



**PRE QUALIFICATION OF CONSULTANTS
FOR FEASIBILITY STUDIES, DESIGN /
VETTING OF DESIGN, BIDDING
DOCUMENTS , BID EVALUATION AND
RESIDENT SUPERVISION ETC, ETC FOR
SMALLER CONTRACTS IN PIEDMC**

**PROJECT OUTLINE
AND
PREQUALIFICATION CRITERIA**

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1. INTRODUCTION

1.1 PROJECT OUTLINE

1. The Client “Punjab Industrial Estate Development & Management Company” (PIEDMC) has been established by Government of Punjab, with the main objective to develop a chain of new industrial estates along with upgrading the existing ones in a dynamic and innovative manner, making ancillary arrangements related to the development of infrastructure, meeting the new challenges of WTO regime and providing solutions to the problems of prospective entrepreneurs.

The Competent Authority has issued the directive to hire the Consultants for Design/ Vetting of Design, Bidding Documents , Bid Evaluation and Resident Supervision etc etc for smaller contracts in PIEDMC. The brief Scope of work is as under:-

- a. Preparation of Feasibility Studies for new Industrial Estates in Punjab under PIEDMC
- b. Third Party Validation of Development Works
- c. Preparation of Design / vettingof design prepared in-house by PIEDMC
- d. Preparation / Vetting of Engineers Estimates
- e. Preparation / Vetting of Bidding Documents including Instruction to Bidders, Conditions of Contracts Part-I & II, Bill of Quantities (BOQ) and Technical specifications.
- f. Technical / Commercial Evaluation of Bids and Proposals.
- g. Resident Supervision
- h. Verification and processing of IPCs and Payments
- i. Verification of Claims (if any)

2. INVITATION FOR PRE-QUALIFICATION

Date:

Contract No:.....

1. Punjab Industrial Estates Development and Management Company(PIEDMC) was established by the Government of Punjab and initially was provided funds to finance the projects where as now it is mostly on self financing mode as such eligible for payments under the contract for which this Invitation for Pre-qualification is issued.
2. The Punjab Industrial Estate Development and Management Company(PIEDMC) hereinafter the Employer intends to prequalify consultants for the Works. **“Pre Qualification Of Consultants For Design / Vetting Of Design, Bidding Documents , Bid Evaluation and Resident Supervision etc etc For Smaller Contracts In PIEDMC”**.
3. Pre-qualification is open to Consultants/ Joint Ventures who are registered as a firm with PEC and may apply for pre-qualification for the above Project.
4. The Firms / Consultants may obtain the prequalification documents from the office of the Employer, i.e. Punjab Industrial Estates Development and Management Company (PIEDMC), Commercial area (North),Sundar Industrial Estate, Raiwand Road, Lahore.
5. A minimum requirement for pre-qualification will be as follows:
 - Consultants registered with Pakistan Engineering Council.
 - Detail of organization with office address and experience record.
 - List of Key Personnel/ Staff available and capabilities.
 - Complete details of similar projects completed during the last 5 years.
 - Capabilities of the Applicant.
 - Enlistment certificate with the government departments.
 - Certificate to the effect that the applicant is not involved in litigation with any department nor has ever been black listed by any department.
7. Applications for Pre-qualification must be delivered in sealed envelopes by hand or through registered mail, to:

General Manager (Planning and Contracts), Punjab Industrial Estates Development and Management Company (PIEDMC), Commercial Area (North), Sundar Industrial Estate, Raiwand Road, Lahore not later than 16th July 2018 upto 11:00 am and be clearly marked “Application for hiring of Consultants for **Pre Qualification Of Consultants For Design / Vetting Of Design, Bidding Documents, Bid Evaluation and Resident Supervision etc etc For Smaller Contracts In PIEDMC”. The same will be opened on the same day at 11:30 am in Board room of PIEDMC.**

8. The Punjab Industrial Estates Development and Management Company (PIEDMC) reserves the right to reject late applications.
9. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms of consultants and joint ventures prequalified under this process will be invited to bid.

