roads & Walkways
- xvii. Cafeteria & Tuck Shops, Motor Pool, Parking Sheds, 2 Cusec Turbine

Pre-qualification documents containing the detail terms and conditions, procedure for submission of pre-qualification documents are available for the interested firms at the office of **Project Director (Building & Works) Office, Admin Block UVAS, Lahore** during office hours (8:00 AM-4:00 PM). Price of the prequalification document is **Rs. 10,000/- in form of challan in favor of Treasurer, UVAS Lahore**.

The proposals, prepared in accordance with the instructions provided in the prequalification documents, must reach in sealed envelopes at the office of the undersigned on or before **1100 hours on February 21,2024**. Proposals will be opened on the same day at 1130 hours. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk) and UVAS web site [www.uvas.edu.pk](http://www.uvas.edu.pk).

University may form the packages of the works mentioned above. Constructors will be pre-qualified for individual works and shall also stand pre-qualified for any package formed through combination of works mentioned herein above, if so desired by the university.

Only the firms of constructors prequalified under this process will be invited to bid.

--Sd--

**Executive Engineer (Developments)  
KBCMA CVAS, Narowal**



**University of Veterinary & Animal Sciences, Lahore.**

**PRE-QUALIFICATION DOCUMENT**

**OF**

**GENERAL CONSTRUCTORS**

**FOR**

**Construction of Multi-Purpose Buildings at  
University of Veterinary & Animal Sciences (UVAS), Lahore  
Sub-Campus Narowal**

Issued To \_\_\_\_\_

Issued On \_\_\_\_\_

Sign of Issuing Officer \_\_\_\_\_

**UNIVERSITY OF VETERINARY & ANIMAL SCIENCES  
(UVAS), Lahore Sub Campus Narowal**

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

## 1. Introduction

University of Veterinary & Animal Sciences (UVAS), Lahore Sub-Campus Narowal as per its futuristic plan to upgrade the existing facilities to the state of the art features for more effectively provide the health care and disease control facilities to the animals of the area.

For this, it is intended to provide Multi-Purpose buildings in the available space of UVAS Narowal Campus having up to date arrangements imparting knowledge/cure for animal related disease as per advanced standards followed worldwide. Such addition of the facilities shall put the UVAS as one of the top ranked facilitation Centre in Pakistan and shall give fillip to other similar institutions also to equip themselves to the modern medical disease control techniques for the animal wellbeing.

## 2. General:

The Project Director (B&W), UVAS, Lahore issues this Pre-Qualification Document to the applicants interested in bidding for works as described in Scope of Works. We are specifically looking for the companies which have the requisite experience in execution of such building work of up-to-date standards in stipulated time having high quality and within the provided budget.

### a) Source of Funds:

The Client, UVAS shall arrange the funds.

### b) Scope of Work:

The scope of Works to be performed shall be Construction of Multi-Purpose Buildings.

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 the **Construction of Multi-Purpose Buildings at UVAS, Narowal Campus** to be completed within construction period of **728** Calendar days (Twenty-Four Months).

### c) Fraud and Corruption:

1. The Client 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 Client set forth terms herein, below:

- i. “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;
  - ii. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - iii. “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Client, designed to establish bid prices at artificial, noncompetitive levels; and
  - iv. “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.
2. Client 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
  3. Client 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.

### **3. Eligible Bidders**

#### **a) 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):

- i) Registration with Pakistan Engineering Council (PEC) in Category “C-2” and higher;
- ii) 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;
- iii) 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;
- iv) Judicial Affidavit, declaring no current Blacklisting;
- v) Annual Audit Report for the last three years ending on 30-06-2023;

- vi) PQ # 01 shall be filled to provide General Information relating to all participated bidders;
- vii) 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-2 or higher form PEC prior to award of contract.

**b) Qualification Criteria:**

- i) 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.

