

**PREQUALIFICATION DOCUMENT (PQD)**

**PREQUALIFICATION FOR THE PROJECT**

**“SOLARIZATION OF UNIVERSITY OF  
AGRICULTURE, FAISALABAD”**

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**PREQUALIFICATION  
TENDER NO.103/2022**

The University of Agriculture Faisalabad intends to solarize its Campuses rooftops in Faisalabad on Plant Purchase Agreement and invites prospective applicants to prequalify for design, supply, and installation as well as operation and maintenance (O&M) on Service Level Agreement (SLA) for grid-tied solar PV system on net-metering.

Firms/Companies/JVs/ legal entities or interested parties, having relevant experience may apply along with requisite documents as required in PQD. A complete set of PQD (in English) may be had from DPIC by production of deposited receipt of PKR 2000/- of **University Income Account (No. 11-9/NBP, UAF Branch)** during office working hours or download free of cost from [www.uaf.edu.pk](http://www.uaf.edu.pk).

Applications for prequalification are to be submitted in sealed envelopes, clearly marked, “Application to prequalify for Solarization of University of Agriculture, Faisalabad” and delivered to the **Directorate of Procurement and Inventory Control (DPIC), University of Agriculture, Faisalabad by 21.09.2022 up to 11:00 AM and will be opened at 11:30 AM on the same date.**

Written queries related to PQD received from prospective applicants up to (two) 2 days before the closing date would be responded through Mr. Sadat-ul-Islam, AEE, Powerhouse, ECD-M, UAF, Email: [sadatulislam@uaf.edu.pk](mailto:sadatulislam@uaf.edu.pk).

**DIRECTOR (DPIC)**  
**(For & On behalf of the Committee)**  
**Phone#041-9200898, 9200161**  
**Extn.3503/3504/3506/3506/3507**  
**Email : [dpic@uaf.edu.pk](mailto:dpic@uaf.edu.pk)**  
**[store\\_officer@uaf.edu.pk](mailto:store_officer@uaf.edu.pk)**

# **1 SCOPE OF APPLICATION**

University of Agriculture, Faisalabad (Client) intends to solarize various sites of the university, with a grid-tied solar system of 1.5MWp (999kW at Main campus, 225kW at University Community College, 150kW at Kisan Hall/Bilal Colony UAF, 100kW at Iqbal & Qasim Halls, and 26kW at Boys Hostel, PARS) on rooftops with net-metering, on Plant Purchase Agreement.

The detailed structure and features will be elaborated in the RFP to be issued to the prequalified applicants.

## **1.1 FRAUD AND CORRUPTION**

Anticorruption policy prevailing in Pakistan requires that applicants/bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of the afore-mentioned policy, the Client:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “Corrupt practice” means the offering, giving, receiving, or soliciting, of anything of value to influence the action of a public official, bidder, or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among applicants/bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;
  - (ii) “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
  - (iii) “Collusive practice” means by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain;

- (iv) Offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
  - (v) Any act of omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (vi) “obstructive practice” by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence, material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.
  - (vii) will reject a proposal for award if it determines that the applicant recommended for award of Project has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the Project; and
- (b) will sanction/impose remedial actions on an applicant or an individual, at any time in accordance with applicable laws and anticorruption policy including declaring ineligible, either indefinitely or for a stated period of time, to participate as a contractor, nominated subcontractor, consultant, manufacturer or supplier, or service provider; or in any other capacity, if it at any time determines that the applicant or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices or other integrity violations.

## **12 ELIGIBLE APPLICANTS**

- 1.2.1 An Applicant shall be an entity or any combination of entities in the form of a JV/consortium with a formal intent to enter into an agreement or under an existing agreement in the form of a JV/consortium who submits the Pre-Qualification Application for the Project.

In the case of a JV/consortium;

- (a) all partners to the JV/consortium shall be jointly and severally liable; and
- (b) a JV/consortium shall nominate a representative to act as the lead partner who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV/consortium during the pre-qualification process and, in the event the JV/consortium is prequalified, during the bidding process, and in the event the JV/consortium is awarded the Project, during Project execution.
- (c) The pre-qualified parties or any of their members cannot join other pre-qualified parties at the time of submission of technical & financial proposals.

1.2.2 An Applicant, and all partners constituting the Applicant, shall have the nationality of an eligible country, in accordance with sub-Clause 1.2.5 (Eligible Countries). An Applicant shall be deemed to have the nationality of a country if the Applicant is a national of that country; or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

1.2.3 The above requirement shall apply to the determination of the nationality of Applicant as a single entity as well as all JV/consortium partners.