3. INSTRUCTIONS TO APPLICANTS

3.1 SUBMISSION OF APPLICATIONS

- 3.1.1 Applications for pre-qualification One (1 No.) original and One (1 No.) copy must be received in sealed envelopes to be delivered by hand or through registered mail to: **General Manager (Planning & Contracts)**, Punjab Industrial Estates Development and Management Company (PIEDMC), Commercial Area (North), Sundar Industrial Estate, Raiwand Road, Lahore.
- 3.1.2 The name and mailing address of the Applicant shall be clearly marked on left hand side of the envelope.
- 3.1.3 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights for dis-qualification incase of non-compliance of the above requirement.
- 3.1.4 The Applicants 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 Applicant.
- 3.1.5 The clarification may be obtained from office in working hours (9:00 AM to 5:00 PM) by written or oral at the following address;

General Manager (Planning and Contracts),

Punjab Industrial Estates Development and Management Company
(PIEDMC) Commercial Area (North), Sundar Industrial Estate,
Raiwand Road, Lahore.

3.2 QUALIFICATION CRITERIA

3.2.1 General

Pre-qualification will be based on all the criteria given in succeeding paras 3.2.2 to 3.2.5 regarding the Applicant's Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-consultants experience and resources shall not be taken into account in determining the Applicant's 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. The Weightage/Marks for different categories will be followed as per table given below:

Sr. No.	Category	Weight age/Marks
1.	General Experience	40
2.	Personnel Capabilities for Designing	40
3.	Software/ Equipment Capabilities	10
4.	Financial Position	10
Total:		100

Note: Prequalification status shall be decided on the basis of Pass/Fail. The applicant must secure at least 50% score in each category and 65% on aggregate.

The further detailed criteria for each category may be developed as given under the each head as follows:

3.2.2 General Experience

Credit Marks for experience shall be awarded on the basis of following qualifications:

Sr. No.	Description	Maximum Points
i)	Projects of similar nature and complexity completed over latest 5 years (Minimum 3 Projects / 10 marks against each project).	30
ii)	Projects of similar nature and complexity in hand. (Minimum 01 Project / 10marks against each project)	10
Sub-Total:		40

3.2.3 Personnel Capabilities

Personnel should be registered with PEC / PCATP. Credit Marks shall be awarded under this category using the following criteria

Sr. No.	Description	Maximum Points
i.	Team Leader , should be post graduate in civil engineering and minimum 10 years' experience in designing of Infrastructure / Building works.	10
ii	Highway Design Engineer/Pavement Design Engineer , must be post graduate in highway design engineering and having minimum 07-years experience in pavement design.	7
iii	Public Health Engineers , must be post graduate in public health engineering and having minimum 7-years experience in water supply and sewerage design network of infrastructure works.	7
iv	Structure Engineer must be post graduate in environmental engineering/science and having minimum 07-years experience in development of EIA reports of infrastructure works	7
v	Supporting Staff , AutoCAD / 3D Max Draughtsmen, Documentation staff etc.	9
Sub-Total		40

3.2.4 Software/ Equipment Capabilities

Credit Marks shall be granted on the basis of the following criteria for various kinds of software's relevant for the Project:

Sr. No.	Software	Maximum Marks
1.	STAD, SAP, E-TAB, Water & Sewerage Analysis Software, Road Cal.	5
2.	Auto Cad, 3D Studio Max, Adobe Photoshop, Microsoft Office	3

3.	Plotter, Printer, Scanner, Copier, Fax	2
Sub-Total		10

3.2.5 Financial Position

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Description	Maximum Marks
i)	Working Capital in last 3 years.	5
ii)	Registration with Income Tax Department.	1
iii)	Litigation History	1
iv)	Audit Statement for last 3 years.	3
Sub-Total		10

3.3 JOINT VENTURE (JV)

3.3.1 Joint Venture must comply with the following requirements:-

- a) Following are minimum qualification requirements:-
- i) The lead partner shall meet not less than 51 percent of all qualifying criteria given in paras 3.2 and 3.5 heretofore.
 - ii) Each of the partners shall meet not less than 25 percent of all the qualifying criteria given in paras 3.2 and 3.5 heretofore.
 - iii) The joint venture must collectively satisfy the criteria of paras 3.2, 3.3 and 3.4, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras 3.5 and 3.6 heretofore.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Engineer/Employer 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 the Employer, 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 liability with respect to the contract.

3.3.2 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 of the Employer.

3.4 CONFLICT OF INTEREST

3.4.1 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.

3.5 UPDATING PREQUALIFICATION INFORMATION

3.5.1 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.

3.6 OTHER FACTORS

3.6.1 Only firms and JVs 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 who are used by more than one bidder.

3.6.2 The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those prequalified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Employer 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 debriefed if solicited.

