

PRE-QUALIFICATION DOCUMENTS (PQD)
INSTRUCTIONS TO PROSPECTIVE CONTRACTORS/FIRMS



**UNIVERSITY OF AGRICULTURE,
FAISALABAD**

**NEW/REPAIR & MAINTENANCE WORKS IN THE
FINANCIAL YEAR 2023-24 & 2024-25 (Two Years) AT
ECD-P & M**

June, 2023

NOTE

This Pre-Qualification Document (PQD) is provided to the recipient solely for use in preparing and submitting applications for prequalification of the Contractors with New/ Repair and Maintenance Works to the University of Agriculture, Faisalabad (UAF) and UAF Sub Campuses during the financial year 2023-24 & 2024-25 (Two Years).

This Pre-Qualification Document does not constitute a solicitation to invest, or otherwise participate for New/ Repair and Maintenance Works to the University. The University reserves its right, in its full discretion, to modify the Pre-Qualification Document at any time to the fullest extent, and shall not be liable to reimburse or compensate the recipient for any costs nor expenses incurred by the recipient in such an event.

The University reserves the right to reject all applications at any time prior to the acceptance of an application. The University shall upon request, communicate to any applicant, the grounds for its rejection of all applications, but shall not be required to justify those grounds. The University shall incur no liability, solely by virtue of rejection of application.

1. INVITATION

The applications are invited for pre-qualification of Contractors /firms providing services in the respective categories to the University of Agriculture, Faisalabad and Sub Campuses during financial year 2023-24 & 2024-25 (Two Years). Pre-Qualification Documents (PQD) can be obtained from Engineering Construction Department (Maintenance), UAF on production of E-Deposit slip (Can be issued from the office of Treasure, UAF on request) of Rs.2000/- (non-refundable) in A/c No.11-9 (NIDA) /NBP UAF (University Income Account) or downloaded from (www.uaf.edu.pk) / PPRA (<http://ppra.punjab.gov.pk>) free of cost

Pre-qualification applications can be submitted by hand or through registered post up to Jun. 26th, 2023 during office Hours.

Sd
Project Director, ECD-P
For and on behalf of the Committee
Ph. # 041-9200161 ~70 Ext.2502, 2503
Direct Tel041-9200507, Fax # 041-9200187
E-mail: ecd@uaf.edu.pk

2. BASIC ELIGIBILITY & QUALIFICATIONS

I. The firm has:

- a. Registration with FBR for Income Tax and active tax payer on FBR website
- b. National Tax Number certificate with attested copy of Income Tax return (Last Two Years Except for Category E)
- c. Registration with Punjab Revenue Authority (PRA) (Copy of Registration Certificate with PRA)
- d. Non-black listing Certificate
- e. Proof of occupation / Corresponding Address.
- f. CNIC of sole Proprietor / Partner.
- g. Proprietor shall not be a University employee.
- h. Certificate Non-Engagement of Spouse in the University

II. It will be mandatory for the proprietor of the firm to appear before the committee along with authorized person for interview if the committee deems so necessary. He / she will also provide his / her specimen signature as well as of the authorized person duly attested by him / her before the committee to deal with the business on his/her behalf.

III. The proprietor shall render a certificate to the effect that the profession, trade or business in which his/her spouse/ Authorized person is engaged, is in no way under the official influence of University of Agriculture, Faisalabad Employee if the committee deems so necessary

IV. Certificate of Good conduct of the contractor / firm for previous years if it did business with the UAF from the office of Executive Engineer (UAF) E or P if the committee deems so necessary

V. The contractor / firm application, profile and category will be examined by the committee under the prescribed limits and criteria mentioned under clause 3 of this document.