1.2.4 An applicant that is blacklisted by any institute Public or Private in accordance with sub-Clause 1.1 (Fraud and Corruption) above or any other reason, at the date of submission of the Application or thereafter, shall not be considered.

1.2.5 Eligible countries shall be all the countries of the world with whom Islamic Republic of Pakistan has commercial/trade relations and those which are not subject to sanctions imposed by the United Nations Security Council.

## **2 INSTRUCTIONS TO APPLICANTS**

### **2.1 SUBMISSION OF APPLICATIONS**

2.1.1 Applications for pre-qualification (one original, two (02) hard copies along with soft copies) must be received in sealed envelopes and to be dropped into **Tender Box available in the office of Director, Directorate of Procurement and Inventory Control (DPIC), UAF not later than 21.09.2022 at 11:00 AM, clearly marked**

**“APPLICATION TO PREQUALIFY FOR SOLARIZATION OF UNIVERSITY OF AGRICULTURE, FAISALABAD” and not handed over to any person of UAF or DPIC.**

The same instructions may also be passed on to the courier service. Soft copies of application can be provided at the time of opening of PQD or E-mailed (dpic@uaf.edu.pk, store\_officer@uaf.edu.pk) after opening of PQD as well.

2.1.2 The Applicant shall enclose the original (signed and stamped) and the copies of the Application in a sealed envelope which shall:

- (a) bear the name and address of the Applicant.
- (b) be addressed to the Client; and
- (c) bear the specific identification of this pre-qualification process indicated in the PQD.

2.1.3 If the envelope is not sealed and marked as required, the Client will assume no responsibility for the misplacement of the Application, or any documents forming a part thereof.

2.1.4 The name and mailing address of the Applicant may be clearly marked on the envelope.

2.1.5 The applications shall be prepared in the English language duly typed according to the guidelines provided in Appendix-A “Application Format” and Appendix-B “Submission of Applications”. Information in any other language shall be accompanied by its translation in English. Non-compliance of the above requirement may result in the rejection of the Applicant.

2.1.6 The Client shall not consider any application that arrives after the deadline for submission of applications. Any Application or any document received by the Client after the deadline for submission of applications shall be declared late, rejected, and returned unopened to the Applicant.

2.1.7 Applicants may request the office of the **Mr. Sadat-Ul-Islam, AEE, Powerhouse, ECD-M, UAF**, or **Email (sadatulislam@uaf.edu.pk)** for the clarification about the Project or the PQD during office hours not later than two (02) days before the deadline for submission but no document will be received/considered after the due date as indicated in the Invitation.

### 3 QUALIFICATION CRITERIA

#### 31 GENERAL

Pre-qualification will be based on the criteria given hereunder regarding the Applicant's Experience Record, Financial Soundness, and Local Registration/Affiliation Requirements as demonstrated by the Applicant's responses in the forms given in this PQD and necessary evidence provided along with the Application. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, JV experience and resources shall be considered. Consortium or Association of applicants will be considered for similar treatment as in case of JV.

Failure of an Applicant to provide essential information may result in disqualification.

#### 32 PRE-QUALIFICATION CRITERIA

Save as otherwise provided in the PQD, qualification or disqualification shall be based on the requirements mentioned in the below table.

<b>Sr. #</b>	<b>Criteria</b>	<b>Pass/Fail</b> <i>(applicant failing in any of the following criteria will be disqualified)</i>
1	Basic Eligibility: <ul style="list-style-type: none"><li>(a) Registered with the Pakistan Engineering Council (PEC) (Provide Registration Certificate);</li><li>(b) Have National tax number, Sales tax number (provide NTN &amp; STRN certificates);</li><li>(c) Provide an affidavit on letterhead declaring no blacklisting from any government agency or an international financial institution;</li><li>(d) Provide either Letter of Intent from each member or copy of the existing agreement in</li></ul>	



	<p>case of JV/ Consortium (the documents to be submitted by the applicant will indicate at a minimum Lead member, compliance statement with the requirements of this pre-qualification document);</p> <p>(e) Have Alternative Energy Development Board (AEDB) registration (Provide registration certificate);</p>	
2	<p><b>Relevant Experience:</b></p> <p>a) Have installed and commissioned a solar power project of similar nature of at least 500 kWp on turn-key basis for residential or commercial or industrial, or governmental institution over the last five (5) years (provide project completion certificates from clients for each project with clear address and phone number of client);</p>	
3	<p><b>Financial Position:</b></p> <p>a) A minimum sale volume of PKR 30 million in any one of the last five (05) years (Provide Income tax return/Audited accounts).</p>	

