



INVITATION FOR **PRE-QUALIFICATION**

Information Technology University of the Punjab (ITU), intends to invite applications/ proposals/EOIs from eligible firms/companies for: “Pre-qualification of the construction firms for the Construction of Admin Blocks at ITU Main Campus, Barki Road, Lahore”.

1. Pre-qualification document is available at www.itu.edu.pk and www.ppra.punjab.gov.pk. The pre-qualification shall be completed in accordance with Punjab Procurement Rules 2014.
2. A single package containing detailed proposal sealed and in complete conformity with Prequalification Document should be dropped, in the Tender Box placed at Reception of the ITU office, 6th Floor, Arfa Software Technology Park, 346-B, Main Ferozepur Road Lahore, not later than 1500 Hours on last date of submission of proposals i.e. **28th August, 2024**. The proposals shall be opened at 1600 Hours on the same date, as per Punjab Procurement Rules, 2014.
3. All prospective firms/companies are required to collect a challan form from the Procurement Office-ITU at below given address to submit an amount of Rs. 5,000/- in ITU's Account. The deposit slip must accompany the proposal; otherwise the proposal shall stand rejected. Proposals which are incomplete, not sealed, not signed and stamped, late or submitted by other than specified mode will not be considered.
4. Income/Sales Tax/PEC/SECP registration certificate and other required documents as mentioned in Prequalification Document are mandatory and must accompany the bids.

Note: The evaluation Committee for pre-qualification reserves the rights to pre-qualify or reject any or all the applications as per the evaluation criteria prescribed.

PURCHASE OFFICER(ITU), 6th Floor, Arfa Tower, Ferozpur Road, Lahore

Phone:(042) 111-111-488(6030)

IPL-7512

PREQUALIFICATION DOCUMENT

Prq No. 02-13082024-01

PREQUALIFICATION OF THE CONSTRUCTION FIRMS FOR THE CONSTRUCTION OF ADMIN BLOCK (initially to be used for Academic Purposes) AT ITU MAIN CAMPUS, BARKI ROAD



INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB

6th Floor, Arfa Software Technology Park,
346-B, Ferozepur Road, Lahore, Pakistan
&

4 KM, Main Barki Road, Lahore, Pakistan

Phone: (+92) (42) 111-111-488 (6030/6003)

URL: www.itu.edu.pk

Contents

1.	Invitation to Bid	3
2.	INTRODUCTION	4
2.1.	INSTRUCTIONS.....	4
i.	Introduction to Pre-qualification:	4
ii.	Invitation for Pre-qualification	4
iii.	Instructions to Applicants	4
iv.	TECHNICAL EVALUATION CRITERIA	5
	SUMMARY OF TOTAL MARKS:	6
	SUMMARY OF FIRM.....	6
	EXPERIENCE	7
	PERSONNEL CAPABILITIES:	8
	EQUIPMENT CAPABILITIES.....	9
	FINANCIAL SOUNDNESS	10
3.	Application Form A-1	11
4.	Application Form A-2.....	12
5.	Application Form A-3.....	13
6.	Application Form A-4.....	14
7.	Application Form A-5.....	15
8.	Application Form A-6.....	17
9.	Application Form A-7.....	19
10.	Application Form A-8.....	21
11.	Application Form A-9.....	23
11.	Application Form A-10.....	23
	ANNEXURE-J.....	25

IMPORTANT NOTE:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

1. Invitation to Bid

As per Rule 12(2), this Tender is being placed online at PPRA's website. The bidding document carrying all details can be downloaded from ITU's website www.itu.edu.pk and from PPRA's website www.ppra.punjab.gov.pk. All prospective bidders are required to register themselves with the Procurement Office, ITU at above given address; collect a Challan Form to submit an amount of Rs. 5,000/- in ITU's account. The deposit slip must accompany respective bid; otherwise the bid will stand rejected.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Kashif Mahmood

Assistant Engineer

Office of Engineering Works, ITU

Email: assistant.engineer1@itu.edu.pk

CC: oew@itu.edu.pk

Office of Engineering Works, ITU

4 KM, Barki Road, Lahore, Pakistan.

6th Floor, Arfa Software Technology Park,

346-B, Ferozepur Road, Lahore, Pakistan.

