



## CHAKLALA CANTONMENT BOARD

Murree Road, Saddar, Rawalpindi, Postal Code 46200  
24/7 Helpline 051-9272476, Tel-051-9270160 Fax 051-9270150  
www.ccb.gov.pk,FB/chaklalacb

## INSTRUCTIONS TO APPLICANTS

### 1. Submission of Applications

1.1. Applications for pre-qualification (one original and two copies) must be received in sealed envelopes to be delivered by hand or through registered mail at the address;

**“The Executive officer,**

**Chaklala Cantonment Board,**

**Murree Road, Saddar, Rawalpindi, Postal Code 46200”**

not later than 26-06-2018 and must be clearly marked “Application for Prequalification for the **Construction of Raheel Shareef Medical & Dental College**”.

1.2. The project is named as ‘Raheel Shareef CB Medical and Dental College, Chaklala Cantonment’ and is hereinafter referred to as the Project.

1.3. Application received later than the date mentioned in para 1.1 shall not be entertained.

1.4. The name and mailing address of the Applicant shall be clearly marked on the left hand-side of the envelope.

1.5. The applications shall be prepared in the English language only.

1.6. The Applicants must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information would result in disqualification of the Applicant.

1.7. The clarification meeting regarding the project shall be held in the office of the Chaklala Cantonment Board at the time and date to be communicated after the receipt of applications.

### 2. Qualification Criteria

#### 2.1. General

**2.1.1.** The Employer reserves the right to waive minor deviations, if these do not materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

**2.1.2.** Pre-qualification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category.

**2.1.3.** General weightage / criteria shall be based as following;

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

## 2.2. General Experience

Credit Marks for experience shall be awarded on the basis of following Qualifications;

| #    | Description   | Maximum points |
|------|---|----------------|
| i    | Projects of similar nature and complexity completed over latest 10 years. | <b>15</b>      |
| ii.  | Projects of similar nature and complexity in hand.                        | <b>10</b>      |
| iii. | Experience of Works) related to project but not basic part.               | <b>5</b>       |
| iv.  | Status of enlistment with Government Organizations and other agencies.    | <b>5</b>       |
|      | Total   | <b>35</b>      |

### 2.3. Personnel Capabilities

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

| #  | Description   | Maximum points |
|----|---|----------------|
| i  | Graduate Engineers Registered with PEC                |                |
|    | a) Number of Engineers                                | 6              |
|    | b) Experience of Engineers in number of years         | 3              |
| ii | Number of Diploma Engineers in Employment of the Firm | 4              |
|    | a) Number of Engineers                                | 2              |
|    | b) Experience of Engineers in number of years         |                |
|    | Total   | 15             |

### 2.4. Equipment Capabilities

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

| #  | Equipment type and characteristics       | Maximum points |
|----|--|----------------|
| 1  | List relevant equipment and Assign Marks |                |
| 2  |  |                |
| 3  |  |                |
| 4  |  |                |
| 5  |  |                |
| 6  |  |                |
| 7  |  |                |
| 8  |  |                |
| 9  |  |                |
| 10 |  |                |
|    | Sub Total                                | 20             |

### 2.5. Financial Position

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

| #    | Description                             | Maximum points |
|------|---|----------------|
| i.   | Available Bank Credit Line              | 5              |
| ii.  | Working Capital in last 3 years.        | 5              |
| iii. | Registration with Income Tax Department | 5              |

|     |  |    |
|-----|--|----|
| iv. | Litigation History where decision went against the Firm. | 5  |
| v.  | Blacklisting from any Agency                             | 5  |
| vi. | Valid Licence for other related items of Work            | 5  |
|     | <b>Sub Total</b>   | 30 |

### 3.3 Joint Venture (JV)

3.3.1 Joint Venture must comply with the following requirements:-

a) Following are minimum qualification requirements:-

i) The lead partner shall meet not less than \_\_\_\_\_

[Assess and insert a figure which is not less than 40 percent] percent of all qualifying criteria given in paras 3.2 and 3.5 heretofore.

ii) Each of the partners shall meet not less than \_\_\_\_\_

[Assess and insert a figure which should not be less than 25 percent] percent of all the qualifying criteria given in paras 3.2 and 3.5 heretofore.

iii) The joint venture must collectively satisfy the criteria of paras 3.2, 3.3 and 3.4, 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 paras 3.5 and 3.6 heretofore

b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:-

i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;

ii) The new partners to a JV are not qualified individually or as another JV; or

iii) In the opinion of the Employer, a substantial reduction in competition would result.

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

The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may pre qualify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Employer.