- ii) In the case of a JV, additional requirement shall be as follow:
  - i. All parties shall be jointly and severally liable, and
  - ii. The maximum No. of JV Partners will be limited to three.
- iii) 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.
- iv) 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;

- v) 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;
- vi) 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;
- vii) Pre-qualification Evaluation Criteria as mentioned in following table is applicable for the Applicants;

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

- viii) 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;
- ix) 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)  *A= (in Millions) Available Bank Credit Line Limit. (Letters from banks shall be provided as proof of credit line)	15	<ul style="list-style-type: none"> <li>Full marks will be given if “*A” is Rs. 500 Million or above.</li> <li>75% marks will be given if “*A” is less than Rs. 500 Million but equal to or greater than Rs. 400 Million.</li> <li>50% marks will be given if “*A” is less than Rs. 500 Million but equal to or greater than Rs. 250 Million.</li> <li>Zero marks will be given if “*A” is less than Rs. 250 Million.</li> <li>No Marks if Bank credit line certificate is not attached.</li> </ul>
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	<ul style="list-style-type: none"> <li>Full marks will be given if “*A” is Rs. 500 Million or above.</li> <li>75% marks will be given if “*A” is less than Rs. 500 Million but equal to or greater than Rs. 400 Million.</li> <li>50% marks will be given if “*A” is less than Rs. 500 Million but equal to or greater than Rs. 250 Million.</li> <li>Zero marks will be given if “*A” is less than Rs. 250 Million.</li> <li>No Marks if authenticated audit report not attached.</li> </ul>
<b>Total Marks Allocated</b>			<b>30</b>

### 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 similar work of the Applicant shall carry additional marks.

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Projects of similar nature and complexity Completed in last five (05) years.  Each member of JV shall separately provide their experience record.	15	<ul style="list-style-type: none"> <li>• 3 Projects of Building Works completed in last 5 years (5 points for each project of Min. Rs. 400 million or greater of building works) (5+5+5)</li> <li>• 3 Projects of Building Works completed in last 5 years (3 points for each project of less than Rs. 400 million but equal to or greater than Rs. 250 million of building works) (3+3+3)</li> <li>• 3 Projects of Building Works completed in last 5 years (2 points for each project of less than Rs. 250 million but equal to or greater than Rs. 150 million of building works) (2+2+2)</li> <li>• Zero marks will be given for works less than Rs. 150 Million.</li> <li>• No Marks if Completion Certificate of respective project with date of commencement and completion date is not attached.</li> </ul>
b)	Projects of similar nature and complexity in-hand.  Each member of JV/Sub-contractor shall separately provide their experience record.	10	<ul style="list-style-type: none"> <li>• 2 Projects of Building Works in hand (5 points for each project of Min. Rs. 400 million or greater of building works) (5+5)</li> <li>• 2 Projects of Building Works in hand (3 points for each project of less than Rs. 400 million but equal to or greater than Rs. 250 million of building works) (3+3)</li> <li>• 2 Projects of Building Works in hand (2 points for each project of less than Rs. 250 million but equal to or greater than Rs. 150 million of building works) (2+2)</li> <li>• Zero marks will be given for works less than Rs. 150 Million.</li> </ul>

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			<ul style="list-style-type: none"><li>• No Marks if acceptance letter / award letter of respective department along with current status of the project is not attached.</li></ul>
c)	Status of Enlistment with Govt. Department / Autonomous Body / Govt. University	10	<ul style="list-style-type: none"><li>• 5 Marks for each up to a maximum of 10 marks for two enlistment status with Govt. by Lead Partner.</li><li>• No Marks if enlistment document is not attached.</li></ul>
<b>Total Marks Allocated</b>			<b>35</b>