## **4 JOINT VENTURE (JV)**

### **4.1 *Joint Venture must comply with the following requirements:***

- a. Following are minimum qualification requirements for a JV:
  - i) Maximum number of JV/Consortium Partners shall be limited to three (03). The Lead Partner must hold at least 51% share in JV/consortium.
  - ii) The applicant/JV/Consortium must collectively satisfy the criteria of section 3.2 for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity.
  - iii) Blacklisting of any of the consortium members, as provided in 1(c) of section 3.2 above, will lead to disqualification of the consortium.
- b. At the Bidding Stage, the Bid shall be signed by all members in the JV/Consortium so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV/Consortium agreement providing the joint and several liabilities with respect to the contract.

## **5 CONFLICT OF INTEREST**

- 5.1 The Client considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. The Client will take appropriate actions to manage such conflicts of interest, which may include rejecting a proposal for award of the Project if it determines that a conflict of interest has affected the integrity of the procurement process.

## **6 UPDATING PREQUALIFICATION INFORMATION**

- 6.1 Applicants shall provide such evidence of their continued eligibility satisfactory to the Client on its request. At the Bidding Stage, the prequalified Applicants shall be required to update the financial, personnel and other information used for prequalification 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.

## **7 OTHER FACTORS**

- 7.1 Only firms and JVs/consortium that have been prequalified under this procedure shall be invited to bid. If an applicant submits more than one application, singly or as a JV, both applications for prequalification shall be rejected.
- 7.2 The Client reserves the right to annul the pre-qualification process without thereby incurring any liability to the applicants: Applicants will be informed, in due course of the result of the evaluation of applications
- 7.3 All the forms must be completed without any alteration or modification to their format. Failure to provide complete information may result in disqualification of such Applicant.
- 7.4 Each form shall be duly signed by the Applicant or by the duly authorized representative of the Applicant. Such authorization shall be supported/indicated by a written power of attorney on letterhead, which shall be attached with the Application.
- 7.5 The power of attorney shall be on letterhead and attested, stamped, and signed by all partners, indicating that the person(s) signing the Application has(ve) the authority to sign the Application for prequalification.
- 7.6 Information relating to the evaluation of Applications shall not be disclosed to the Applicants or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.
- 7.7 To assist in the evaluation of Applications, the Client may, at any stage during the course of the pre-qualification process, ask any Applicant for additional information or supporting documentation in respect of any matter associated with the documentation submitted by the Applicant in its application. If an Applicant does not provide additional information or clarifications of the information requested by the date and time set in the client request for clarification, its application may be rejected.
- 7.8 The Client may reject Application, which is not responsive to the requirements of the PQD.
- 7.9 The Client reserves the right to waive deviations/omissions, if these do not materially affect the capability of an Applicant to perform the contract for the

Project. The experience of the subcontractors and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria provided in the PQD.

- 7.10 At any time prior to the deadline for submission of applications, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the PQD by issuing addendum.
- 7.11 Any addendum thus issued shall be part of the PQD and shall be communicated in writing to all the Applicants who have obtained the PQD from the client. Prospective Applicants shall acknowledge receipt of each addendum in writing to the client.

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## **APPENDIX-A: APPLICATION FORMAT**

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## APPLICATION FORMAT

The Application should be prepared according to the structural format set forth below. The suggested format for the application is as follows:

### Cover Page

Include project title, name of organization(s) submitting Application, contact person, telephone and fax numbers, e-mail, and postal address.

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## **APPENDIX – B: SUBMISSION OF APPLICATIONS**

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## SUBMISSION OF APPLICATIONS

In addition to the aforementioned guidelines, the Applicant is requested to take note of the following:

1. The forms provided at Appendix-C “Prequalification Forms” shall be filled by the Applicant. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Application.
2. Un-necessarily Elaborated Applications: Un-necessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this Invitation are not desired. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
3. Acknowledgement of Amendments to the PQD: Applicants shall acknowledge receipt of any amendment to this PQD by signing and returning the amendment. University of Agriculture Faisalabad must receive the acknowledgement by the time specified for receipt of applications.
4. Applications and modifications thereof shall be submitted in sealed envelope or packages: (i) addressed to the office of the Client specified in the PQD, and (ii) showing the time specified for receipt, the prequalification contract number, and the name and address of the Applicant.
5. Receipt of Applications: Applications must be received at the place designated and by the date and time specified in the Invitation.
6. Faxed applications will not be considered.
7. The Applicants shall prepare one (1) original of the Application clearly marked “ORIGINAL”. In addition, the Applicants shall submit two (02) hard copies along with soft copies, or soft copies can be submitted at the time of opening.” In the event of discrepancy between them, the original shall prevail.
8. Applications received after the deadline for submission of Applications, shall not be entertained and shall be returned unopened to the Applicant.
9. International applicants having local partners may also participate in this process subject to their registration with Securities and Exchange Commission of Pakistan (SECP), Board of



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Investment (BOI) and PEC (whichever is applicable) OR proof of their affiliation/ registration from their respective country's legal body. Applications of international applicants which do not have JVs with local partners shall not be considered.