Secondary Contact

For general queries relating tender document bidders may contact at:

dd.purchase@itu.edu.pk

Procurement Department, ITU

Contractors should note that during the period from the receipt of the EOI (Expression of Interest) and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by contractors in connection with the preparation or delivery of EOIs.

2. INTRODUCTION

The Information Technology University of the Punjab is a public sector University located in Lahore, Punjab, Pakistan. The University intends to build an “Admin Block” on its Main Campus premises at Barki, Road, Lahore. The said building will be initially used for the Academic purposes (classes and lab activities along with faculty/staff offices).

The project includes construction of the civil works, electrical, and plumbing, including external development works, if any. For this purpose, ITU has planned to carry out an assessment of the capacity of firms prior to being invited to participate in bidding for the above project. All engineering works shall be executed by contractors / firms (Registered with Pakistan Engineering Council in C-4 & above with relevant codes). As per the recommendation of Project Technical Committee, the evaluation will be done based on the four has been divided into four components. Applicant firms shall be evaluated for copulative package depending on their experience, professional staff, types of equipment and financial backgrounds.

2.1.INSTRUCTIONS

The document includes the following:

- i. Introduction to Pre-qualification
- ii. Invitation for Pre-qualification
- iii. Instruction to applicants.
- iv. Evaluation Criteria

Instructions to users to use the document and to evaluate the pre-qualification application are given herein-below:

i. Introduction to Pre-qualification:

The basic aim of pre-qualification is selection of capable firms/companies for successful execution and completion of the Admin Block of the Information Technology University of the Punjab.

ii. Invitation for Pre-qualification

Application are invited for Pre-Qualification of contractors in ITU, Lahore for the work illustrated in para.1. The firm or all partner of a JV must have valid PEC registration certificate in the category C-4 & above ending the year 30 June 2025.

iii. Instructions to Applicants

Submission of Applications.

Applications for pre-qualification (one original) & one copy must be received not later than

the Last date set for submission, till 15:00 Hours in sealed envelopes to be delivered through courier service / registered mail or by hand through acknowledgement receipt to Project Director (ITU) and shall be opened in presence of bidders or their representatives in ITU, Arfa Tower, at 1600 Hours on same date. The name and mailing address of the Applicant shall be clearly marked left hand on the envelope. The Employer reserves the right to accept or reject any or all application on the basis reason(s). After the completion of prequalification process, the Pre-qualified firms/companies will be given 07 days-time to submit financial bids as per the issued BoQs.

iv. TECHNICAL EVALUATION CRITERIA

MANDATORY REQUIREMENTS:

Sr. No.	Description	Yes/No
1	Covering letter on contractor / firm's letterhead, addressed to the Project Director (ITU) along with complete portfolio of the Company/Firm	
2	CNIC & Valid NTN of the Contractor/ Firm	
3	Up-to-date registration with Pakistan Engineering Council (PEC)	
4	Registration with PRA Tax Department and Federal Board of Revenue (Must be included in Active Tax Payer List)	
5	Partnership Deed in-case of Association of Persons/Firm (Optional)	
6	Registration with Security & Exchange Commission of Pakistan (SECP) in case of Company	
7	In-case of Joint Venture's Evidence of JV required, JV must be registered with the concerned authorities	
8	Affidavit duly attested by an Oath Commissioner to the effect that the contractor/firm/company is neither blacklisted nor involved in disputes/ litigations with the University of information technology Lahore or any other departments.	
9	Bank Details, Name and account number being operated by the firm, along with details of the credit lines from each bank.	
10	Audited statements of accounts of the company of 3 years.	
11	Application Submission Forms (<i>to be printed on company letterhead, signed, dated and stamped</i>) attached.	
12	Receipt (ITU copy) deposit slip of bidder registration for this tender. Challan Form given at <u>Annex-I</u> of Tender Document.	
13	Relevant experience documents i.e. Purchase Orders / Contracts for specified period of Five (05) years as required in Technical Evaluation Criteria, and other details as required in the tables below.	