### 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)	<p>B.Sc. Engineers registered with Pakistan Engineering Council (PEC) under employment of the Applicant. At pre-qualification stage, foreign firms may submit registration proof of their Engineers from home country.</p> <p>Questionnaire PQ Form # 10 &amp; 11 shall be filled to provide experience record.</p> <p>No marks if above forms are not filled</p>	09	<p><b>a- Experience (5 Marks):</b></p> <ul style="list-style-type: none"> <li>5 Marks for B.Sc. Civil Engineer who possess experience equal to 10 years or above;</li> </ul> <p><b>b- Strength of Engineers (4 Marks)</b></p> <ul style="list-style-type: none"> <li>4 marks will be given if the total No. of B.Sc. Engineers are 2 No. or above.</li> </ul>
ii)	<p>Associate Engineers (DAE) under employment of the Applicant</p> <p>Questionnaire PQ Form # 10 &amp; 11 shall be filled to provide experience record.</p> <p>No marks if above forms are not filled</p>	06	<p><b>a- Experience (3 Marks):</b></p> <ul style="list-style-type: none"> <li>3 Marks for DAE - Civil with experience of equal to 10 years or above.</li> </ul> <p><b>b-Strength of Associate Engineers (3 Marks)</b></p> <ul style="list-style-type: none"> <li>3 marks will be given if the total No. of DAE are 2 No. or above.</li> </ul>
<b>Total Marks Allocated</b>			<b>15</b>

### 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	Concrete batching machine (2 bags capacity)	01 No.	1	<ul style="list-style-type: none"> <li>1 Mark for the equipment will be given if the Contractor meets the minimum requirements given in the pre-qualification document for each item.</li> <li>If the available quantity of each equipment is less than specified limit, weightage will be given as <math>1 \times (A / \text{Required Quantity})</math></li> <li>If the available quantity of each equipment is more than the minimum equipment requirement, full marks will be given.</li> <li>A = Available quantity of each equipment of each item.</li> <li>Total Marks = (Marks Obtained)</li> </ul>
2	Concrete batching machine (1 bag capacity).	01 No.	1	
3	Tractor with trolley	01 No.	1	
4	Auto Level	02 No.	1	
5	Total Station	01 No.	1	
6	Loader	01 No.	2	
7	Hoist Machine 40 feet Tower	02 No.	1	
8	Dewatering Pump	01 No.	1	
9	Air Compressor (300 cfm)	02 No.	1	
10	Steel Form Work (Shuttering)	20,000 sft	1	
11	Scaffolding (steel pipes and accessories)	25,000 Rft	1	
12	Mechanical Compactor	02 No.	1	
13	Water Browser (500 Gallons)	01 No.	1	
14	Steel Cutting & Bending Machine	01 No.	1	
15	Concrete Vibrators	04 No.	2	
16	Generators (Min 100 KVa)	01 No.	2	
17	Steel Cutter/Concrete Cutter	01 No.	1	
<b>Total Marks Allocated</b>				<b>20</b>

**4. 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 50% score in each category and an overall minimum of 60% marks shall be required to pre-qualify in the aforesaid scope of work.

**5. Letter of Application**

Attached as Annexure 'A'

**6. Pre-qualification Document**

**a) Clarification of Pre-Qualification Document**

A prospective Applicant requiring any clarification of the pre-qualification Document shall contact the Client in writing at the Client's address indicated in the PQ, Instruction to Applicants. The Client will respond in writing to any request for clarification provided that such request is received no later than five (05) days prior to the deadline for submission of applications. The Client shall forward copies of its response to all applicants who have acquired the pre-qualification document directly from the Client including a description of the inquiry but without identifying its source. The Client 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.

**b) Amendment of Pre-Qualification Document**

At any time prior to the deadline for submission of applications, the Client 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.

**c) Cost of Applications**

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

**d) Language of Application**

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

**e) 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.

**f) 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.

**g) Deadline of Submission of Application**

Applications shall be received by the Client 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 Client 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 Client and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**h) Opening of Application**

Client 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).

**i) Right of Waiver**

The Client 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.

**7. Client 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 Client has right to obtain clarification from the applicants regarding pre-qualification applications.

## **8. Joint Ventures**

### **a) Lead Partner**

One of the members who is responsible for performing a key function in the contract execution and having 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.

### **b) 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.

### **c) 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.

### **d) Essential Requirements for JV**

Following are minimum qualification requirements:

- i) The evaluation of financial soundness will be based on the relevant information for lead partner only as mentioned in para 3 b) ix).
- ii) The evaluation of experience record will be based on the relevant information of the lead and JV partner as described para 3 b) ix).
- iii) 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.
- iv) Individual members must satisfy each of the requirements of paras 9 (d) and 3 (b) (vi) heretofore.
- v) Any change in a pre-qualification JV after pre-qualification, shall be subject to the written approval of the Client 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 Client, a substantial reduction in competition would result.



