



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

PREQUALIFICATION DOCUMENT

FOR

**SELECTION OF CONTRACTORS FOR SUPPLY, INSTALLATION, CONSTRUCTION &
COMMISSIONING OF 750 kWp ON GRID (NET METERING) SOLAR POWER
SYSTEM AT BUILDING ROOF TOPS, CAR & BUS PORTS MOUNTED**

AT

MAIN CAMPUS, INSTITUTE OF BUSINESS ADMINISTRATION (IBA) KARACHI



Hi-Tech Engineering Company

Al-Fatah Chamber, CC Area, KCHS, Block 7/8, Near Old Duty Free Shop
Shahrah-e-Faisal, Karachi, Pakistan

Phone # 021-32361355 Mobile No. 0321-8909096

E-mail: info@hec-engg.com www.hec-engg.com

NOTICE FOR PRE-QUALIFICATION OF CONTRACTORS

Institute of Business Administration IBA has arranged Self-Funding for the Project/Scheme cited above with Scope and other details are as under: -

- (1) Scope: Selection of Contractors for Supply, Installation, Construction & Commissioning of 750 kWp, ON GRID (Net Metering) Building at Roof Tops, Car Port & Bus Port Mounted Solar Power System at Main Campus Institute of Business Administration (IBA) Karachi.
- (2) Location: IBA Main Campus, Karachi University Enclave, Karachi.
- (3) Project Period: 12 (Twelve) months

Eligibility of the Bidders

Mandatory Requirement (documentary evidence must be submitted at the time of submission)

- a) Duly registered by the Pakistan Engineering Council (PEC) in category C4 or above of the Works and CE-01, CE-10, ME06, EE-03, EE-04, EE-05, EE-10 & EE-11 (Solar Energy). Valid PEC registration Certificate is required.
- b) Having executed at least two projects of similar nature during past five years of Minimum 400 kWp capacity Solar project. Documentary evidence (Completion Certificate) is required.
- c) Registration with FBR, STRN, NTN, SRB on Active Taxpayer List.
- d) Registration with AEDB in the relevant category (AER-VI).
- e) Provide affidavit on stamp Paper of not blacklisting by any Organization.

Pre-qualification Documents can be collected from the address below on payment of non-refundable fee of PKR 1,000/- (One Thousand Rupees only) Fee shall be deposited in United Bank Ltd, Karachi University Campus Branch in Account # A/c # 003-0002-5. Documents can also be download from IBA & SPPRA web Site, however document cost in the form of Pay order amounting to PKR 1,000/- (Rupees One Thousand only) in favor of Institute of Business Administration (IBA) Karachi will required to be deposited at the time of submission.

Prequalification Documents will be issued on any working day from July 20, 2020 to August 6, 2020 between 10:00 AM to 4:00 PM and shall be submitted up to August 6, 2020 2:00 PM. Received Prequalification Documents will be opened on the same date and venue at 2:30 PM, in the presence of participants (intend to be present).

Address: Project Department, Institute of Business Administration (IBA) Karachi, Main Campus
University Road Karachi

Focal Person: Sr. Manager Contract, E-mail: nmalik@iba.edu.pk, Mobile: 0321-8230724
UAN 111-422-422, Ext: 2512, Fax 92-21-99261508, Website: www.iba.edu.pk

Procuring Agency (**IBA Karachi**) may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010 amended 2019. Applicants will be informed, in due course of time, of the result of the evaluation of applications. Only the Firms / Contractors / Joint Ventures prequalified under this process will be invited to bid. Incomplete applications are liable to be rejected.

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Section I: Instructions to Bidders / Applicants (ITB)

Clause 1: The Firms / Contractors / Joint Ventures shall enclose the (One original and One copy) of the documents in a sealed envelope which shall:

- (a) bear the name and address of the Applicant;
- (b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification document;

be clearly marked "Application for Pre-qualification of **Contractors for Supply, Installation, Construction & Commissioning of 750 kWp, ON GRID (Net Metering) at Building Roof Tops, Car Port & Bus Port Mounted Solar Power System at Main Campus Institute of Business Administration (IBA), Karachi.**

Clause 2: If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-maturing opening of the document.

Clause 3: Documents shall be prepared in the English language. In case of ICB, the information provided in any other language shall be accompanied by English translation also.

Clause 4: Firms / Contractors / Joint Ventures must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Firm / Contractor / Joint Venture.

Clause 5 - Clarification and Modification of Documents (SPP Rule 23): Firm / Contractor / Joint Venture, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the last date of submission of the documents.

Clause 6 - Addendum: At any time prior to the deadline for submission of documents, the agency may amend the Prequalification Document by issuing addenda. Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document.