General Documents for C-6 to C-1

1. a. List of Technical staff with names of Engineers.
b. Detail of Regular labour (If Exists)
2. Documents of Engineers.
a. Degree. b. Pakistan Engineering Council Registration. c. Affidavit of full time employment with the firm
3. Pakistan Engineering Council License up to No-limit (renewed).
4. List of tools & Plants with registration No. of vehicles.
5. Pre-Qualification in other Governments Departments is preferable (Attach Proof)
6. Works orders of Governments Departments is preferable (Attach Proof)
7. Performance certificates of Governments Departments (If desired by the committee).
8. If the firm is registered with SECP then provide:
a. Memorandum of Association and Article of Association.
9. If it is partnership firm/AOP, then provides:
a. Complete list of partners with address & CNIC Nos and Signature. b. Partnership deed
10. 2 years Bank statements
11. Paid professional tax for the year 2022-23

12. All other criteria for prequalification in relevant Category **Class (C-6, C-5,C-4,C-3, C-2, C-1)** mention under clause 3 is mandatory.

3. CATEGORIES, LIMITS & CRITERIA

Sr. No.	Category	Financial Limit (Rs. in Millions)	CRITERIA
1.	C-1	Up to 1000/ No Limit	As per Details Mentioned Bellow
2.	C-2	Up to 500	
3.	C-3	Up to 250	
4.	C-4	Up to 200	
5.	C-5	Up to 65	
6.	C-6	Up to 25	
7.	D-Class	Up to 3	
8.	E-Class	Up to 1.5	

1. The Pakistan Engineering Council (PEC) license for category at serial No. 1 to 6 is mandatory in the respective fields (Area of Interest the firm want to make participation). The amount of PEC license shall be at least equal to financial limit as mentioned above.

CRITERIA FOR C-2 UPTO 500.000 (M)

&

C-1 UPTO RS. 1000.000 (M)/

No Limit

Head Office Staff:

i.	Project Manager	1 No
ii.	Civil Engineer	1 No
iii.	Quantity Surveyor	1 No.
iv.	Draftsman	2 No.
v.	Material Engineer (B.Sc. Engr./M.Sc. Geology)	1 No.
vi.	Tracer	1 No.

Field Staff (For each Project Minimum):

i.	Project Engineer (B.Sc. Civil Engr.)	1 No.
ii.	Surveyor/Site Inspector (Diploma Holder)	3 Nos.
iii.	Material inspector (B.Sc. Engr./M.Sc. Geology)	1 No.
iv.	Site Inspector (B.Sc. Engr./Diploma Holder)	3 No.
v.	Mechanical Technicians	1 No.
vi.	Quantity Surveyor	1 No.
vii.	Draftsman	1 No.
viii.	Tracers	2 Nos.

- ix. Operators (Matching no. of equipment)

Financial:

Balance sheet must indicate circulation money of minimum Rs. 6.000 million (minimum 50% of circulation money always remains in reserve of the total works allotted to a particular contractor).

Machinery:

i.	Batching plant with pump and transit mixer	1 No.
i.	Shuttering and scaffolding	50000 sft.
ii.	Con. Vibrators (external & internal)	8 No.
ii.	Pumps	3 No.
iii.	Lifts	4 No.
iv.	Generators	3 No.
v.	Tractor Trollies/Trucks	3 No.
vi.	Dump Trucks	2 No.
vii.	Plate Vibratory	3 No.
viii.	Compressor	1 No.
ix.	Excavator	1 No.

Expenses: Executed one work amounting to Rs. 50.000 million approximately and participated in tendering for two such works. No contractor should be allotted work 2 times its approved limit. In case where works are allotted more than the limit then proportional increase in above stated sub-heads will be an essential condition.

CRITERIA FOR C-3 UPTO RS. 250.000 (M)

Head Office Staff:

- | | | |
|------|-------------------|-------|
| i. | Project Manager | 1 No. |
| ii. | Quantity Surveyor | 2 No. |
| iii. | Accountant | 2 No. |
| iv. | Draftsman | 2 No. |
| v. | Tracer | 2 No. |

Field Staff (For each Project Minimum):

- | | | |
|------|--|-----------------------------|
| i. | Project Engineer (B.Sc. Civil Engr.) | 1 No. |
| ii. | Surveyor/Site Inspector (Diploma Holder) | 1No. |
| iii. | Material inspector (B.Sc. Engr./M.Sc. Geology) | 1 No. |
| iv. | Site Inspector (B.Sc. Engr./Diploma Holder) | 2 No. |
| v. | Technicians | 5 No. |
| vi. | Assistant Quantity Surveyor | 1 No. |
| vii. | Operators | (Matching no. of equipment) |

Financial:

Balance sheet must indicate circulation money of minimum Rs. 5.000 million (minimum 50% of circulation money always remains in reserve of the total works allotted to a particular contractor).