- vi) Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally.

**e) 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.

**f) 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 Client.

## 9. Instructions to Applicants

### a) 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 1100 Hours 21 Feb 2024.**

**The Pre-Qualification Applications shall be opened on 1130 Hours 21 Feb 2024** in presence of Applicants who chose to attend at the address as mentioned below by UVAS;

**“Project Director (Building & Works) Office, Admin Block UVAS, Lahore”**

And be clearly marked **“Application for Pre-Qualification” for “Construction of Multi-Purpose Buildings at UVAS, Narowal Campus”** In case it is not marked, the Client is not liable if the Pre-Qualification application is by mistake opened before date of submission.

### b) 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.

### c) Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Client’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.

### d) Material Changes

Applicants and those subsequently pre-qualified or conditionally pre-qualified shall inform the Client 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.

## **10. Client's Notification and Bidding Process**

### **a) 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 Client before submission of bid.

### **b) 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 Client 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;

### **c) Client's Right**

The Client 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.

### **d) 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.

## 11. Address of Client

By Mail	: Project Director (B&W), UVAS Lahore
By Telephone	: +92-42-399211449-50 Ext. 166
By Fax	: NA
By Email	: pd.bw@uvas.edu.pk/usman.hashmi@uvas.edu.pk
By Visit	: Project Director (B&W), UVAS Lahore / Executive Engineer, UVAS Narowal Campus

Envelope containing completed pre-qualification application with complete questionnaire forms and other relevant documents should be sealed and titled "Application for Pre-qualification for the **Construction of Multi-Purpose Buildings at UVAS, Narowal Campus** may be dispatched to the PD on the address given above. All application shall reach the above office during office hours before or on last submission date and time of application of pre-qualification documents.

## 12. Pre-Qualification Forms

### a) Particular Application

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

### b) Notes to Applicant(s) & required relevant information by Applicant(s):

- i) Please provide all information asked in the Questionnaires Forms and do not write "See Brochure";
- ii) Please provide all information's in accordance with the qualification criteria;
- iii) Supplementary information may be provided by applicants as deemed necessary;
- iv) Additional pages may be inserted, if required;
- v) Please write "NOT APPLICABLE" where appropriate;
- vi) Please retain a copy of your completed Forms submitted;
- vii) Information provided in the Pre-qualification documents will be verified. If found incorrect the contractor may be black listed;
- viii) Please provide attested copy of valid license from Pakistan Engineering Council (if applicable);
- ix) Application with incomplete documentary evidences shall not be considered for pre-qualification;
- x) Bidders shall provide information pertaining to scope of work in their application of pre-qualification in provisions of the eligibility criteria & respective qualification criteria;
- xi) Pre-qualification Questionnaires Forms that have not been completed as per instructions given above may lead to rejection of application.

## **ANNEXURE**

Annexure 'A'

## Letter of Application

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

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

To: **Project Director (B&W)**  
**UVAS, Lahore**

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 Multi-Purpose Buildings at UVAS, Narowal Campus**;
2. Attached to this letter are copies of original documents defining<sup>i</sup>:
  - (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 have partnerships or individually-owned firms);
3. The Client 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. **The Client** and its authorized representatives may contact the following persons for further information<sup>ii</sup>, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

  

<b>Financial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding;
  - The Client reserves the right to:
    - 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
    - Reject or accept any application, cancel the pre-qualification process, and reject applications;
  - The Client 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) herein, above.
  - The Client 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.]***

- 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.
- We confirm that in the event that we bid, that bid as well as any resulting contract will be.
  - Signed so as to legally bind all members, jointly and severally; and
  - submitted with a Joint Venture agreement providing the joint and several liability of all members in the event the contract is awarded to us.
- 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 17 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	

#### Detail of Owners / Directors

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

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**PRE-QUALIFICATION 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 work 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.*