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Clause 7 - Deadline for submission of Documents (SPP Rule 22 & 24): Documents shall be received by the agency at the address (mention the address & telephone & fax numbers), not later than the August 6, 2020, 2:00 PM. The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification Document (SPP Rule 23), and in which case all rights and obligations of the Agency and the Firms / Contractors / Joint Venture subject to the previous deadline shall thereafter be subject to the deadline as extended.

Clause 8: Evaluation: Firms / Contractors / Joint Ventures general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. Sub-contractor's experience and resources shall not be taken into account in determining the firm/contractor 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.

Clause 9 - Clarification of Prequalification Information: To assist in the evaluation of information, the agency may, at its discretion, ask any Firms / Contractors / Joint Ventures for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any Firms / Contractors / Joint Venture does not provide clarifications of the information requested by the date and time set in the agency's request for clarification, then application of the firm/contractor may be rejected.

Clause 10 - Verification of Prequalification Information: Verification of the information provided by the shortlisted applicants in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or the applicant is found to be lacking in the capability or resources to successfully perform the contract, the application shall not be prequalified.

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Section II: Evaluation/Qualification Criteria

CRITERIA BASED ON MARKS / SCORE

Mandatory Provisions/Eligibility:

Firms / Contractors / Joint Ventures must possess:

- a) Duly registered by the Pakistan Engineering Council (PEC) in category C4 OR ABOVE of the Works and CE-01, CE-10, ME06, EE-03, EE-04, EE-05, EE-10 & EE-11 (Solar Energy). Valid PEC registration Certificate is required.
- b) Having executed at least one project of similar nature during past five years of Minimum 400 kWp capacity Solar project. Documentary evidence (Completion Certificate) is required.
- c) Registered with FBR, STRN, NTN, SRB with Active Taxpayer List.
- d) Registered with AEDB in the relevant category (ARE-VI).
- e) Provide affidavit on stamp Paper of not blacklisting by any Organization.

Aggregate Qualifying Score is 60%, but it is mandatory to obtain at least 30% in each of the following sections.

(A) COMPANY PROFILE (10 Marks)

i) Period since Firm/Contractor is in Solar Energy business (05 Marks)

(attach Incorporation details / PEC license for each year)

- | | |
|----------------------------|----------|
| a) Above 10 years | 05 marks |
| b) From 6 to 10 years | 04 marks |
| c) From 3 years to 5 years | 03 marks |
| d) Up to 3 years | 02 marks |

ii) Office presence (05 Marks)

- | | |
|--|----------|
| a) In Karachi, Sindh, & any other province or abroad | 05 Marks |
| b) In Karachi & any other province only | 04 Marks |
| c) In Karachi & other City of Sindh only | 03 Marks |
| d) In any other Province other than Sindh | 02 Marks |

(B) GENERAL EXPERIENCE RECORD (35 MARKS)

i) Projects of similar nature & complexity 400kWp min completed in last 5 years (25 Marks)

(attach satisfactory completion certificates)

- | | |
|------------------------------|----------|
| a) Five (5) or more Projects | 25 Marks |
| b) Four (4) Projects | 20 Marks |
| c) Three (3) Projects | 15 Marks |
| d) Two (2) Projects | 10 Marks |
| e) One (1) Project | 05 Marks |

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ii) **Projects of similar nature (400KWp) Capacity or more in hand (10 Marks)**
(attach copies of work orders)

- | | |
|----------------------|----------|
| a) Three (3) or more | 10 Marks |
| b) Two (2) | 06 Marks |
| c) One (1) | 03 Marks |

(C) PERSONNEL CAPABILITIES REQUIRED FOR THIS PROJECT (25 Marks)

Sr. No.	Description/Position with qualification & experience	Number Required	Marks assigned	Remarks
1.	Project Manager: BE/BSc (Elect. Engg., Electronic, Solar or Engg. Degree in relevant Field) registered with Pakistan Engineering Council (PEC)	1 No.	15	<ul style="list-style-type: none"> • 15 Marks for experience of more than above 10 years. • 10 Marks for experience from 5 to 10 years (5+ One Mark per year). • Less than 5 years Zero Marks (Attach Tax payment challans showing at least 1 year continuous employment with the firm.
2.	Project Engineer: BE/BSc (Elect. Engg., Electronic, Solar or Engg. Degree in relevant Field) registered with Pakistan Engineering Council (PEC)	1 No	4	<ul style="list-style-type: none"> • 04 Marks for experience of 5 years or more • 03 Marks for 3 to 4 years • 02 Marks for experience of 1 to 2 years (Attach Tax payment challans showing at least 1 year continuous employment with the firm.
3.	Site Supervisor: DAE (Elect.), DAE(Solar)	1 No	2	<ul style="list-style-type: none"> • 02 Marks for 3 years or more. • 01 Marks for experience of 1 to 2 years.
4.	Site Supervisor: DAE (Civil), DAE (Mech)	1 No	2	<ul style="list-style-type: none"> • 02 Marks for 3 years or more. • 01 Marks for experience of 1 to 2 years.
5.	Site Surveyor: DAE (Civil)	1 No	2	<ul style="list-style-type: none"> • 02 Marks for 3 years or more. • 01 Marks for experience of 1 to 2 years.

