



**INSTITUTE OF BUSINESS ADMINISTRATION (IBA)
KARACHI**

**DOCUMENTS FOR
PRE- QUALIFICATION OF CONTRACTORS**

FOR

***CONSTRUCTION OF 32 NOS FACULTY APARTMENTS PHASE -II
IBA STAFF TOWN UNIVERSITY OF KARACHI ENCLAVE KARACHI***

**PLANNING & DEVELOPMENT DEPARTMENT
INSTITUTE OF BUSINESS ADMINISTRATION KARACHI**

Date of Issue : September 26, 2024

Last Date of Submission : October 16, 2024 (3:00 pm)

Date of Opening : October 16, 2024 (3:30 pm)



Introduction

The basic aim of the pre-qualification is intended to select, early in procurement proceedings, constructors that are Technically & financial sound and qualified enough to perform the contract with in time and budget. The prequalification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large or medium civil works contracts where quality and timely completion of the project is priority. It is also applied to , turnkey contracts, and contracts for the fabrication of expensive and technically complex plant and equipment. This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover and that, can provide all the equipment material and manpower skill as well as required in a timely manner and will be only invited to submit bids. Thus assessment by an implementing agency of the suitability of firms to carry out a particular contract **prior** to being invited to submit a bid is a process called **prequalification**.

1. Sindh Public Procurement Rules 2010

When and how to engage in the pre-qualification process, is clearly explained in SPP Rules 27 & 28, 2010 and same may be referred for further guidance.

2. The Prequalification Process

3. Advertisement and Notification

The Invitation for Prequalification (IFP)/Pre-qualification notice shall be advertised in the manner explained in the SPP Rules 15, 17 & 18 of 2010.

4. Preparing and Issuing of Prequalification Document

The Procuring Agency is responsible for preparing and issuing the Prequalification Document to all interested bidders. All information and data particular to each individual prequalification process must be provided by the agency in the following sections of the Prequalification Document:

5. Section I. Instructions to Bidders (ITB);

6. Section II. Eligibility & Evaluation/Qualification Criteria;

7. Section III. Application Forms;

8. Section IV. Scope of Contract



NOTICE INVITING TENDER FOR PRE-QUALIFICATION OF CONTRACTORS

CONSTRUCTION OF 32 NOS FACULTY APERTMENT PHASE-II AT IBA STAFF TOWN KARACHI
UNIVERSITY OF KARACHI ENCLAVE KARACHI

- INSTITUTE OF BUSINESS ADMINISTRATION IBA KARACHI has *arranged* funds for the Project/Scheme cited above with Scope, Estimated Cost and other details are as under:-

**(i) Scope: Construction of 32 Nos Residential units comprising of 4 block
ground plus 3 RCC Frame Structure.**

(ii) Estimated Cost: PKR 450 Millions

(iii) Project Period: 18 Months

➤ **Eligibility:**

- a. The Employer invites sealed bids, for prequalification of Contractors, from eligible firms licensed by the Pakistan Engineering Council valid for the year 2024 in Category C-3 or above with specialization codes CE-01, CE-02, CE-09, CE-10, CE-11, BC-01, EE-06, EE-11.
- b. Having Experience of Similar Projects & having in hand of same nature Projects.
- c. Active Tax Payer and Valid Registration with FBR & SBR.

- **Pre-qualification documents:** Interested firms/contractors can obtain the prequalification documents from the address mentioned below on payment of nonrefundable fee of **Rs 10000/- through pay order in favor of Institute of Business Administration (IBA) Karachi or Challan submitted in Mezzan Bank Ltd.**

- Documents can be down loaded from IBA web site or SPPRA Web Site or dispatched by Courier service on the written request for which cost of mail i.e. 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.

- **Dead line of Issuance of Documents:** Documents will be issued to interested firms up to October 16, 2024.

- **Dead line of Submissions:** Documents duly filled and attached with relevant certificates must reach on the address mentioned herein below on or before **3:00 PM, October 16, 2024.**

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

Address : **Office of the Senior Procurement Manager
1st Floor, Offices & Store Building
IBA main Campus University Enclave Karachi**

- *Procuring Agency* 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 01 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
- c) be clearly marked "Application for 32 Nos Faculty Apartment , Phase- II, Package 1"

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.