<b>Year</b>	<b>Turnover (in Actual Currency)</b>	<b>Rupees in Million</b>
2022-2023		
2021-2022		
2020-2021		
<b>Average of above</b>		

**PRE-QUALIFICATION 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

\_\_\_\_\_  
(Signature & Seal of Authorized Person)

<b>Other Members</b>	<b>Year-1 2022- 2023</b>	<b>Year-2 2021- 2022</b>	<b>Year-3 2020- 2021</b>	<b>Year-4 2019- 2020</b>	<b>Year-5 2018- 2019</b>
Member Incharge					
Member					
Member					
Member					
Member					
Member					
Etc.					
Total					

**PRE-QUALIFICATION 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: PD (B&W), UVAS  
Lahore  
\_\_\_\_\_

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 Multi-Purpose Complex at UVAS, Narowal Campus 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 Client 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 Client.
7. That each member's share of the Work, stated as percentage of the total contract amount, shall be as follows.

**P.Q. FORM # 5**

**Particular Construction Experience Record**

**Name of Applicant:**

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*(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 or by each member of a joint venture.*

PRE-QUALIFICATION 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 7A & 8A for each contract completed or under execution, by the Applicant or by each member of a Firm/joint venture or named sub-contractor.*

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**PRE-QUALIFICATION 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**

a. Plot Size and Location

b. No. of Floors/scope

c. Consultant

d. Covered Area

**CONSTRUCTION DATA**

a. Value of Contract:

b. Commencement Date:

c. Contract Period:

d. Planned Completion Date:

e. Value of Outstanding Works:

f. Average Monthly Invoicing

Over Last Six Month:

g. Present Status:- i.

on Schedule

ii. Behind Schedule

iii. Ahead of Schedule

**CLIENT DATA**

Name

Contact Name

Designation

Address Phone

Fax

Telex



Cable

Financing Agency

Email Address

**PRE-QUALIFICATION 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)

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

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PRE-QUALIFICATION 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. Commencement Date:

c. Contract Period:

d. Planned Completion Date:

e. Value of Outstanding Works:

f. Average Monthly Invoicing

Over Last Six Month:

g. Present Status:- i.

on Schedule

ii. Behind Schedule

iii. Ahead of Schedule

**CLIENT DATA**

Name

Contact Name

Designation

Address Phone

Fax

Telex

Cable

Financing Agency

Email Address

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**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-QUALIFICATION 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.*

<b>Sr. #</b>	<b>Description of Project Client</b>	<b>Year of Completion</b>	<b>Cost of Project (Rs Million)</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

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

## PRE-QUALIFICATION QUESTIONNAIRE

### P.Q. FORM # 9

#### Financial Capabilities

**Name of Applicant:**

(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
<b>Information from Balance Sheet</b>			
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	

*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-QUALIFICATION 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-QUALIFICATION 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 Client	Name of Client :	
	Address of Client	Contract (Manager/Personnel Officer)
	Telephone:	Fax:
	Job Title of Candidate	Years with Present Client

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-QUALIFICATION QUESTIONNAIRE P.Q. FORM # 12**

**Litigation History shall be provided for the last "10" Years**

**Name:**

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*(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

**PRE-QUALIFICATION  
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"

**1. Joint Venture Members**

<b>Sr. No.</b>	<b>Name of the Firm</b>	<b>Address of the Firm</b>	<b>Status in the Joint Venture</b>
a.			
b.			
c.			
d.			

**2. Name of company leading the Joint Venture:**

**PRE-QUALIFICATION 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.*

**P.Q. FORM # 15**

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**PRE-QUALIFICATION QUESTIONNAIRE**

**P.Q. FORM # 16**

**AFFIDAVIT**  
(On Stamp Paper)

**Name:**

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(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 Client if the Client, 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 Client, UVAS

UVAS, undertakes to treat all information provided as confidential.

*Signed by an authorized Officer of the  
firm*

Title of Officer

Name of Firm

Date

## PRE-QUALIFICATION 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	
	<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	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-----**

- I. *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.*
- II. *Application by joint ventures should provide information on separate sheet information for each party to the application.*