



INFORMATION  
TECHNOLOGY  
UNIVERSITY

## **INVITATION FOR PRE-QUALIFICATION**

Information Technology University (ITU), intends to invite applications/ proposals from eligible firms/companies for: “Pre-qualification for Procurement of IT Equipment and Furniture for ITU Main Campus, Barki Road, Lahore”.

1. Pre-qualification document is available at [www.itu.edu.pk](http://www.itu.edu.pk) and [www.ppra.punjab.gov.pk](http://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 duly completed, signed, stamped and in complete conformity with Prequalification Document must be submitted **online on e-Procurement System (E-PADS) website i.e. <https://punjab.eprocure.gov.pk>**, till 1500 Hours on last date of submission of bids i.e. **13<sup>th</sup> January, 2025**. The bids shall be opened at 1600 Hours on the same date, as per Punjab Procurement Rules, 2014.
3. Bidders are advised to ensure the uploading of applications/proposals on **E-PADS Portal**, well before the submission deadline and not wait for the last date and time to upload the bid. Bid submission on E-PADS portal shall entirely be the responsibility of the bidders. ITU shall not be responsible for any issues thereof. For any assistance regarding E-PADS Portal, the bidders may contact on system support email and phone numbers as provided on the website of the authority. Bids that are incomplete, not signed and stamped, late or submitted by other than a specified mode will not be considered.
4. Income/Sales Tax/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 reserved the rights to pre-qualify or reject any or all the applications as per the evaluation criteria prescribed.

### **PURCHASE OFFICER**

#### **INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB**

6<sup>th</sup> Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.

Phone: (042) 111-111-488 (6029)

Web: [www.itu.edu.pk](http://www.itu.edu.pk), [procurement@itu.edu.pk](mailto:procurement@itu.edu.pk)

# PREQUALIFICATION DOCUMENT

Prq No. 03-27122024-01

---

## PREQUALIFICATION FOR PROCUREMENT OF IT EQUIPMENT AND FURNITURE FOR ITU MAIN CAMPUS, BARKI ROAD, LAHORE

---



### INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB

6<sup>th</sup> 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](http://www.itu.edu.pk), [procurement@itu.edu.pk](mailto:procurement@itu.edu.pk)

## Contents

1.	INVITATION TO BID .....	3
2.	INTRODUCTION .....	4
2.1.	INSTRUCTIONS.....	4
i.	Introduction to Pre-qualification:.....	4
ii.	Instructions to Applicants.....	4
iii.	TECHNICAL EVALUATION CRITERIA.....	5
	SUMMARY OF TOTAL MARKS FOR PREQUALIFICATION OF FURNITURE:.....	6
	EXPERIENCE (FOR FURNITURE).....	6
	PERSONNEL CAPABILITIES / SPACE FACILITY (FOR FURNITURE) .....	7
	FINANCIAL SOUNDNESS (FOR FURNITURE).....	7
	PRESENTATION / COMPANY PROFILE (FOR FURNITURE) .....	8
	SUMMARY OF TOTAL MARKS FOR PREQUALIFICATION OF DESKTOP COMPUTERS:.....	9
	EXPERIENCE FOR DESKTOP COMPUTERS .....	9
	FINANCIAL SOUNDNESS FOR DESKTOP COMPUTERS .....	10
	PRESENTATION / COMPANY PROFILE FOR DESKTOP COMPUTERS.....	10
	SUMMARY OF TOTAL MARKS FOR PREQUALIFICATION OF ALLIED IT EQUIPMENT: ...	11
	EXPERIENCE FOR ALLIED IT EQUIPMENT.....	11
	FINANCIAL SOUNDNESS FOR ALLIED IT EQUIPMENT .....	12
	PRESENTATION / COMPANY PROFILE FOR ALLIED IT EQUIPMENT .....	12
3.	Application Form A-1 .....	13
4.	Application Form A-2.....	14
5.	Application Form A-3.....	15
6.	Application Form A-4.....	16
7.	Application Form A-5 (for Furniture Only) .....	17
8.	Application Form A-6.....	18
9.	Application Form A-8.....	20
10.	Application Form A-9.....	22
11.	Application Form A-10 .....	23

## **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(1), this Prequalification document is being placed online at PPRA's website as well as at the website of Purchaser. The document carrying all details can be downloaded from ITU's website [www.itu.edu.pk](http://www.itu.edu.pk) and from PPRA's website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) for information only.