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(D) EQUIPMENT CAPABILITY (10 Marks)

Credit marks shall be granted on the basis of the following criteria for various kind of equipment relevant for the project.

S.No	Description	Marks
1.	<u>Site Assessment Tools</u> i) Solar Path Finder ii) PV analyzer with Software iii) PV Power Meter iv) PV optimizer	6 Marks (1.5 Marks for each equipment)
2.	Conc. Mixer Min. ½ Bag Capacity	1
3.	Section Cutting Machine	1
4.	Crane 2 Ton lifting Capacity with 20 ft boom	1
5.	Pick up	1

(Documentary evidence for evidence of the owner ship, lease document or rental document is to be attached).

Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

Firm / Contractor / Joint Venture shall provide each worker with Safety shoes, safety helmet, goggles & keep fire extinguisher and first aid kit box at site. No work shall be allowed without safety arrangement.

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(E) FINANCIAL SOUNDNESS / STATUS (20 Marks)

For Financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last three years along with any other document which verifies their Financial Status. Where necessary, the Procuring Agency will make enquiries with the firm's/contractor's/JVS bankers.

Working Capital in hand for this project / work (Attach proof of Bank Statement/Credit Facilities with proper authentication of the bank)

Working Capital in hand	Marks Assigned	Criteria for Marks Obtained
i. More than PKR 40 Million	20	<ul style="list-style-type: none">• 20 Marks for Cash in hand / Credit line for More than PKR 40 Million
ii. PKR 26 Million to PKR 40 Million		<ul style="list-style-type: none">• 16 Marks for Cash in hand / credit line equal or more than PKR 26 Million but less or equal to PKR 40 Million
iii. PKR 16 Million to PKR 25 Million		<ul style="list-style-type: none">• 8 Marks for Cash in hand / Credit equal more than PKR 15 Million but equal or less than PKR 26 Million.
iv. Less than PKR 15 Million		<ul style="list-style-type: none">• ZERO Marks for less than PKR 15 Million.

(F) ANY OTHER INFORMATION

Any other document / information desired by procuring agency which shall not discriminate among contractors / firms / joint venture.

Firms / Contractors / Joint Ventures who fail to qualify in any of the above sections shall be disqualified from the prequalification process.

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Section III: Application Forms

A-I: APPLICATION SUBMISSION FORM

(The covering letter is to be submitted by the interested firm, contractor or partner responsible for a joint venture, on appropriate company letterhead)

To

[Name and address of the Procuring Agency]

Dear Sir,

Subject: Pre-qualification of _____

I, _____ the undersigned, being duly authorized to represent and act on behalf of _____ applies to be prequalified for the project cited above and enclose one (1) original (together with ONE copy) of pre-qualification documents and declare the following:

I have examined and have no reservations to the Prequalification Document, including Addenda No (s) _____, issued in accordance with ITB Clause 6.

- i. I understand that Procuring Agency may cancel the prequalification process at any time and that Procuring Agency is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- ii. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;

Agency reserves the right to 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;

2. The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted:

Telephone:

3. The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:

Sign & Stamp

A-II: COMPANY PROFILE

Date: -----

Contract: -----

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner:</i>
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)</i>
3.	Head Office Address:
4.	Telephone Fax numbers: E-mail address:
5.	Place of Incorporation/Registration: Year of incorporation/registration:
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:
7.	<u>NATIONALITY OF OWNERS:</u>
	Name: _____ Country: _____

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A-III: GENERAL EXPERIENCE RECORD

Details of Contracts of Similar Nature and Complexity completed over the last 05 years
(attach Work Completion Certificate(s))

Sr. No.	1	2	3	4	5
Name of Contract:					
City / Country:					
Name of Procuring Agency With Address, Tele, Fax. & Name of Contact Person					
Nature of works and special features relevant to the contract for which applied:					
Contract Role (Mention: Sole, Sub Contactor or Partner in a Joint Venture).					
Value of the total contract in Pak Rupees:					
Date of Award:					
Date of Completion					

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Projects of similar nature and complexity in hand.

Firms / Contractors and each partner of the joint venture 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, for which Completion Certificate has yet to be issued.

Name of Contract	Capacity in kWp	Value of Contract	Name of Procuring Agency With Address, Tele, Fax. & Name of Contact Person	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.					
2.					
3.					

