



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

PREQUALIFICATION DOCUMENT

FOR

**SELECTION OF CONTRACTORS FOR SUPPLY, INSTALLATION AND
COMMISSIONING OF 730 KW_p ON-GRID SOLAR POWER SYSTEM ROOF
MOUNTED , CAR & BUS PORT MOUNTED**

AT

INSTITUTE OF BUSINESS ADMINISTRATION KARACHI (MAIN CAMPUS)

OCTOBER 2019



Hi-Tech Engineering Company
Al-Fatah Chamber CC Area, KCHS Block 7/8 Near Old Duty Free Shop
Sh-E-Faisal, Karachi, Pakistan

Phone # 021-32361355 Mobile No. 0321-8909096

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NOTICE INVITING TENDER FOR PRE-QUALIFICATION OF CONTRACTORS

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

(1) Scope: Selection of Contractors for Supply, Installation, Construction & Commissioning of 730 kW_p, On-Grid Roof Mounted, Car Port Mounted & Bus Port Mounted Solar Power System at Institute of Business Administration Main Campus Main Campus Karachi.

(2) Location : IBA Main Campus at Karachi University Enclave Karachi

(3) Project Period: 9 (Nine) Months

Eligible of the Bidders

Bidding is open to only pre-qualified contractors meeting the following requirements:

- a) Duly registered by the Pakistan Engineering Council (PEC) in category C4 of the Works and CE-01, CE-10, EE-03, EE-04, EE-05, EE-10, ME-06 & EE-11 (Solar Energy) which is the mandatory requirement for the participating bidders.
- b) Having executed atleast three projects of similar nature during past five years of Minimum 500 KWp capacity Solar project. Documentary evidence (Completion Certificate) is required.

Eligible Goods and Services

- 1 All Goods and ancillary Services to be supplied under this Contract shall have their origin in eligible countries.
- 2 For purpose of this Clause, "origin" means the place where the Goods are mined, grown or produced or from where the ancillary services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3 The origin of Goods and Services is distinct from the nationality of the Bidder.

Pre-qualification documents: Interested firms/contractors can obtain the pre-qualification documents from the address mentioned below on payment of non-refundable fee of 5000/- (Five thousand) in the form of Pay Order or Bank draft from any Schedule Bank of Pakistan in Favour of Institute of Business Administration (IBA) Karachi .

Documents can be dispatched by Courier service on the written request for which cost of mail i.e. 500/- (Five hundred) will be borne by the Applicant, however, under no circumstances the Procuring Agency will be responsible for late delivery or loss of the documents so mailed.

Documents can also be down load from IBA & SPPRA web Site however document cost in the form of Pay order amounting 5000/- has to be deposited at the time of submission.

Dead line of Issuance of Documents: Documents will be issued to interested firms from 5th Nov 2019 during working hours 21st Nov2019.

Dead line of Submissions: Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before 22nd upto 4.30 PM.

Interested firms should submit their inquires/applications/documents to the following:-

Address : Project Department

Institute of Business Administration IBA Karachi

Main Campus University Road Karachi :

Telephone No 111-422-422 : E-mail : nmalik@iba.edu.pk

WebSite: www.iba.edu.pk. : Focal Person : Sr. Manager Contract

Procuring Agency (IBA) may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules 2010. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms or contractors prequalified under this process will be invited to bid.

Section I. Instructions to Bidders/Applicants (ITB).

Clause 1 The firm/contractor 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 or in document; and
- (3) be clearly marked "Application for Pre-qualification for Supply, Installation, Construction & Commissioning of 730 kW_p, On-Grid Roof Mounted, Car Port Mounted & Bus Port Mounted Solar Power System at Institute of Business Administration Main Campus Main Campus 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 Document 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 Firm/Contractor 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.

Clause 5 Clarification and Modification of Documents (SPP Rule 23).

Firm/Contractor, who has obtained documents, may request for clarification of contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of submission of the bid / 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.

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 22nd Nov. 2019 4.30 PM. The procuring

agency may, at its discretion, extend the deadline for the submission of documents by amending the Prequalification Document, and in which case all rights and obligations of the Agency and the firms/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.

Clause 8 Evaluation (Rule 27 (2)): Firm's/Contractor's 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. The Procuring Agency reserves the right to waive minor deviations, if these don't 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 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 (Rule 43): To assist in the evaluation of information, the agency may, at its discretion, ask any firm/contractor 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 firm/contractor 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 (Rule 28 (1d)): Verification of the information provided by the pre-qualified/shortlisted firms/contractors in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or firm/contractor is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

Section II: Evaluation/Qualification Criteria.

Criteria based on Marks/Score.