Machinery:

i.	Mixers (2 bags + 1 bag)	4 No.
----	-------------------------	-------

ii.	Vertical Lift.	4 No.
iii.	Shuttering/Scaffolding	30000 Sft.
iv.	Concrete Vibrator	7 No.
v.	Water Pump	1 No.
vi.	Generator	1 No.
vii.	Diesel Engine	1 No.
viii.	Tractor Trolley	2 No.
ix.	Dump Truck	1 No.
x.	Plate Vibratory	1 No.

Expenses: Executed one work amounting to Rs. 15.000 million approximately and participated in tendering for two such works. No contractor should be allotted work 2 times its approved limit. In case where works are allotted more than the limit then proportional increase in above stated sub-heads will be an essential condition.

CRITERIA FOR C-4 UPTO RS. 200.000 (M)

Head Office Staff:

vi.	Project Manager	1 No.
vii.	Quantity Surveyor	1 No.
viii.	Accountant	1 No.
ix.	Draftsman	1 No.

Field Staff (For each Project Minimum):

viii.	Project Engineer (B.Sc. Civil Engr.)	1 No.
ix.	Surveyor/Site Inspector (Diploma Holder)	1No.
x.	Material inspector (B.Sc. Engr./M.Sc. Geology)	1 No.
xi.	Site Inspector (B.Sc. Engr./Diploma Holder)	1 No.
xii.	Technicians	5 No.
xiii.	Operators	(Matching no. of equipment)

Financial:

Balance sheet must indicate circulation money of minimum Rs. 2.50 million (minimum 50% of circulation money always remains in reserve of the total works allotted to a particular contractor).

Machinery:

i.	Mixers (2 bags + 1 bag)	2 No.
ii.	Vertical Lift.	2 No.
iii.	Shuttering/Scaffolding	20000 Sft.
iv.	Concrete Vibrator	5 No.
v.	Water Pump	3 No.
vi.	Generator	1 No.
vii.	Diesel Engine	1 No.
viii.	Tractor Trolley	1 No.
ix.	Dump Truck	1 No.

Experience: Executed three works amounting to Rs.5.000 ~ 9.000 M Approximately and participated in tendering for two such works (Certificate of satisfactory completion from concerned XEN will be provided).

Expenses: No contractor should be allotted works 2 times its approved limits. In case

where works are allotted more than the limit then allotted proportional increase in above stated sub-heads under this category will be an essential condition.

Renewal: Satisfactory completion of works allotted in preceding year duly certified by the Concerned Executive Engineer.

Up-gradation:

1. Satisfactory completion of works allotted in preceding year duly certified by the Concerned Executive Engineer in Up-Coming Pre-Qualification Process.
2. Provision of PEC license in the relevant category.
3. No Mid-Term Upgrading is allowed

CRITERIA FOR C-5 UPTO RS. 65.000 (M)

Head Office Staff:

i.	Project Manager	1 No.
ii.	Quantity Surveyor	1 No.
iii.	Accountant	1 No.
iv.	Draftsman	1 No.

Field Staff (For each project):

iv.	Project Engineer (B.Sc. Civil Engr.)	1 No.
v.	Surveyor/Site Inspector (Diploma Holder)	1 No.
vi.	Technicians	2 No.
vii.	Operators	(Matching No. of equipment)

Financial:

Balance sheet must indicate circulation money of minimum Rs. 1.50 million (minimum 50% of circulation money always remains in reserve of the total works allotted to a particular contractor).

