



# **UNIVERSITY OF AGRICULTURE, FAISALABAD**

**PRE-QUALIFICATION OF CONSULTANTS**

**FOR**

**“WORK”**

**Under the Project Namely  
“HEC/PUNJAB GOVT”**

**OUTLINE AND  
PREQUALIFICATION CRITERIA**

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**PROJECT DIRECTOR  
(ENGINEERING CONSTRUCTION DEPARTMENT) PROJECT  
UNIVERSITY OF AGRICULTURE, FAISALABAD**

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## **EXPRESSION OF INTEREST**

### **PRE-QUALIFICATION OF ENGINEERING CONSULTING FIRMS/CONSULTANT IN FINANCIAL YEAR 2023-24, 2024-25 (TWO YEARS)**

1. The UAF intends to have EOIs to Pre-Qualify Engineering Consulting Firms/Consultant for the services must include but not limited to the following:
  - a. Preparation of Conceptual Plans.
  - b. Preparation of Master Plan.
  - c. Geotechnical Investigation and Topographical Survey.
  - d. Preparation of Architectural and Structural Drawings/Designs.
  - e. Preparation of Electrical and Public Health (Water Supply, Sewerage, Sui Gas) Designs/Drawings
  - f. Preparation HVAC, I.T, Acoustic, Designing & Drawings.
  - g. Preparation of Engineer's Cost Estimates including BOQs as per Design, Drawings and Specifications.
  - h. Resident Supervision for Quality Control.
  - i. Verification of Interim Payment Certificates and Final Bills.
  - j. Handing Over of completed project to Client.
  - k. Any other relevant services.
2. Detailed criteria for Prequalification can be seen in (EOI's) Documents containing the terms and conditions. The Prequalification Documents (EOI's) can be obtained, for the purpose, up to 15<sup>th</sup> September, 2023 from the office of **Project Director (ECD-P), UAF** on production of E-Deposit slip (can be obtained from the office of Treasurer, UAF on written request) of 2000/- (Non-Refunded) in A/c No. 11-9 (NIDA)/NBP, UAF(university income account) or downloaded from ([www.uaf.edu.pk](http://www.uaf.edu.pk)) / PPRA([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) free of cost.
3. The last date for submission of (EOI's) is 15<sup>th</sup> September, 2023 at 02:00p.m. The (EOI's) will be opened on 15<sup>th</sup> September, 2023 at 02:30p.m.
4. UAF will not be responsible for any cost regarding preparation of PQD. In case of holiday on last date, the next day will be considered last day.

  Sd  

**ENGR. SHAHID AYZAH WAHLA**

**Project Director**

Engineering Construction Department (Projects)

University of Agriculture, Faisalabad, Punjab, Pakistan

Email:- [ecdp@uaf.edu.pk](mailto:ecdp@uaf.edu.pk)

## 1. INTRODUCTION

The University of Agriculture, Faisalabad University intends to pre-qualify consultants for the services like Survey, Master Planning, Soil Investigation, Architectural & Structural, Public Health, Electrical, HVAC, I.T, Telephone Networking, Fire Protection etc. Designing and Estimation / Bill of Quantities, Tender Documents, Specifications, Rate Analysis etc.

The University of Agriculture, Faisalabad (Client) intends to hire Engineering Consultancy Firms having significant experience for the preparation of Master Plan, Survey, Design of Civil Works, Design of Infrastructure, Estimation, Preparation of Tender Documents etc. and subsequently Top Supervision of the Project. Following are the main objectives to hire the consultancy services:

- i. Master Planning / Designing will enhance / improve the esthetic sense of the Project.
- ii. Monitoring and evaluation of Project will improve delivery of service to ensure quality & quantity of the project.
- iii. Evaluation of huge public investment and expenditure on Project for better utilization of money so invested has its earned value impact on social uplift of ultimate user.
- iv. Physical verification of construction work of project.
- v. An assessment of overall contract compliance.
- vi. Implementation of time line and cost.

## **2 INSTRUCTIONS TO APPLICANTS**

### **2.1 SUBMISSION OF APPLICATIONS**

- 2.1.1 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 Project Director (ECD-P), University of Agriculture, Faisalabad.
- 2.1.2 The name and mailing address of the Applicant shall be clearly marked on the left side of envelope.
- 2.1.3 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 disqualification in case of non-compliance of the above requirement.
- 2.1.4 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 disqualification of the Applicant.
- 2.1.5 The clarification may be obtained in office hour's i.e. (8:00 AM to 4:00 PM) by written or oral at the following address;

The Project Director (ECD-P) Department,  
University of University of Agriculture, Faisalabad.

Ph:.

E-Mail: ecdp@uaf.edu.pk

## 2.2 QUALIFICATION CRITERIA

### 2.2.1 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	40
3.	Software/ Equipment Capabilities	05
4.	Historical Financial Performance	10
5.	Quality Maintenance System	05
<b>Total:</b>		<b>100</b>

**Note:** The applicant must secure at least 50% score, however, 20% score under each category defined in 3.2.2, 3.2.3, 3.2.4 and 3.2.5 should be mandatory in each category.