Mandatory Provisions/Eligibility:

Firms/Contractors / Vendor must possess

- (i) valid registration certificate of PEC in the category
 - a) in category C4 of the Works and CE-01, CE-10, EE-03, EE-04, EE-05, EE-10, ME-06 & EE-11 (Solar Energy) which is the mandatory requirement for the participating bidders. or above and in discipline for 2019 year;
- (ii) valid registration certificate from income tax authority (NTN);
- (iii) Registered with SBR (Sindh Board of Revenue)
- (iv) Registered with Alternate Energy Development Board (AEDB)
- (v) is not black listed. (*Attach all certificates and affidavit of not black listing*).

Aggregate Qualifying Score is 70%, but it is mandatory to obtain at least 40% in each of the following sections.

(A) Company Profile.

10 Marks

- (i) Period since Firm/Contractor is in construction business **05 Marks**
 - Above 6 years 5 Marks
 - Up to 6 years 03 Marks
 - Up to 3 years 02 Marks
- (Attach PEC license for each year)*

- (ii) Office presence **05 Marks**
 - In Sindh, any other province and abroad 05 Marks
 - In Sindh and any other province 03 Marks
 - Only in Sindh 02 Marks

(B)General Experience Record

35 Marks

- i. Projects of similar nature and complexity 500KWp Min completed in last 05 years.
 - Four (4) Projects 20 Marks
 - Three (3) Projects 15 Marks
 - Two (2) Projects 10 Marks
 - One (1) Project 05 Marks

(Attach satisfactory completion certificates)

ii. **Projects of similar nature (500KWp) and complexity in hand.**

Three (3) or more	15 Marks
Two (2)	10 Marks
One (1)	5 Marks

(Attach copies of work orders)

(C) Personnel Capabilities required for this project

25 Marks

Sr. No	Description/Position with qualification & experience	Number Required	Marks assigned	Remarks
1	Project Manager : BSc (Elect. Engg.) /BE(Electronic)/BE (Solar) registered with Pakistan Engineering Council (PEC) with experience of 10 years or above.	1 Nos.	15	10 Marks for experience of 5 to 10 years (2No per year). 15 Marks for above 10 years. (Attach Tax payment challans showing at least 1 year continuous employment with firm.
2	Project Engineer: BSc (Elect. Engg.) /BE(Electronic)/BE (Solar) registered with Pakistan Engineering Council (PEC) with experience of 5 years or above.	1 No	4	02 Marks for experience of 1 to 3 years. 03 Marks for 3 to 4 years & 4 Marks for 5 years or more.. (Attach Tax payment challans showing at least 1 year continuous employment with firm.
3	Site Supervisor : DAE (Elect.) DAE(Solar) with experience of 5 years or above.	1No	2	01 Marks for experience of 2 to 3 years. 02 Marks for 3 to 5 years or more..
4	Site Supervisor : DAE (Civil.) DAE(Mech) with experience of 5 years or above.	1No	2	01 Marks for experience of 2 to 3 years. 02 Marks for 3 to 5 years or more..
5	Site Surveyor :DAE (Civil.) with experience of 5 years or more .	1No	2	01 Marks for experience of 2 to 3 years. 02 Marks for 3 to 5 years or more..

(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	<i>Scaffolding Pipes & Joints Min 2000 Rft</i>	1
2	Shuttering Plates Min 1000 Sft	1
3	Conc. Mixer Min. ½ Bag Capacity	1
4	Welding Machine	1
5	Section Cutting Machine	1
6	Crane 2 Ton lifting Capacity with 20 ft boom	3
7	Suzuki Pick up	2

High value equipment at Sr.No 6 & 7 should be an option to own, lease or hire.

(Documentry 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.

Contractor shall provide each worker Safety shoes, safety halmet, goggles & fire extenguiser and first aid kit box at site and no work shall be allowed without safety arrangement.

(E) Financial Soundness /Status**20 Marks**

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

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

S.No	Available Bank Credit Line	Marks Assigned	Criteria for Marks Obtained
1	Available Bank Credit Line	5	<ul style="list-style-type: none"> ➤ 5 Marks for credit line equal or More than 50 Million ➤ 3Marks For limit less than 50 M but more or equal to 40 Million ➤ For limit less than 40 Million the following weightage shall be used $4x A/40$ where A is the available credit line
2	Working Capital in last 3 years	5	<ul style="list-style-type: none"> ➤ 5 Marks for average working capital equal or More than 50 Million ➤ 3Marks for average working capital less than 50 M but more or equal to 40 Million ➤ For average working capital less than 40 Million the following weightage shall be used $4x A/40$ where A is the average working capital
3	Litigation history in which decision has been given against the firm	5	<ul style="list-style-type: none"> ➤ 5 Marks shall be given to the firm attached No litigation affidavit ➤ No marks will given to the firm involved in litigation.
4	Black Listing from any agency	5	<ul style="list-style-type: none"> ➤ 5 Marks shall be given to the firm attached No litigation affidavit ➤ No marks will given to the firm involved in litigation.