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A-IV: PERSONNEL INFORMATION

Firm / Contractor / Joint Venture should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3 (Evaluation and Qualification Criteria).

Sr. No.	Name	Title of Position	Experience (number of years)	Experience Detail
1.				
2.				
3.				
4.				
5.				

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A-V: CURRICULUM VITAE (CV) FOR PROPOSED EXPERTS

The data regarding experience of the personnel mentioned at A-IV should be supplied separately using the form below.

1. **Proposed Position:** _____

2. **Name of Expert:** _____

3. **Name of Firm:** _____

4. **Present Residential Address:** _____

Telephone No: _____ **Fax No:** _____

E-Mail Address: _____

5. **Date of Birth:** _____ **Citizenship:** _____

6. **Qualification:** _____

7. **Work Experience: Summarize professional experience in reverse chronological order**
(Indicate particular technical and managerial experience relevant to the project)

From	To	Company / Project / Position / Relevant technical and management experience

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A-VI: EQUIPMENT CAPABILITIES (OWNED BY THE CONTRACTOR / FIRM / JOINT VENTURE)

Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment whether owned/ leased/ rented listed in Section 3 (Evaluation and Qualification Criteria).

Sr. No	Name of Equipment	Name of manufacturer	Model and power Rating	Capacity	Year of manufacture	Current location
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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EQUIPMENT CAPABILITIES (LEASED / RENTED BY THE CONTRACTOR / FIRM / JOINT VENTURE)

Sr. No.	Name of Equipment	Mention whether leased or rented	Name of Owner	Address of Owner	Contact name, title with Telephone, Fax & E-mail of the Owner	Agreements Details of rental / lease / manufacture agreements specific to the project
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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A-VII

Financial Resources:

Sr. No.	Bank Name & Address	Contact Person and title	Telephone, Fax & E- Mail Address

Banker's Information:

Information from Balance Sheet / Income Statement	Year 1:	Year 2:	Year 3:
1. Total Assets (TA)			
2. Total Liabilities (TL)			
3. Current Assets (CA)			
4. Current Liabilities (CL)			
5. Total Revenues (TR)			
6. Profits Before Taxes (PBT)			
7. Profits After Taxes (PAT)			

A Financial Status: Summarize actual assets and liabilities in Pak Rupees for the previous three years. Also provide last three years audited Financial Statements.

Source of Financing: Firm / Contractor / Joint Venture shall provide documentary evidence for funding the project for which prequalification is being undertaken.

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SECTION IV: SCOPE OF CONTRACT

1.1 Background:

Institute of Business Administration, Karachi is one of the oldest leading & most prestigious Business Schools of the Country. Presently it is operating Two Campuses with around 4000 students enrolled, one at Garden Road Campus known as City Campus spread over about 3.5 Acres with high rise academic buildings and other one at Karachi University enclave, known as Main Campus. It is spread over about 23 Acres.

Institute of Business Administration intends to undertake development of 750 kWp ON GRID (Net Metering) at Building Roof tops, Car Port & Bus Port Mounted Solar Power System at Main Campus Institute of Business Administration (IBA), Karachi, and has decided to carry out the prequalification process for selection of the Bidders to whom the Project(s) may be awarded.

1.2 Capacity:

The estimated designed Capacity of the Solar Power Plant is 750 kWp (approx.)

1. Bus Port Installation Capacity	177.84 kWp
2. Car Port Installation Capacity	273.60 kWp
3. Adamjee Car Park Installation Capacity	136.80 kWp
4. Roof Top Adamjee Installation Capacity	101.46 kWp
5. Roof Top Installation Auditorium Capacity	63.84 kWp

1.3 Connectivity:

The selected bidder shall be responsible for power evacuation from the power plant to the nearest substation /delivery point. The selected bidder shall obtain power evacuation approval from K- Electric / NEPRA as the case may be within the Contract execution timeline.

The selected bidder shall be responsible for maintenance of the power plant for one year free of cost and all T & P and spare parts required shall be provided by the bidder free of cost.

1.4 Solar PV System Minimum Equipment and Construction Requirements

General

- All power generation & transmission equipment must be UL listed for its designed use.
- Construction must comply with current adopted Building Code.
- There must be a minimum 10-year warranty for all materials and workmanship.
- System integrator is responsible for conducting all required building, utility, and rebate inspections, System integrator must complete all construction and documentation in a manner necessary to pass such inspections, and
- the work must be conducted in accordance with industry standard best practices.
- System integrator must possess valid electric / solar contractor's license from relevant Contractors Licensing Authority to perform the work being proposed.
- During execution the contractor shall adopt all safety measures as per code and shall take care for the existing utility lines & installations.

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