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

#### **Primary Contact**

Sultan Mahmood

**Assistant Director P&D**

**Email:** [ad.pnd1@itu.edu.pk](mailto:ad.pnd1@itu.edu.pk)

**CC:** [oew@itu.edu.pk](mailto:oew@itu.edu.pk)

4 KM, Barki Road, Lahore, Pakistan.

6<sup>th</sup> 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](mailto: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 procure IT equipment and Furniture for its Main Campus, at Barki Road, Lahore.

The procurement includes Computers, Class Equipment, Office Furniture, Classroom & Lab Furniture.

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/vendors prior to being invited to participate in bidding for the above procurement. The evaluation will be done based on the four components. Applicant firms shall be evaluated for copulative package depending on their experience, professional staff/facility, types of equipment and financial backgrounds.

### 2.1. INSTRUCTIONS

The document includes the following:

- i. Introduction to Pre-qualification
- ii. Instruction to applicants.
- iii. 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/vendors for supply of IT Equipment & Furniture of the Information Technology University of the Punjab.

#### **ii. Instructions to Applicants** **Submission of Applications.**

Applications/Proposals for pre-qualification in complete conformity with this document must be submitted **online on e-Procurement System (EPADS) website i.e. <https://punjab.eprocure.gov.pk>** as per the following schedule:

<b>E-bid Submission Date &amp; Time</b>	<b>13<sup>th</sup> January, 2025 @ 03:00 PM</b>
<b>E-bid Opening Date &amp; Time</b>	<b>13<sup>th</sup> January, 2025 @ 04:00 PM</b>

Bidders are advised to ensure the uploading of applications/proposals on **E-PADS Portal**, well before the submission deadline and not wait for the last date and time to upload the applications. Late E-bids shall not be considered and shall be rejected. Bid submission on E-PADS portal shall entirely be the responsibility of the bidders. ITU shall not be responsible for any issues thereof. For any assistance regarding E-PADS Portal,

the bidders may contact on system support email and phone numbers as provided on the website of the authority.

Information Technology University will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or uploading of E-bids.

Bids shall be publicly opened in the Committee Room of Information Technology University, 6<sup>th</sup> Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, on scheduled date and time. In case of official holiday on the day of submission, next day will be treated as closing date. The Prequalification document carrying all details can also be downloaded from ITU's website <https://itu.edu.pk/tenders>, and PPRA's website <http://ppra.punjab.gov.pk>.

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 Specifications of the equipment.

### **iii. TECHNICAL EVALUATION CRITERIA**

#### **MANDATORY REQUIREMENTS:**

<b>Sr. No.</b>	<b>Description</b>	<b>Yes/No</b>
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	Registration with PRA Tax Department and Federal Board of Revenue (Must be included in Active Tax Payer List)	
4	Partnership Deed in-case of Association of Persons/Firm (Optional)	
5	Registration with Security & Exchange Commission of Pakistan (SECP) in case of Company	
6	In-case of Joint Venture's Evidence of JV required, JV must be registered with the concerned authorities	
7	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.	
8	Bank Details, Name and account number being operated by the firm, along with details of the credit lines from each bank.	
9	Statements of accounts of the company of 3 years.	
10	Application Submission Forms ( <i>to be printed on company letterhead, signed, dated and stamped</i> ) attached.	
11	Relevant experience documents i.e. Purchase Orders / Contracts for specified period as required in Technical Evaluation Criteria, and other details as required in the tables below.	

## SUMMARY OF TOTAL MARKS FOR PREQUALIFICATION OF FURNITURE:

Sr. No.	Description	Total Marks Assigned
A	Experience:	60
B	Personnel Capabilities / Space Facility:	20
C	Financial Soundness:	10
D	Presentation / Company Profile:	10
	<b>Total Marks:</b>	<b>100</b>

### 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.
- In case of blacklisting, debar or facing any show cause notice / notice of poor performance issued in the last 03 years, the applicant shall be disqualified without further evaluation.