(F) Any other information:

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

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

Updating Prequalification Information

Bidders shall be required to update the financial, personnel and equipment information used for prequalification 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.

Other Factors

Only firms and JV that have been prequalified 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 subcontractors who are used by more than one bidder provided that there is no conflict of interest.

The Client reserves the right to:-

- a. Amend the scope and value of any contract(s) to be bid, in which event Bid shall be floated to all the pre-qualified bidders in the manner it was originally floated.
- b. Cancel the prequalification process and reject all applications. The Client 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 apprised if deemed appropriate.

Applicants will be informed in writing about the result of the prequalification process at IBA website or via e-mail to all applicants at their provided e-mail address.

Redressal of Grievances

Client in accordance with provisions of Sindh Public Regulating Authority (SPPRA) Rule, 2010 ammended 2019 shall constitute a Grievance Redressal Committee comprising of odd no of persons with proper powers and authorization to address the complaint if any with the following mandate;

- i. Any Applicant feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than *ten days after the announcement of the applicant evaluation report.
- ii. The Committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint
- iii. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Fake information will result disqualification of the applicants with black listing

Joint Venture (JV)

Joint Venture must comply with the following requirements:-

- a. Following are minimum qualification requirements:-
 - (i) The members of the joint of Venture shall not be more than three (3)
 - (ii) The JV is considered as **one applicant**. The lead partner of the JV shall secure at least Fifty (50) percent of the maximum points against qualification / evaluation criteria given above.

- (iii) **If scope of work is divided among** JV partners then each of the partners shall secure at least Twenty five (25) percent of the maximum points, against qualification / evaluation criteria given
 - (iv) The JV must **collectively** satisfy the qualifying / evaluation criteria for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity for above.
- b. Change in Joint Venture shall be discouraged. If any such situation arises the applicants qualification shall be re-assessed and any change in a prequalified JV after prequalification, shall be subject to the written approval of IBA 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 IBA, 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 liabilities with respect to the completion of 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 prequalify 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 after evaluation from IBA.

Conflict of Interest

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. Any such association may result in disqualification of the Applicant.

6.0 Section III. Application Forms;

A-I Application Submission Form (*The covering letter is to be submitted by the interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead*)

Date: _____

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 -----copies*) 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:

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:

A-III**General Experience Record****Details of Contracts of Similar Nature and Complexity completed over the last 05 years**

Sr. No.	1	2	3	4	5
Name of Contract:					
Country:					
Name of Procuring Agency With Address, Tele, Fax.					
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/Rs:					
Date of Award:					
Date of Completion					

(i) 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	Value of Contract	Name of Procuring Agency	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.				
2.				
3.				

(ii) Projects executed in similar geographical conditions in last five (5) years.

Sr. No.	1	2	3	4	5
Name of Contract:					
Country & location					
Name of Procuring Agency With Address, Tele, Fax.					
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/Rs					
Date of Award:					
Date of Completion					

A-IV

4 (A) Personnel Capabilities

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

Sr. No.	Title of Position	Name
1		
2		
3		
4		
5		

A-V

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

4(B) Curriculum Vitae (CV) for Proposed Experts

1. **Proposed Position:** _

2. **Name of Expert:** _____

3. **Name of Firm:** _____

4. **Current 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

A-VI

5. 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).

Equipment Capabilities (owned by the contractor/firm)

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						

Equipment Capabilities (leased/ rented by the contractor/firm)

Sr. No.	Name of Equipment	Mention whether leased or rented	Name of owner	Address of owner	Contact name and 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						

A-VII

6. Financial Resources.

Banker's Information:

Sr. NO.	Name Bank & Address of	Contact name and title	Telephone, Fax & E- Mail Address

A Financial Status: Summarize actual assets and liabilities in Pak Rupees for the previous three years.

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)			

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

Section IV.

Scope of Contract:

1.1 Back Ground :

Institute of Business Administration Karachi is one of the oldest leading & Most prestigious Business School of the Country. Presently it is operating Two Campus with around four thousand students enrolled, One at Garden Road Campus known as City Campus spread over about 3.5 Acres with high rise academic buildings and the 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 Solar PV power plant Roof Top Mounted , Car Port Mounted and Bus Port Mounted and has decided to carry out the bidding 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 730 KWp

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

1.3 Connectivity :

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

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 and 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 contractors 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.