



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

PREQUALIFICATION DOCUMENT

FOR

SELECTION OF CONTRACTORS FOR CONSTRUCTION OF GIRLS HOSTEL PHASE-II

AT

STAFF TOWN INSTITUTE OF BUSINESS ADMINISTRATION KARACHI

October 2021

PROJECT DEPARTMENT INSTITUTE OF BUSINESS ADMINISTRATION KARACHI

**INSTITUTE OF BUSINESS ADMINISTRATION IBA KARACH UNIVERSITY ENCLAVE
UAN 111-422-422 Fax 92-21-99261508 WebSite: www.iba.edu.pk**

NOTICE FOR PRE-QUALIFICATION OF CONTRACTORS

For the Construction of Girls Hostel Phase-II at IBA Staff Town

The Institute of Business Administration, Karachi intends to pre-qualify contractors for the above cited project with the following relevant details: -

- Scope: Pre-Qualification of Contractors for Construction of IBA Girls Hostel Phase-II
- Location: IBA Staff Town at Karachi University Enclave Karachi
- Project Period: 12 (Twelve) Months

Eligibility Criteria for the Bidders

- A. Duly registered by the Pakistan Engineering Council (PEC) in category C4 of the Works and CE-01, CE-10, ME06, EE-03, EE-04, EE-05, EE-10. Valid PEC registration Certificate is required.
- B. Having executed at least Three projects of similar nature during past five years of Minimum Project Completion cost PKR 120 Million each. Documentary evidence (Completion Certificate) is required.
- C. Valid Registered with FBR, SRB.

Prequalification document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day from October 15, 2021 till November 03, 2021 before 3 pm. Alternatively, the prequalification document can be downloaded from the IBA website (mentioned below).

Sealed envelopes should be dropped in the prequalification box placed at the Security Office, Gate # 4, IBA Main Campus, University Enclave Karachi and will be opened at Room # G-13, Aman CED Building, IBA Main Campus on November 03, 2021 at 3:30pm in the presence of the bidders' representatives who may wish to attend. In case of holiday the prequalification shall be opened / received on the next working day at same place and time. The Evaluation result shall be informed to the bidders in due course and only successful bidders shall be invited to bid further.

The prequalification documents fee of Rs.5,000/- has to be paid via fee challan to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd.

ADDRESS

IBA, Main Campus, University Enclave, Karachi 75270
111-422-422 Fax (92-21) 99261508
Contact Person Senior Manager Contracts on 38104700 ext: 2517
Email nmalik@iba.edu.pk Website <https://www.iba.edu.pk/tenders/>

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 Registered Office 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

be clearly marked "Application for Pre-qualification for " **Construction of Girls Hostel Phase-II at Staff Town Institute of Business Administration University of Karachi Enclave 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 disqualification 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 November 03, 2021 at 3.00 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 C4 of the Works and CE-01, CE-10, EE-03, EE-04, EE-05, EE-10, ME-06 or above and in discipline for 2020 /2021 year;
- (ii) Active Tax Payer & valid NTN
- (iii) Registered with SBR (Sindh Board of Revenue)
- (iv) Provide *affidavit on stamp Paper of not black listing* & obstructive practice as per SPP Rules

Aggregate Qualifying Score is 70%, 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 Building Constr. business **05 Marks**

Above 10 years 5

Up to 10 years 3

Up to 3 years 2

(Attach PEC license for each year)

(ii) Office presence **05 Marks**

In Karachi ,Sindh, & any other province of Pakist 05 Marks

In Karachi & other City of Sindh only 04 Marks

In any other City of Sindh Only 03 Marks

In any other Province only 02 Marks

(B)General Experience Record 35 Marks

Projects of similar nature and complexity of Completion

Cost PKR 120 Million Minimum Each completed in last 05 years.