10. Lead applicants and their joint ventures/consortium shall submit an affidavit on stamp paper that they (and their Parent companies (if any) have not been blacklisted / defaulted by any public-sector organization in Pakistan. Any company found blacklisted / defaulted by any public-sector organization in Pakistan shall not be considered for prequalification.
11. Violation of any section/clause of this PQD by the Applicant shall result in disqualification of its Application.
12. Only those Applicants that have been prequalified under this prequalification procedure shall be invited to bid for the Project.
13. Page numbering should be marked on each page of Original and copies of Prequalification Application.

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**APPENDIX-C: FORMS OF PREQUALIFICATION  
APPLICATION**

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## Form-1: Letter of Application

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date: .....

To: .....  
.....

[name and address of the Client]

Sirs,

Being duly authorized to represent and act on behalf of \_\_\_\_\_  
(hereinafter "the Applicant"), and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract (s) under the Project:

**[SOLARIZATION OF UNIVERSITY OF AGRICULTURE,  
FAISALABAD]**

Contract No.	Description of Contract
GI	Solarization of GI

2. Attached to this letter are copies of original documents defining<sup>1</sup>:

- (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).

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 such information

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<sup>1</sup>For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter

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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. Applicant and its authorized representatives may contact the following persons for further information<sup>2</sup>, if needed.

General and Managerial Inquiries	
Contact 1 Prof. Dr. Anjum Munir Chairman, Department of Energy Systems Engineering/Convener, Project Committee	Telephone +92-41-9200161-70, Ext. 3003 E-mail <a href="mailto:anjum.munir@uaf.edu.pk">anjum.munir@uaf.edu.pk</a>

Technical Inquiries	
Contact 1 Mr. Sadat-ul-Islam, Assistant Executive Engineer, Powerhouse, UAF	Telephone +92-41-9200161-70, Ext. 2502 Mobile _92-300-6603061 E-mail <a href="mailto:sadatulislam@uaf.edu.pk">sadatulislam@uaf.edu.pk</a>

Financial Inquiries	
Contact 1 Mr. Umar Saeed Qadri, Treasurer, UAF	Telephone +92-41-9200161-70, Ext. 2203
Contact 2 Mr. Rana Khalid Mehmood, Director DPIC, UAF	Telephone +92-41-9200161-70, Ext. 3503 Mobile _+92-347-7697937

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) University of Agriculture, Faisalabad 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

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<sup>2</sup> Application by joint ventures should provide information on separate sheet information for each party to the application.

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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.
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 liabilities 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	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture, consortium)	For and on behalf of (name and signature of other partners of the joint venture)

## Form -2: General Information

All individual applicants and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bylaws as a Partnership/Joint Venture.

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

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

## Form-3: Joint Venture Summary

(In case of JV/Consortium, please attach copy of Agreement/JV Intent)

Names of all Partners of a Joint Venture				
<b>Lead Partner</b>				
<b>Partner</b>				
<b>Partner</b>				
Total value of annual construction turnover, in terms of work billed to clients,				
<b>Partner</b>	<b>Form A-2 Page #</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>1. Lead Partner</b>				
<b>2. Partner</b>				
<b>3. Partner</b>				
<b>4. Total</b>				

## Form-4: Particular Experience Record

Name of Applicant or partner of a Joint Venture
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On a separate page, using the format of Application Form 5, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to PKR User/Employer to provide the amount) million, of almost similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five (5) years. The information is to be summarized, using Application Form 5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.



## Form-5: Details of Contracts of Similar Nature with Evidence

Name of Applicant or partner of a joint venture
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Use a separate sheet for each contract.

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 PKR
8.	Capacity in kW
9.	Date of Award
10.	Date of Completion
11.	Contract Duration (Years and Months) ____ Years                      _____ Months
12.	Specified Requirements ..... ..... ..... ..... ..... .....

## Form-6: Financial Capability

Name of Applicant or partner of a joint venture

All Individual Applicants or partners of JV's should provide financial information as mentioned in financial position of section 3.2 to demonstrate that they meet the requirements.