**The Committee reserves the right to 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	<b>EXPERIENCE (FOR FURNITURE)</b>		
	(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.)		
Sr. No.	Description	Marks Assigned	Explanation for marks to be awarded
1	Min: Supplies of Office, Class Room, Lab Furniture in the last 05 years.  Work completion / Satisfactory certificate issued by the client must be provided with clear value/amount.	40	<ul style="list-style-type: none"> <li>8 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.35M in the last five years.</li> <li>6 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.30M to 34.9M in the last five years.</li> <li>4 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.20M to 29.9M in the last five years.</li> <li>2 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.10M to 19.9M in the last five years.</li> <li>No marks will be given for completed project having cost less than 10M (A maximum of 6 supply orders will be considered). (Experience of Public Sector Departments will only be counted).</li> </ul>
	Supplies of Office, Class Room, Lab Furniture currently under process.	20	<ul style="list-style-type: none"> <li>8 Marks will be given if the vendor has 1 Project of similar nature in-hand having cost of Rs. 35M or above</li> <li>6 Marks will be given if the vendor has 1 Projects of similar nature in-hand having</li> </ul>

2	Work order issued by the client must be provided with clear value/amount.		<p>cost of Rs. 30M to 34.9M or above</p> <ul style="list-style-type: none"> <li>4 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.20M to 29.9M in the last five years.</li> <li>2 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.10M to 19.9M in the last five years.</li> <li>No marks will be given for completed project having cost less than 10M (A maximum of 3 supply orders will be considered). (Experience of Public Sector Departments will only be counted)</li> </ul>
	<b>Total Marks Allocated:</b>	<b>60</b>	
<b>B</b>	<b>PERSONNEL CAPABILITIES / SPACE FACILITY (FOR FURNITURE)</b> (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.)		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Explanation for marks to be awarded</b>
1	1) Manager (1) 2) Supervisor (1) 3) Carpenter (6) 4) Welder (3) 5) Polisher (3) List of employees on company letter head along with CNIC, Name, Designation, Contact No. and any additional information required by the Committee	8	2 Mark each for Manager and Supervisor Experienced technical staff is required. 1 Mark will be allocated for three resource persons from sr. no. 03 to 05.
2	1) Storage / Go-down. 2) Manufacturing Unit for Wooden Furniture 3) Manufacturing/Molding Unit for Iron Frames. Evidence must be provided with accurate address & telephone number for verification. The manufacturing unit shall be based in Lahore  (Physical verification may be carried out by the Committee)	12	2 Marks for Storage / Go-down Area 6 Marks for FMU (Furniture manufacturing unit) 2 Marks for IFMU (Iron Frame manufacturing / molding unit)
	<b>Total Marks Allocated:</b>	<b>20</b>	
<b>C</b>	<b>FINANCIAL SOUNDNESS (FOR FURNITURE)</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Explanation for marks to be awarded</b>



<b>1</b>	Available Bank Credit Line / Balance/ Cash / Working Capital  (Submit bank statements & certificates)	04	<ul style="list-style-type: none"> <li>• 4 Marks will be given if the cumulative available bank credit line / balance/working capital/available cash limit is more than 75 Million.</li> <li>• For limit, less than 75 Million, proportionate marks will be allocated till 30 Million.</li> <li>• No marks will be allocated for less than 30 Million.</li> </ul>
<b>2</b>	Turnover in the last 3 Years  (Submit Bank Statement for the last One Year with Three Years Income Tax Returns)	06	<ul style="list-style-type: none"> <li>• 6 Marks will be given if the annual average Turnover for the last three years is equal to 75 Million.</li> <li>• For less than 75 Million, proportionate marks will be allocated till 30 Million.</li> <li>• No marks will be allocated for less than 30 Million.</li> </ul>
	<b>Total Marks Allocated:</b>	<b>10</b>	
<b>D</b>	<b>PRESENTATION / COMPANY PROFILE (FOR FURNITURE)</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Explanation for marks to be awarded</b>
1	Presentation	10	<ul style="list-style-type: none"> <li>• The Committee will evaluate and award marks accordingly. (Full marks will be awarded to each applicant in case the Committee does not invite for the presentations).</li> </ul>
	<b>Total Marks Allocated:</b>	<b>10</b>	