SUMMARY OF TOTAL MARKS:

Sr. No.	Description	Total Marks Assigned
A	Experience:	45
B	Personnel Capabilities:	20
C	Equipment Capabilities:	20
D	Financial Soundness:	15
	Total Marks:	100

Note: To qualify for the next stage a bidder must secure at least 50% marks in each category and overall 70% marks. Each JV partner should qualify in each sector individually in-case of submitting as Joint Venture. No marks will be given in case of missing/incomplete information.

The Committee reserves the right invite the shortlisted or all the bidders for detailed presentations about their firms/companies. Invitation for presentation shall by no means be considered as selection.

A	<p style="text-align: center;">EXPERIENCE</p> <p>(A stamp paper duly attested by an oath commissioner to the effect that the below information provided by the contractor is correct and can be verified by the committee at any stage.)</p>		
Sr. No.	Description	Marks Assigned	Explanation for marks to be awarded
1	<p>Min: Two story Building Projects of similar nature & complexity completed in the last Five years.</p> <p>Work completion certificate issued by the client must be provided.</p>	30	<ul style="list-style-type: none"> 8 Marks will be given if the contractor has completed Project of similar nature having cost equal to or more than Rs.150M in the last five years. 6 Marks will be given if the contractor has completed Project of similar nature having cost equal to or more than Rs.125M to 149.9M in the last five years. 4 Marks will be given if the contractor has completed Project of similar nature having cost equal to or more than Rs.100M to 124.9M in the last five years. Full Marks will be given in case of 4 projects or more of having value of Rs. 150M or above in the last five years. No marks will be given for completed project having cost less than 100M
2	<p>Building Projects of similar nature & complexity in-hand having cost 150 million or more.</p> <p>Work order issued by the client must be provided.</p>	15	<ul style="list-style-type: none"> 05 Marks will be given if the contractor has 1 Project of similar nature in-hand having cost of Rs. 150M or above 10 Marks will be given if the contractor has 2 Projects of similar nature in-hand having cost of Rs. 150M or above Full Marks will be given in case of 3 projects or more in hand with a cost of above Rs. 150M No marks will be given for the in hand projects having worth less than 150M
	Total Marks Allocated:	45	

B	<p style="text-align: center;">PERSONNEL CAPABILITIES:</p> <p>(A stamp paper duly attested by an oath commissioner to the effect that the below information provided by the contractor is correct and can be verified by the committee at any stage.)</p>		
Sr. No.	Description	Marks Assigned	Explanation for marks to be awarded
1	<p>1) Project Manager (PM). 2) Site Engineer (SE) 3) Assistant Site Engineer.</p> <p>All of the above-mentioned Engineers registered with Pakistan Engineering Council (PEC)</p> <p>CVs of the Engineers with appointment letter and copy of PEC certificate must be submitted.</p> <p>Evidence of experience/certificate must be provided with accurate address & telephone number for verification</p>	12	<p>Experience (6-Marks):</p> <ul style="list-style-type: none"> 3 Marks will be given if the individual experience of 1 of B.Sc Engineers (PEC registered) is equal to 08 years or above. 6 marks will be given for 2 such engineers. <p>Strength of Engineers (6 Marks)</p> <ul style="list-style-type: none"> 6 Marks will be given if the total no. of Engineers registered with PEC is 4 nos. or above. For less than 4 no of B.Sc Engineers registered with PEC marks will be given as per following formulas: $= (A/4) * 6$ A = No. of Engineers
2	<p>1) Quantity Surveyor. 2) Surveyor. 3) Lab Technician.</p> <p>CVs of the Engineers with appointment letter must be submitted.</p> <p>Evidence of experience/certificate must be provided with accurate address & telephone number for verification</p>	8	<p>Experience (3-Marks):</p> <ul style="list-style-type: none"> 3 Marks will be given if the individual experience of at least 3 no. of Associates Engineers (DAE) is equal to 10 years or above. For less than 3 no of Associates Engineers (DAE) having individual experience of 10 years, marks will be given as per following formulas: $= (A/3) * 3$ A = No. of DAE Engineers. <p>Strength of Associate Engineers (5Marks)</p> <ul style="list-style-type: none"> 5 Marks will be given if the total no. of Associate Engineers (DAE) are 6 nos. or above. For less than 06 no of Associate Engineers marks will be given as per following formulas:

			$= (A/6) * 5$ A = No. of Associate Engineers
	Total Marks Allocated:	20	

C	<p align="center">EQUIPMENT CAPABILITIES</p> <p>(A stamp paper duly attested by an oath commissioner to the effect that the below information provided by the contractor is correct and can be verified by the committee at any stage.)</p>		
Sr. No.	Description	Marks Assigned	Explanation for marks to be awarded
1	Transit Mixer = 1 No	2	Full marks will be awarded when the numbers of required units of equipment are available. However, the department shall award reduced marks in case the provided numbers of units are less the required numbers.
2	Concrete Batching Plant (20cuM/hr Cap.) = 1 No	2	
3	Concrete Mixer Machine = 1 No's	1	
4	Hand Roller/ Compactor = 1 No's	1	
5	Water Tankers = 1 No's	1	
6	Excavator = 1 No	1	
7	Plate Compactor = 1 No	1	
8	Concrete Vibrator = 2 No's	1	
9	Static Roller = 1 No	1	
10	Dumper Trucks /trolley = 1 No's	1	
11	Survey Equipment (Total Station + Theodolite + Level Machine) = each 1 No	2	
12	Steel Formwork = 21,000 Sft	2	
13	Diesel Generator 50 KVA = 1 No	2	
14	Concrete Mobile Pump/stationary Concrete pump= 1 No	2	
	Total Marks Allocated:	20	

D	FINANCIAL SOUNDNESS		
Sr. No.	Description	Marks Assigned	Explanation for marks to be awarded
1	Available Bank Credit Line (Submit bank certificates)	05	<ul style="list-style-type: none"> 4 Marks will be given if the cumulative available bank credit line limit is equal to 125 Million. For limit, less than 125 Million, use the following weightage $4 \times (A/125)$ A= Available Bank Credit Line Limit For the limit more than 150 Million full marks will be given
2	Working Capital in the last 3 Years Original Bank Statement for the last One Year with Three Years Income Tax Returns should be provided. Audited financial record of the last three shall also be provided.	05	<ul style="list-style-type: none"> 3 Marks will be given if the available average working capital for the last three years is equal to 125 Million. For the capital less than 125 Million use following weightage $3 \times (A/125)$ 4 marks for the working capital more than 150 million but less than 249.9 Million. Full Marks will be given in case of working capital is 250 Million or more.
3	Turnover in the last 3 Years Original Bank Statement for the last One Year with Three Years Income Tax Returns should be provided. Audited financial record of the last three shall also be provided.	05	<ul style="list-style-type: none"> 3 Marks will be given if the available average Turnover for the last three years is equal to 125 Million. For the Turnover less than 125 Million use following weightage $3 \times (A/500)$ 4 Marks for the Turnover more than 150 million but less than 249.9 million. Full Marks will be given in case of turn-over is 250 Million or more.

3. Application Form A-1

Firm's Information

All individual firms applying for prequalification are requested to complete the information in this form.

1.	Name of Firm:	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax/ Telex:	e-mail:
5.	Place of Incorporation/Registration	Year of incorporation/registration
6.	Bank Name	Account No
7.		

4. Application Form A-2

General Experience Record

Name of Applicant / Firm's

All individual firms are requested to complete the information in this form. 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 over the past three years.

Annual Turnover (Construction Works Only)	
Year	Equivalent PKR in Millions.
2022-2023	
2021-2022	
2020-2021	

**Figures duly verified by auditing chartered accountant/firm for the last 3-years.*

5. Application Form A-3

Details of Contracts of Similar Nature Completed

- ✓ Attach Taking Over Certificates/Completion Certificates
- ✓ Use a separate sheet for each project

Name of Applicant / Firm's

Use a separate sheet for each contract.

1.	Name of Contract
2.	Name of Employer and Address
3.	Bid/Tender Cost
4.	Nature of works and special features relevant to the contract Nature: Special Features:
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Date of Award
7.	Date of Completion
8.	Contract Duration (Years and Months) ___Years ___Months

Note:

- Please don't mention the project having cost less than 100 million.
- Verification of work order & completion certificates should be made.
- Each JV partner should qualify in each sector individually in case of submitting as Joint Venture.