- 3.6.3 Applicants will be informed in writing by fax or mail within 45 days of the date for submission of applications.

4. EVALUATION/SHORTLISTING CRITERIA

- Enlistment as a firm with PEC
- Detail of Organization with office address and experience record.
- List of key personnel / Staff available and capabilities along with proof of association with the organization for last 3 years.
- Financial soundness duly verified by the Bank.
- Complete detail of similar projects completed during the last five years. The detail must include location, cost and details about the employers along with performance certificates.
- List of Software's/ Equipment Capabilities of the firm.
- Enlistment certificates with the govt. departments.
- Certificate to the effect that the firm / company is not involved in litigation with any department nor has ever been black listed by any department.

LETTER OF APPLICATION

Date:.....

Contract No:

To:

General Manager (Planning & Contracts)

Punjab Industrial Estates Development and Management Company (PIEDMC),
Commercial Area (North), Sundar Industrial Estate, Raiwand Road, Lahore.

Sir,

1. Being duly authorized to represent and act on behalf of (“the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract under the “Pre-Qualification of Consultants For Design / Vetting Of Design, Bidding Documents , Bid Evaluation and Resident Supervision etc etc for Smaller Contracts in PIEDMC”.

Contract No.	Description of Contract
1.	
2.	

2. Attached to this letter are copies of original documents defining:
- (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide

Form - A

such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. The Client and its authorized representatives may contact the following persons for further information, if needed.

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - (b) The Client reserves the right to: demand 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; and project or accept any application, cancel the prequalification process, and reject applications; and
 - (c) The Client shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
 - (d) The Client shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) hereabove.

Applicants who are not joint ventures should delete Para 6&7 and initial the deletions.

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.

Form - A

7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
- (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed: _____
Name: _____
For and on behalf of
(Name of applicant or lead partner of a joint venture)

Signed _____
Name _____
For and on behalf of
(Name and signature of other partners of the joint venture)

GENERAL INFORMATION

1.	Name of Firm:	
2.	Head Office Address:	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex:
5.	Place of Incorporation/Registration	Year of incorporation/registration

NATIONALITY OF OWNERS		
	NAME	NATIONALITY
1.		
2.		
3.		
4.		
5.		

GENERAL EXPERIENCE

Name of Applicant or partner of a joint venture

Use a separate sheet for each partner of a joint venture.

Annual Turnover		
Year	Turnover (in PKR)	Equivalent Rupees in Millions. PKR
1.		
2.		
3.		
4.		
5.		

JOINT VENTURE SUMMARY

Names of all Partners of a Joint Venture	
1.	Lead Partner
2.	Partner
3.	Partner
4.	Partner
5.	Partner
6.	Partner

Total value of annual turnover, in terms of work billed to clients,

Annual Turnover Data (Equivalent in Pak Rupees (Millions))						
Partner	Form A-2	Year 1	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
Total:						

PARTICULAR EXPERIENCE

<i>Name of Applicant or partner of a joint venture</i>
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1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7.	Equivalent in Pak Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____Years _____Months
11.	Specified Requirements

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

<i>Name of Applicant or partner of a joint venture</i>
--

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7.	Equivalent in Pak Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____Years _____Months
11.	Specified Requirements1

**CURRENT CONTRACT COMMITMENTS/PROJECTS IN
PROGRESS**

Name of Applicant or partner of a joint venture

Name of Contract	Project Value (Pak Rs.) (Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

PERSONNEL CAPABILITIES

Name of Applicant

1.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

CANDIDATE SUMMARY

<i>Name of Applicant</i>

Position	Candidate [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of employer	
	Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	Telex
	Job title of candidate	Years with present employer

Month / Dates / Years		Company / Project / Position / Relevant technical and management experience
From	To	

SOFTWARE'S/EQUIPMENT CAPABILITIES

<i>Name of Applicant</i>

Item of Equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

Omit the following information if it is owned by the Applicant or partner.

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreement	Details of rental/lease specific to the Project.	

FINANCIAL CAPABILITY

<i>Name of Applicant or Partner of a Joint Venture</i>
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Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	

Financial information in Pak Rs. or equivalent	Actual: previous three years			Projected: Next two years	
	1	2	3	4	5
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profits after taxes					

Source of Financing	Amount (Pak Rs.)
1.	
2.	
3.	
4.	

Attach audited financial statements for the last five years (for individual applicant or each partner of joint venture).