Machinery:

vi.	Mixer.	1 No.
vii.	Vertical Lift.	1 No.
viii.	Shuttering/Scaffolding	10000 Sft.
ix.	Water Pump	1 No.
x.	Generator	1 No.
xi.	Diesel Engine	2 No.
xii.	Cone Vibrators	1 No.
xiii.	Tractor Trolley	1 No.

Experience: Executed three works amounting to Rs.4.000 ~ 5.000 M (Certificate of satisfactory completion from concerned XEN will be provided)..

Expenses: No contractor should be allotted works 2 times than its approved limits, In case where works are allotted more than the limit then allotted proportional increase in above stated sub-heads under this category will be an essential condition.

Renewal: Satisfactory completion of works allotted in preceding year dully certified by the Concerned Executive Engineer.

Up gradation:

1. Satisfactory completion of works allotted in preceding year dully certified by the Concerned Executive Engineer in Up-Coming Pre-Qualification Process.
2. Provision of PEC license in the relevant category.
3. No Mid-Term Upgrading is allowed

CRITERIA FOR C-6 UPTO RS. 25.000 (M)

Staff:

Office Staff:

- | | | |
|------|--------------------------|-------|
| i. | Manager | 1 No. |
| ii. | Surveyor | 1 No. |
| iii. | Accountant/Account Clerk | 1 No. |

Field Staff:

- | | | |
|------|--|-------------------------|
| i. | Graduate Engineer (Civil/Electrical/Mechanical/HVAC)
No.(As per PEC-Code) | 1 |
| ii. | Surveyor/Site Inspector (Diploma Holder) | 1No. |
| iii. | Operators | (Matching to Machinery) |

Finances:

- a) Min. Sum of deposits: (during last year) Rs. 1.000 million
- b) Minimum balance: 0.500 M at the time of filling application
 - i. For Pre-Qualification at the time of filling application
 - ii. For renewal at least once in last year

Machinery:

- | | | |
|------|------------------------|-----------|
| i. | Concrete Mixer. | 1 No. |
| ii. | Vertical Lift. | 1 No. |
| iii. | Shuttering/Scaffolding | 5000 Sft. |
| iv. | Water Pump | 1 No. |
| v. | Concrete Vibrator | 1 No. |

Experience:

Executed minimum two works in the name of said firm/contractor each amounting to Rs. 0.500 M or above. (Certificate of satisfactory completion from concerned XEN will be provided).

Renewal: Satisfactory completion of works allotted in preceding year dully certified by the Concerned Executive Engineer.

Up gradation:

1. Satisfactory completion of works allotted in preceding year dully certified by the Concerned Executive Engineer in Up-Coming Pre-Qualification Process.
2. Provision of PEC license in the relevant category.
3. No Mid-Term Upgrading is allowed

CRITERIA FOR CATEGORY-D UPTO RS. 3.000 (M)

Staff:

Office Staff:

- i. At least 2 Person. One Should Associate Engineer (DAE)/(Office Assistant)

Field Staff:

- | | | |
|-----|--------------------------------|-------|
| i. | Surveyor/supervisor | 1 No. |
| ii. | Operator Matching to machinery | 1 No. |

Finance:

- | | | |
|-----|--|-------------------|
| a) | Min. sum of deposits: (during last year) | Rs. 1.000 million |
| b) | Minimum Balance: | Rs. 0.500 million |
| i. | For Pre-Qualification: At time of filling of application | |
| ii. | For renewal: At least once in last year | |

Machinery:

- | | | |
|------|-------------------------|-----------|
| i. | Concrete Mixer. | 1 No. |
| ii. | Shuttering/Scaffolding. | 1000 Sft. |
| iii. | Water Pump. | 1 No. |
| iv. | Concrete Vibrator | 1 No. |

Experience: Executed minimum two works in the name of said firm / contractor each amounting Rs. 0.400 M or Above (Certificate of satisfactory completion from concerned XEN willbe provided).

Renewal: Satisfactory completion of works allotted in preceding year dully certified by the Concerned Executive Engineer.