## SUMMARY OF TOTAL MARKS FOR PREQUALIFICATION OF DESKTOP COMPUTERS:

Sr. No.	Description	Total Marks Assigned
A	Experience:	60
D	Financial Soundness:	30
C	Presentation / Company Profile:	10
	<b>Total Marks:</b>	<b>100</b>

### Mandatory Requirements:

- i) The bidders must provide authorization Partnership certificate from the Manufacturer & also Manufacturer's Authorization Letter (MAL) for DESKTOP COMPUTERS.
- ii) The Bidders must provide certificate that they are Tier-1 Partner of Manufacturer for the item DESKTOP COMPUTERS.
- iii) The Country of Origin for the quoted brand of Desktop Computer should be USA.

**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 to 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.**

<b>A</b> <b>EXPERIENCE FOR DESKTOP COMPUTERS</b> (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.)			
Sr. No.	Description	Marks Assigned	Explanation for marks to be awarded
1	Min: Supplies of Desktop Computers, Laptops in the last 05 years.  Work completion / Satisfactory certificate / Accepted Delivery Challan issued by the client must be provided.	40	<ul style="list-style-type: none"> <li>8 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.50M in the last five years.</li> <li>6 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.40M to 49.9M in the last five years.</li> <li>4 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.30M to 39.9M in the last five years.</li> <li>2 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.20M to 29.9M in the last five years.</li> <li>No marks will be given for completed project having cost less than 20M</li> </ul> (A maximum of 6 supply orders will be considered). (Experience of Public Sector

			Departments will only be counted)
2	Supplies of Office, Class Room, Lab Furniture currently under process.  Work order issued by the client must be provided.	20	<ul style="list-style-type: none"> <li>8 Marks will be given if the contractor has 1 Project of similar nature in-hand having cost of Rs. 50M or above</li> <li>6 Marks will be given if the contractor has 1 Projects of similar nature in-hand having cost of Rs. 40M to 49.9M or above</li> <li>4 Marks will be given if the contractor has completed Project of similar nature having cost equal to or more than Rs.30M to 39.9M in the last five years.</li> <li>2 Marks will be given if the contractor has completed Project of similar nature having cost equal to or more than Rs.20M to 29.9M in the last five years.</li> <li>No marks will be given for completed project having cost less than 20M (A maximum of 3 supply orders will be considered). (Experience of Public Sector Departments will only be counted)</li> </ul>
	<b>Total Marks Allocated:</b>	<b>60</b>	
<b>B</b>	<b>FINANCIAL SOUNDNESS FOR DESKTOP COMPUTERS</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Explanation for marks to be awarded</b>
1	Available Bank Credit Line / Balance/ Cash / Working Capital  (Submit bank statements & certificates)	12	<ul style="list-style-type: none"> <li>12 Marks will be given if the cumulative available bank credit line/balance/working capital/available cash limit is more than 75 Million.</li> <li>For limit, less than 75 Million, proportionate marks will be allocated till 30 Million.</li> <li>No marks will be allocated for less than 30 Million.</li> </ul>
2	Turnover in the last 3 Years  (Submit Bank Statement for the last One Year with Three Years Income Tax Returns)	18	<ul style="list-style-type: none"> <li>18 Marks will be given if the annual average Turnover for the last three years is equal to 75 Million.</li> <li>For less than 75 Million, proportionate marks will be allocated till 30 Million.</li> <li>No marks will be allocated for less than 30 Million.</li> </ul>
	<b>Total Marks Allocated:</b>	<b>30</b>	
<b>D</b>	<b>PRESENTATION / COMPANY PROFILE FOR DESKTOP COMPUTERS</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Explanation for marks to be awarded</b>
1	Presentation	10	<ul style="list-style-type: none"> <li>The Committee will evaluate and award marks accordingly. (Full marks will be awarded to each applicant in case the Committee does not invite for the presentations.)</li> </ul>
	<b>Total Marks Allocated:</b>	<b>10</b>	

## SUMMARY OF TOTAL MARKS FOR PREQUALIFICATION OF ALLIED IT EQUIPMENT:

(Multimedia Projector, Sound System, UPS)

Sr. No.	Description	Total Marks Assigned
A	Experience:	60
D	Financial Soundness:	30
C	Presentation / Company Profile:	10
	<b>Total Marks:</b>	<b>100</b>

### Mandatory Requirements:

- i) The bidders must provide authorization Partnership certificate from the Manufacturer & also Manufacturer's Authorization Letter (MAL) for UPS
- iii) The Country of Origin for the quoted brand of UPS should be USA.