### **3. Conflict of Interest**

- 3.1. 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.
- 3.2. Any such association may result in disqualification of the Applicant.

### **4. Updating Prequalification Information**

- 4.1. Participants shall be required to update the financial, personnel and equipment information used for pre qualification 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.

### **5. Other Factors**

- 5.1. Only firms and JVs that have been pre-qualified 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 apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.
- 5.2. The Employer reserves the right to;
  - 5.2.1. Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those pre-qualified bidders who meet the requirements of the contract(s) as amended. However, the Employer has to review the disqualified bids who originally do not meet the specified criteria for Prequalification.
  - 5.2.2. Reject or accept any application; and

**5.2.3. Cancel the prequalification process and reject all applications.**

- 5.3. 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, may be debriefed if solicited.
- 5.4. Applicants will be informed in writing by fax or mail within 42 days of the date for submission of applications (para 8 of Chapter 2.0, Invitation for Pre-qualification) of the result of their applications and may be debriefed is solicited.



## Letter of Application

*[Letterhead 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:

The Executive Officer,  
Chaklala Cantonment Board,  
Murree Road, Saddar, Rawalpindi, Postal Code 46200

Sirs,

1. Being duly authorized to represent and act on behalf of .....  
(hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the contract of the Project 'Raheel Shareef Medical and Dental College Chaklala Cantonment'

**2. Attached to this letter are copies of original documents as following;**

- (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 informations, if needed.**

| <b>General and Managerial Inquiries</b> |                |
|---|----------------|
| [Contact-1]                             | [Telephone- 1] |
| [Contact-2]                             | [Telephone- 2] |

| <b>Personnel Inquiries</b> |                |
|----------------------------|----------------|
| [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:



- (a) bids by pre-qualified 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 any 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.**

6. 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.

7. 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 liability of all partners in the event the contract is awarded to us.

8. 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<br>(Name of applicant or lead partner of a joint venture) | For and on behalf of<br>(Name of applicant or lead partner of a joint venture) |

Application Form A-1

Page \_\_\_ of \_\_\_ Pages

## 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<br>Name:<br>Title     |
| 4 | Fax                                      | Telex                                |
| 5 | Place of incorporation /<br>Registration | Year of incorporation / Registration |

| NATIONALITY OF OWNERS |      |             |
|-----------------------|------|-------------|
|                       | Name | Nationality |
| 1                     |      |             |
| 2                     |      |             |
| 3                     |      |             |
| 4                     |      |             |

Application Form A-2

Page \_\_\_ of \_\_\_ Pages

## General Experience Record

|  |
|--|
| <b>Name of Applicant or partner of a joint venture</b> |
|--|

*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 five years.*

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

| <b>ANNUAL TURNOVER (CONSTRUCTION ONLY)</b> |   |   |
|--|---|---|
| <b>Year</b>                                | <b>Turn over<br/>(in actual currency)</b> | <b>Equivalent Rupees in<br/>Million</b> |
| 1.   |   |   |
| 2.   |   |   |
| 3.   |   |   |
| 4.   |   |   |
| 5.   |   |   |

Application Form A-3

Page \_\_\_ of \_\_\_ Pages

## Joint Venture Summary

| Names of all partners of a joint venture |              |
|--|--------------|
| 1.                                       | Lead partner |
| 2.                                       | Partner      |
| 3.                                       | Partner      |
| 4.                                       | Partner      |
| 5.                                       | Partner      |
| 6.                                       | Partner      |

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

| Annual Turnover Data<br>(Construction only; Equivalent in Pak Rupees, Million) |                      |        |        |        |        |        |
|--|----------------------|--------|--------|--------|--------|--------|
| Partner  | Form A-2<br>Page No. | Year-1 | Year-2 | Year-3 | Year-4 | Year-5 |
| 1.   | Lead partner         |        |        |        |        |        |
| 2.   | Partner              |        |        |        |        |        |
| 3.   | Partner              |        |        |        |        |        |
| 4.   | Partner              |        |        |        |        |        |
| 5.   | Partner              |        |        |        |        |        |
| 6.   | Partner              |        |        |        |        |        |
| Total  |                      |        |        |        |        |        |

Application Form A-4

Page \_\_\_ of \_\_\_ Pages

## Particular Experience Record

|   |
|---|
| <b><i>Name of Applicant or partner of a joint venture</i></b> |
|---|

*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 value equivalent to Pak Rs.-(User/Employer to provide the amount) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years <sup>1</sup>. 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 above-mentioned forms should also be supplied for each specialist subcontractor.*

---

1

*Where applications are being invited for a number of contracts, suitable wording should be introduced, to allow applicants to apply for individual contracts or groups of contracts (slice and package contracts).*