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 opening of bid.

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 (*mention the date & time*). 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. Subcontractor'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.



5.0 Section II: Evaluation/Qualification Criteria.

The qualification criteria is based on Marks /Score basis.

1. Criteria based on Marks/Score.

Mandatory Provisions/Eligibility: Firms/Contractors must possess

- (i) valid registration certificate of PEC in the category **C – 3 or above with 20 PCP Marks;**
- (ii) valid registration certificate from income tax authority (NTN) and active tax payer.
- (iii) No black listed. (*Attach all certificates and affidavit of not black listing*)
- (iv) *No litigation (An affidavit of no litigation) and if there is, attach kindly the details and present status. .*

Aggregate Qualifying Score is 60%, but it is mandatory to obtain at least 50% in each of the following sections.

- | | |
|--|-----------------|
| (A) Company Profile. | 15 Marks |
| i. Period since Firm/Contractor is in construction business | 10 Marks |
| 1 to 5 years | 02 Marks |
| Up to 10 years | 05 Marks |
| Above 10 years | 10 Marks |
| <i>(Attach PEC license establish of firm shall be consider from the date of Registration in PEC)</i> | |
| ii. Office facilities | 05 Marks |
| In Karachi | 05 Marks |
| In Sindh province, other than Karachi | 03 Marks |
| <i>(Attach Documentary Evidence like owner ship, Rental agreement or utility bills)</i> | |
| (B) General Experience Record | 35 Marks |
| i. Projects Completed of similar nature and complexity | 20 Marks |
| completed over last 03 years (In public / Private or corporate Sector). | |



Residential Multistoried Projects involving Building Civil, MEP, Sewerage
& water supply network, Electrical Infra Structure etc
minimum Project cost PKR 250 million

4 Marks for each Project

*(Attach satisfactory completion certificates & Project
Photographs)*

- ii. Projects of similar nature and complexity in hand(In Public & Private Sector) 15 Marks
- a) 10 Marks for a project having cost of Rs.300 _Million
or above.
- b) 5 Marks for each single project having cost of Rs.200 Million
or above.



(C) Personnel Capabilities required for this project

30 Marks

Sr.	Description / Position with Minimum Qualification & Experience	Marks Assigned	Remarks
1	<p>Project Manager (01 No.) BE/ME (Civil) registered with Pakistan Engineer council (PEC) having experience of 10 years or above.</p>	10	<p>06 Marks BE qualification for 10 Years or more post graduation experience. or ME with 8 or more years of experience after Masters. 02 Marks Registered as a Professional Engineer with PEC. 02 Marks Completion of similar nature Multi stored building) 02 project. 1 mark for each project</p>
2	<p>Construction Engineer (01 No.) B.E /ME. (Civil) registered with Pakistan Engineering Council (PEC) having experience of 5 years or above.</p>	05	<p>05 Marks BE (Civil) having post qualification Experience 5 years or more 02Marks BE(Civil) having less than 5 years post Graduation experience.</p>
3	<p>Contract /Cost Engineer (01 No.) B.E. (Civil) registered with Pakistan Engineering Council (PEC) having experience of 5 years or above. Or DAE (civil) with at least 10 years or more experience.</p>	05	<p>05 Marks BE (Civil) 5 years or more post-graduation working experience. or DAE (Civil) 15 years or more post DAE working experience 03 Marks BE (Civil) less than 5 years but more than 2 years post-graduation working experience. DAE (Civil) 10 to 15 years post DAE working experience.</p>
4	<p>Site Supervisor in Civil (02 No.) DAE in Civil having minimum 10 years of relevant experience .</p>	04	<p>02 Marks For DAE (Civil) 15 years or more post DAE working experience – 2 Marks</p>



			DAE (Civil) 10 to 15 years post DAE working experience – 1 Mark
10	Quantity Surveyor (Civil) 1Nos DAE in Civil having minimum 10 years of relevant experience	04	04 Marks DAE (Civil) 15 years or more post DAE working experience – 4 Marks DAE (Civil) 10 to 15 years post DAE working experience – 2 Marks
15	Rivet / CAD Operator (Civil) 01 Nos DAE in Civil having relevant experience of 05 years or above.	02	02 Marks 02 Marks Post qualification Experience 05 years or more 01 Marks having experience less than 5 years.