**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 to 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	<b>EXPERIENCE FOR ALLIED IT EQUIPMENT</b>		
	(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.)		
Sr. No.	Description	Marks Assigned	Explanation for marks to be awarded
1	Min: Supplies of allied IT Equipment in the last 05 years.  Work completion / Satisfactory certificate / Accepted Delivery Challan issued by the client must be provided.	40	<ul style="list-style-type: none"> <li>8 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.35M in the last five years.</li> <li>6 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.30M to 34.9M in the last five years.</li> <li>4 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.25M to 29.9M in the last five years.</li> <li>2 Marks will be given if the vendor has completed Project of similar nature having cost equal to or more than Rs.20M to 24.9M in the last five years.</li> <li>No marks will be given for completed project having cost less than 20M (A maximum of 6 supply orders will be</li> </ul>

			considered). (Experience of Public Sector Departments will only be counted)
2	Supplies of Office, Class Room, Lab Furniture currently under process.  Work order issued by the client must be provided.	20	<ul style="list-style-type: none"> <li>8 Marks will be given if the contractor has 1 Project of similar nature in-hand having cost of Rs. 35M or above</li> <li>6 Marks will be given if the contractor has 1 Projects of similar nature in-hand having cost of Rs. 30M to 34.9M or above</li> <li>4 Marks will be given if the contractor has completed Project of similar nature having cost equal to or more than Rs.25M to 29.9M in the last five years.</li> <li>2 Marks will be given if the contractor has completed Project of similar nature having cost equal to or more than Rs.20M to 24.9M in the last five years.</li> <li>No marks will be given for completed project having cost less than 20M (A maximum of 3 supply orders will be considered). (Experience of Public Sector Departments will only be counted)</li> </ul>
	<b>Total Marks Allocated:</b>	<b>60</b>	
<b>B</b>	<b>FINANCIAL SOUNDNESS FOR ALLIED IT EQUIPMENT</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Explanation for marks to be awarded</b>
1	Available Bank Credit Line / Balance/ Cash / Working Capital  (Submit bank statements & certificates)	12	<ul style="list-style-type: none"> <li>12 Marks will be given if the cumulative available bank credit line/balance/working capital/available cash limit is more than 15 Million.</li> <li>For limit, less than 15 Million, proportionate marks will be allocated till 10 Million.</li> <li>No marks will be allocated for less than 10 Million.</li> </ul>
2	Turnover in the last 3 Years (Submit Bank Statement for the last One Year with Three Years Income Tax Returns)	18	<ul style="list-style-type: none"> <li>18 Marks will be given if the annual average Turnover for the last three years is equal to 50 Million.</li> <li>For less than 50 Million, proportionate marks will be allocated till 25 Million.</li> <li>No marks will be allocated for less than 25 Million.</li> </ul>
	<b>Total Marks Allocated:</b>	<b>30</b>	
<b>D</b>	<b>PRESENTATION / COMPANY PROFILE FOR ALLIED IT EQUIPMENT</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Explanation for marks to be awarded</b>
1	Presentation	10	<ul style="list-style-type: none"> <li>The Committee will evaluate and award marks accordingly. (Full marks will be awarded to each applicant in case the Committee does not invite for the presentations.)</li> </ul>
	<b>Total Marks Allocated:</b>	<b>10</b>	

### 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 (Similar Nature Only)	
Year	Equivalent PKR in Millions.
2023-2024	
2022-2023	
2021-2022	

*\*Figures duly verified and signed by the CEO / Owner 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 20 million.
- The Committee reserves the right to carry out verification of work order & completion certificates.
- 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 20 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 (for Furniture Only)

### Personnel Capabilities

Name of Applicant / Firm's
----------------------------

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

1.	Title of Position Manager
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position Supervisor
	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 appointment letters / payroll sheet 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-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.

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					

## 10. Application Form A-9

Certificate

“Supply of \_\_\_\_\_ 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: \_\_\_\_\_

## 11. 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.*

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