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

### 2.2.1 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 completed over last 5 years (at least 1 Projects) with Government / Semi Government. Project (No addition marks will be given after full compliance) x 08 No	24
ii)	Projects of similar nature in hand (at least 1 Projects) with Government / Semi Government. Project x 4 No.	08
iii)	General Experience related to project but not basic part with Government / Semi Government (at least 1 Projects) project x 4 No	08
<b>Sub-Total:</b>		<b>40</b>

<b>Sr. No.</b>	<b>Description</b>	<b>Maximum Points</b>
i)	Architect, should be minimum graduate and having 5 years' Experience in designing of infrastructure & buildings. (Year x 1No)	10
ii)	Structure Engineer, minimum 5 years' experience (M.Sc. Structural Engineering). (Year x 1No)	10
iii)	Public Health Engineer, minimum 2 years' experience (B.Sc. Civil Engineering). (Year x 1No)	03
iv)	Electrical Design Engineer (B.Sc. Electrical Engineering). (Year x 1No)	03
v)	Geotechnical Expert, B.Sc. Geotechnical Engineering (Year x 1No)	04
vi)	Contract Engineer, minimum 2 years' experience (B.Sc. Civil Engineering) (Year x 1No)	05
viii)	Site Engineers (1-No.) (B.Sc. Civil Engineering) having 2-years' Work order attached (Year x 1No)	05
<b>Sub-Total</b>		<b>40</b>

### 2.2.2 Software/ Equipment Capabilities

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

<b>Sr. No.</b>	<b>Software</b>	<b>Maximum Marks</b>
i)	Primavera, Auto Cad, 3D Studio Max, Adobe Photoshop, Microsoft Office 1 x 5	05
<b>Sub-Total</b>		<b>05</b>

### 2.2.3 Financial (Historical Financial Performance) Evaluation Criteria):

Other applicant will be assessed as per following. Attach documentary proof of audited financial statements from chartered accountant or income tax return of last three years i.e 2016-17; 2017-18; 2018-19; 2019-20, 2020-21.

<b>Average Annual Turnover for last Five (05) Years</b>	
<b>In PKR</b>	<b>Marks</b>
<b>Rs. 180 million or above</b>	<b>Full marks / 15 marks</b>
<b>Rs. 120 to 180 million</b>	<b>07 Marks</b>
<b>Rs. 60 to 120 million</b>	<b>05 Marks</b>
<b>Less than Rs. 60 million</b>	<b>03 Marks</b>

## **2.3 JOINT VENTURE (JV)**

### **2.3.1 Joint Venture must comply with the following requirements:-**

- a) Following are minimum qualification requirements:-
  - i) The lead partner shall meet not less than 50% percent of all qualifying criteria given in paras 3.2.2 to 3.2.5 heretofore.
  - ii) Each of the partners shall meet not less than 50% percent of all the qualifying criteria given in paras 3.2.2 to 3.2.5 heretofore.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the 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.

- 2.3.2 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.

## **2.4 CONFLICT OF INTEREST**

- 2.4.1 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, any such association may result in disqualification of the Applicant.

## **2.5 UPDATING PREQUALIFICATION INFORMATION**

- 2.5.1 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.

## **2.6 OTHER FACTORS**

- 2.6.1 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.

- 2.6.2 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 all 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.

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

### 3. MANDATORY CRITERIA

- ✓ Validity Certificate of Registration with Pakistan Engineering Council for the Financial Year 2022-23.
- ✓ Establishment Time of Firm at least 5 Year's.
- ✓ Copy of Registration with the Securities & Exchange Commission of Pakistan or Registrar of Firms in case of private ltd or public ltd company.
- ✓ Copy of Registration with Federal Board of Revenue (FBR).
- ✓ Copy of Registration with Punjab Revenue Authority (PRA).
- ✓ Detail of Organization with office address and experience record.
- ✓ List of permanent professional staff along with CVs of relevant core staff showing project wise experience and qualification supported with appointment letters to authenticate the employment.
- ✓ List of similar works in hand including work order and brief detail of project indicating total cost of such works of consultancy services received against those works along-with date of start and completion or expected date of completion.
- ✓ Financial position of firm supported with authenticated financial statements from financial institution / regulatory bodies, audited statements of accounts of the firm for the last three (3) years.
- ✓ A certificate / affidavit on Stamp Paper of Rs. 100/- that the firm is not blacklisted by any Government / Autonomous Body.

**Note:** Failure to attach above mentioned documents or missing of anyone document may lead to disqualification of application.

## LETTER OF APPLICATION

Date: .....

Contract No: .....

To:

The Project Director (ECD-P)  
Engineering Construction Department, Projects  
University of Agriculture, Faisalabad (UAF),

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 regarding the works “**HEC /PUNJAB Govt. ”** at University of Agriculture, Faisalabad.

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 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) here above.

**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 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	Email::
5.	Place of Incorporation/Registration	Year of incorporation/registration

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

Name of Applicant or partner of a joint venture
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[illegible]

**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						
<b>Total:</b>						

**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

*Name of Applicant or partner of a joint venture*

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.		

<i>Name of Applicant</i>
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## CANDIDATE SUMMARY

<i>Name of Applicant</i>
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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>
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Item of Equipment/Software		
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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<b>Banker</b>	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. Fixed assets					
2. Current assets					
3. Total Equity					
4. Current liabilities/loans					
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).*

## LITIGATION HISTORY

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*Name of Applicant or Partner of a Joint Venture*

[illegible]