(Documentary Evidence of Employment is required.)



(D) Equipment Capability

10 Marks

- (a) *Critical equipment and number required for the Project shall be specified by the Procuring Agency. (Annexure)*
- (b) High value equipment should be an option to own, lease or hire.
- (c) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

(Details are to be provided in the attached form)

(E) Financial Soundness /Status

10 Marks

For Financial Status assessment, the Applicants may be required to submit Audited Financial Statements for the last three years (21 -22 – 23) , Bank Statement for last three 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.

Average Annual turnover rounded of equivalent of the estimation of the cost of the project

- | | | |
|------|--|----------|
| i. | Less than 10% of Estimated Cost of this Work | 00 Marks |
| ii. | 11 - 15% of Estimated Cost of this Work | 02 Marks |
| iii. | 16 - 25% of Estimated Cost of this Work | 04 Marks |
| iv. | 26 – 50 % of Estimated Cost of This Work | 06 Marks |
| v. | 51 - 75% of Estimated Cost of this Work | 08 Marks |
| vi. | 76- 100% of Estimated Cost of this Work | 10 Marks |

Estimated Cost of This Project is PKR 450 Million (PKR Four hundred Million)



(F) Financial:

- (i) Documentary evidence of financial position, bank statement or audited accounts of the last Three (3) years.
- (ii) Average Annual turnover of the last three years should not be less than the estimated cost of the work.

(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)*

Date: _____

To

[Name and address of the Procuring Agency]

Dear Sir,

Subject: Pre-qualification of Contractors for Construction of Infrastructure Works.

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 **(01) original with 02 copies** of pre-qualification documents and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s) , issued in accordance with ITB Clause 6.
- (b) 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.
- (c) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (d) 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: Project Director, Project Implementation Unit 1st Floor, Block-A. Finance & Trade Centre, Shakra-e-Faisal, Karachi

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

REGISTRAR

Institute of Business Administration IBA Karachi

1st Floor, Fauji Foundation Building

IBA Main Campus University of Karachi Enclave, Karachi



A-II

1. 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):	
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: Email address:	
7.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:



A-III

2. General Experience Record

(i) 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					



(ii) 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



(iii) 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).

A. 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						



B. 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.

A. Banker's Information:

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

B. 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)			



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



Section IV. Scope of Contract: *(Description of works and Period of completion)*

The Scope of the Project includes but is not limited to the following :

- 1. Construction of Residential /Commercial Multistoried Frame Structural RCC Building including MEP internal works of the building**
- 2. Construction of Storm Water Drainage / Rain water Drainage**
- 3. Development of Electrical Infrastructure**
- 4. Surveillance Security System**
- 5. Fire suppression system**
- 6. Ancillary Building Works**



Annexure - I

(I) Concrete Batching Plant (30cuM/hr Cap.)	1 No
(ii) Shuttering (form work) --- sq ft	20000 Sq Ft
(iii) Concrete Pumps	2 Nos
(iv) Vibrator	4 Nos
(v) Dumper Trucks	2 Nos
(vi) Shower/ Loader/ Backhoe	1 Nos
(vii) Steel cutting & Bending Machine	2Nos
(viii) Concrete Transit Mixer (6 cu M/hr)	2 Nos
(ix) Scaffolding Pipe	40000 RFT

Note: The following formula is applicable to evaluation criteria based on marks/score only.

- a. *If the available quantity of each equipment is less than specified limit, give weightage as under:*

$$T = M \times (A / \text{Required Quantity})$$

- b. *If the available quantity of each equipment is more than the minimum equipment requirement full marks will be given.*

*A = Available quantity of each equipment
of each Item. T = Marks
obtained*

M = Marks assigned