Three (3) or More Building Projects 20 Marks

Up to Two (2) Projects 10 Marks

One (1) Project 05 Marks

(Attach satisfactory completion certificates)

i. Projects of similar nature 120 Million or more 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

30 Marks

Sr. No	Description/Position with qualification & experience	Number Required	Marks assigned	Remarks
1	Project Manager : BSc (Civil. Engg.) registered with Pakistan Engineering Council (PEC) Evidence for Association with firm is mandatory like With holding Tax deduction Certificate etc.	1 Nos.	15	a) 15 Marks for experience above Ten years b) 10 Marks For Experience above Five Years and less than ten 10 years. c) 5 Marks For Experience less than 5 Years (One Mark for Each Year) (Attach Tax payment challans showing at least 1 year continuous employment with firm.
2	Project Engineer: BSc (Civil. Engg.)/ B.Tech /DAE registered with Pakistan Engineering Council (PEC) Evidence for Association with firm is mandatory like With holding Tax deduction .	1 No	5	a) 05 Marks For Experience of More than 5 Years b) 03 Marks for 3 to 4 years c) 02 Marks for less than 3 years (Attach Tax payment challans showing at least 1 year continuous employment with firm.
3	Site Supervisor : DAE (Elect./Mech) with experience of 5 years or above.	1No	4	a) 01 Marks for experience of 2 to 3 years. b) 04 Marks 5 years or more..
4	Site Supervisor : DAE (Civil.) DAE(Mech) with experience of 5 years or above.	1No	4	a) 01 Marks for experience of 2 to 3 years. b) 04 Marks for 5 years or more..
5	Site Surveyor :DAE (Civil.) with experience of 5 years or more .	1No	2	a) 01 Marks for experience of 2 to 3 years. b) 02 Marks for 5 years or more..

(D) Equipment Capability**05 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	Conc. Mixer Min. 1 Bag Capacity	2
2	Form Work with Scaffolding Pipes Min10000 Sft	1
3	Steel Cutting Machine	1
4	Pick up	1

High value equipment at Sr. No 2,3 & 4 should be an option to own, lease or hire.

(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.

Contractor shall provide each worker Safety shoes, safety helmet, goggles & fire extinguisher 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).

Estimated Cost of Project for Purpose of financial Soundness assessment = 120 M

S.No	Working Capital in hand	Marks Assigned	Criteria for Marks Obtained
1	i) More than 40 Million ii) 26 Million to 40 Million iii) 16 Million to 25 Million iii) Less than 15 Million	20	<ul style="list-style-type: none">➤ 20 Marks for Cash in hand / Credit line More than 40 Million➤ 16 Marks for Cash in hand / credit line equal or more than 26 M but less or equal to 40 Million➤ 8 Marks for Cash in Hand / limit equal more than 15 Million but equal or less than 26 Million.➤ 4 Marks for working capital or credit line less than 15 Million

(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.

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)*

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>	
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="536 1688 968 1803">Name:</td> <td data-bbox="968 1688 1447 1803">Country:</td> </tr> </table>	Name:
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. 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.

Sr. NO.	Name Bank	&	Address of	Contact name 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.

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 Construction Of Girls Hostel Phase-II at IBA Staff Town Karachi University Enclave Karachi and has decided to carry out the bidding process for selection of the Bidders to whom the Project(s) may be awarded.

1.2 Scope of Work :

The Proposed Project is an Extension of the Existing IBA New Girls Hostel Phase-I and Comprises of the Following Components :

- a) Block I Ground Plus Two Stories 8 Accommodation at each floor
- b) Block II Ground Plus Two Stories 16 Accommodation at each floor
- c) Tennis Court
- d) Volley Ball Court
- e) External Development
- f) Horticulture
- g) Roads , Paths & Parking

The Scope of Work includes the following works :

- a) Building (Civil Works)
- b) Plumbing, water supply, HVAC & Fire suppression Works
- c) Electrical Works
- d) Security and Net Working
- e) Horticulture
- f) Roads, Path & Parking