6. Application Form A-4

Details of Contracts of Similar Nature - In-hand

Name of Applicant / Firm's

Applicants 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 PKR Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Note:

- Please don't mention the project having cost less than 150 million.
- Verification of work order / Substantial completion certificates should be made and in case of false statements, the firm shall be disqualified and blacklisted.
- Each JV partner should qualify in each sector individually in case of submitting as Joint Venture.

7. Application Form A-5

Personnel Capabilities

Name of Applicant / Firm's

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.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position Project Manager
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position Site Engineer
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position Site Engineer

	Name of Prime Candidate
	Name of Alternate Candidate

*Use Additional Sheet where required

Note: All education and experience shall be verified, in case of false statements firm shall be disqualified and blacklisted.

Submit CVs, PEC registration Certificates, appointment letters and proofs of valid experience.

8. Application Form A-6

Personal Capabilities

Mail address:

Current position:

PROPOSED POSITION

NAME OF FIRM

NAME OF STAFF

PROFESSION

DATE OF BIRTH

YEARS WITH FIRM

NATIONALITY

MEMBERSHIP IN
PROFESSIONAL SOCIETIES

KEY STRENGTHS

EDUCATION

WORK EXPERIENCE

LANGUAGES

Language

Speaking

Reading

Writing

CONFERENCE/SEMINAR
WORKSHOP ATTENDED

COMPUTER LITERACY

Excellent

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe me, my qualifications and my experience

Signature _____

Note: All education and experience shall be verified, in case of false statements firm shall be disqualified and blacklisted.

9. Application Form A-7

Equipment Capabilities

Name of Applicant / Firm's

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 the Bid Data Sheet, 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 the 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	Email
Agreement	Details of rental/lease specific to the Project.	

10. Application Form A-8

Financial Capability

Name of Applicant / Firm's or Partner of Joint Venture

Applicants should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant 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	Email

Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in Pak Rupees equivalent for the next two years.

Financial information in PKR or equivalent	Actual: Previous Five Years				
	1	2	3	4	5
1. Total assets					
2. Current assets					
3. Total liabilities					

4. Current liabilities					
5. Profits before taxes					
6. Profits after taxes					

11. Application Form A-9

Certificate

“Construction work services throughout Pakistan”

CERTIFICATE

(Date: _____)

It is certified that the data/documents/information submitted in our application for Prequalification for the subject projects is correct to the best of our knowledge and we accept full responsibility for its accuracy.

We understand that any false data/documents/information may result in the disqualification of our firm at any stage.

Signature of Authorized Representative: _____

Name of Authorized Representative: _____

Designation of Authorized Representative: _____

Date: _____

12. Application Form A-10


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 (as per related para of Section “Instructions to Applicants”). A separate sheet should be used for each partner of joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Pak Rs. or equivalent)

ANNEXURE-I

	CASH DEPOSIT SLIP <i>For Information Technology University Punjab</i>	No. _____ Date: _____
	Deposited in:	Bank's Copy
	The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore.	A/C # 6580045464600034
Applicant Information:		
Applicant's Name: _____		
Particulars / Tender Title: _____		
Tender # <input type="text"/> Lot # <input type="text"/> Other <input type="text"/>		
Transaction Detail:		
Amount In Figures: <input type="text" value="Rs. 5000/-"/> In Words: <u>Rupees Five Thousand only</u>		

	CASH DEPOSIT SLIP <i>For Information Technology University Punjab</i>	No. _____ Date: _____
	Deposited in:	ITU Copy
	The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore.	A/C # 6580045464600034
Applicant Information:		
Applicant's Name: _____		
Particulars / Tender Title: _____		
Tender # <input type="text"/> Lot # <input type="text"/> Other <input type="text"/>		
Transaction Detail:		
Amount In Figures: <input type="text" value="Rs. 5000/-"/> In Words: <u>Rupees Five Thousand only</u>		

	CASH DEPOSIT SLIP <i>For Information Technology University Punjab</i>	No. _____ Date: _____
	Deposited in:	Customers's Copy
	The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore.	A/C # 6580045464600034
Applicant Information:		
Applicant's Name: _____		
Particulars / Tender Title: _____		
Tender # <input type="text"/> Lot # <input type="text"/> Other <input type="text"/>		
Transaction Detail:		
Amount In Figures: <input type="text" value="Rs. 5000/-"/> In Words: <u>Rupees Five Thousand only</u>		