Application Form A-5

Page \_\_\_ of \_\_\_ Pages

## Details of Contracts of Similar Nature and Complexity

|   |
|---|
| <b><i>Name of Applicant or partner of a joint venture</i></b> |
|---|

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) Subcontractor    (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   |
| 1<br>0 | Contract Duration (Years and Months)<br><br>_____ Years _____ Months           |
| 1<br>1 | Specified Requirements 1<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |

---

1

*Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.*

Application Form A-6

Page \_\_\_ of \_\_\_ Pages

## Summary Sheet: Current Contract Commitments/Works in Progress

|  |
|--|
| <i>Name of Applicant or partner of a joint venture</i> |
|--|

*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.*

| <b>Name of Contract</b> | <b>Value of Outstanding work (Equivalent Pak Rs. Millions)</b> | <b>Estimated Completion Date</b> |
|-------------------------|--|----------------------------------|
| <b>1</b>                |  |                                  |
| <b>2</b>                |  |                                  |
| <b>3</b>                |  |                                  |
| <b>4</b>                |  |                                  |
| <b>5</b>                |  |                                  |
| <b>6</b>                |  |                                  |



Application Form A-7

Page \_\_\_ of \_\_\_ Pages

## Personnel Capabilities

|                                 |
|---------------------------------|
| <b><i>Name of Applicant</i></b> |
|---------------------------------|

*For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-8).*

|   |                                    |
|---|------------------------------------|
| 1 | <b>Title of position</b>           |
|   | <b>Name of prime Candidate</b>     |
|   | <b>Name of Alternate Candidate</b> |
| 2 | <b>Title of position</b>           |
|   | <b>Name of prime Candidate</b>     |
|   | <b>Name of Alternate Candidate</b> |
| 3 | <b>Title of position</b>           |
|   | <b>Name of prime Candidate</b>     |
|   | <b>Name of Alternate Candidate</b> |

|   |                                    |
|---|------------------------------------|
| 4 | <b>Title of position</b>           |
|   | <b>Name of prime Candidate</b>     |
|   | <b>Name of Alternate Candidate</b> |

Application Form A-8

Page \_\_\_ of \_\_\_ Pages

## Candidate Summary

|                          |
|--------------------------|
| <i>Name of Applicant</i> |
|--------------------------|

| <b>Position</b>       |                               | <b>Candidate</b> [Tick appropriate one]<br><br>Prime Alternate |
|-----------------------|-------------------------------|--|
| Candidate Information | 1. Name of Candidate          | 2. Date of Birth   |
|                       | 3. Professional Qualification |  |
| Present employment    | 4. Name of employer           |  |
|                       | Address of employer           |  |
|                       |                               |  |
|                       | Telephone                     | Contact (manager/personnel officer)                            |
|                       | Fax                           | Telex  |
|                       | Job title of Candidate        | Years with present employer                                    |

*Summarize professional experience over the last 20 years, in reverse chronological order.*

*Indicate particular technical and managerial experience relevant to the Project.*



Application Form A-9

Page \_\_\_ of \_\_\_ Pages

## Equipment Capabilities

|                                 |
|---------------------------------|
| <b><i>Name of Applicant</i></b> |
|---------------------------------|

*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 para 3.2.4 of the Instructions to Applicants, 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<br>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 & Title |
|       | Fax                 | Telex                |

|           |  |
|-----------|--|
| Agreement | Detail of rental / lease specific to the project |
|           |  |
|           |  |



|                        |  |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|--|
| 1.Total assets         |  |  |  |  |  |  |  |
| 2.Current assets       |  |  |  |  |  |  |  |
| 3.Total liabilities    |  |  |  |  |  |  |  |
| 4.Current Liabilities  |  |  |  |  |  |  |  |
| 5.Profits before taxes |  |  |  |  |  |  |  |
| 6.Profit after taxes   |  |  |  |  |  |  |  |



Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 3.2.5).

| <b>Source of financing</b> | <b>Amount<br/>(Pak Rs.. or equivalent)</b> |
|----------------------------|--|
| 1                          |  |
| 2                          |  |
| 3                          |  |
| 4                          |  |

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

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a 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 (Instructions to Applicants, para 3.2.6). A separate sheet should be used for each partner of joint venture.

| Year | Award for<br>Or<br>Against<br>Applicant | Name of client, cause of<br>litigation, any matter in dispute | Dispute<br>amount<br>(current value<br>Pak Rs. Or<br>equivalent) |
|------|---|---|--|
|      |   |   |  |
|      |   |   |  |
|      |   |   |  |
|      |   |   |  |