Up gradation:

1. Satisfactory completion of works allotted in preceding year dully certified by the Concerned Executive Engineer in Up-Coming Pre-Qualification Process.
2. Provision of PEC license in the relevant category.
3. No Mid-Term Upgrading is allowed

CRITERIA FOR CATEGORY-E UPTO RS. 1.500

(M)

Staff: At least (2 Skilled Person. One Should be Technical Literate (Diploma) and can read, write andable to understand technical documents of his business domain)

Finance:

- | | | |
|-----|--|-------------------|
| a) | Min. sum of deposits: (during last year) | Rs. 0.200 million |
| b) | Minimum Balance: | Rs. 0.100 million |
| i. | For Pre-Qualification: At the time of filling of application | |
| ii. | For renewal: At least once in last year | |

Machinery: If any (Related Tools subjected to his work nature)

Experience: If any (Preferred)

Renewal: Satisfactory completion of works allotted in preceding year dully certified by the Concerned Executive Engineer.

Up gradation:

1. Satisfactory completion of works allotted in preceding year dully certified by the Concerned Executive Engineer in Up-Coming Pre-Qualification Process.
2. Provision of PEC license in the relevant category.
No Mid-Term Upgrading is allowed

4. LANGUAGE OF REQUALIFICATION APPLICATION

The Prequalification Application and all correspondence and documents

related to the Prequalification Application shall be submitted in Urdu / English with the exception that any pre-printed information (e.g. brochures) furnished may be written in another language, provided that it is accompanied by a certified translation of its pertinent passages in English.

5. SITE VISIT / T&P Verification & Inspection

The Committee/Project Director/Executive Engineer (ECD) or their representatives may visit the premises of the contractor / firm and physically verify and examine the T&P etc. Mentioned under the respective category of Contractor/Firm

6. BLACKLISTING & DIS-QUALIFICATION

The University may impose permanent or temporary bar on the registered firm from participating in the respective procurement proceedings who:

- Fail to provide satisfactory performance;
- Found to be indulged in corrupt or fraudulent practices;
- Commit an action causing or liable to cause loss to the University;
- Found as employee of the firm, or proprietor or shareholder being an employee of the University;
- Back out from its offers after opening of bids;
- Furnish false information;
- Misconduct (misbehave with an employee of the University)

7. SETTLEMENT OF DISPUTE

The complaint of the applicant will be disposed of /settled by the pre-qualification committee. If the applicant is not satisfied with the decision of the committee, he/she/Firm may approach to the Treasure, UAF for the purpose. However, the decision of the Treasure, UAF will be final and cannot be challenged in any court of law.

8. ENFORCEMENT OF PPRA RULES FOR PRE-QUALIFICATION

All rules and guidelines under Rule 16 to 21 of PPRA Rules 2014 (Amended to-date)/UAF Procurement Rules, 2014 (Amended to-date) will remain in intact with this bidding documents.

APPLICATION FORM

(Worth Rs. 2000/- if Issued Officially from Tender Cell, UAF)

(Can be downloaded free of Cost from PPRA website)

(FOR PREQUALIFICATION OF CONTRACTORS/FIRMS IN UAF)

CATEGORIES	E-Class	D-Class	C-6	C-5	C-4	C-3	C-2	C-1
Tick (✓) (Whichever is applicable)								

ENGINEERING CONSTRUCTION DEPARTMENT (MAINTENANCE)
UNIVERSITY OF AGRICULTURE, FAISALABAD
FOR THE FINANCIAL YEAR 2023-24 & 2024-25
(Please use extra sheet(s) if required)

Paste recent passport
size photograph of the
proprietor

1 Name of owner/proprietor _____
CNIC No. _____(Please attach copy) Address of owner /proprietor _____

2 Name of firm _____
Date of Establishment _____Age of firm _____
Address of Firm _____

3 Name of the authorized person(s) if any.
Designation _____CNIC No. _____(Please attach copy)
Date of employment _____

Address _____

4 Contacts

i. Office No. _____ ii. Mobile No. _____

iii. Email _____ iv. Fax No. _____

vii. Website _____

5. Experience in relevant field/category(s) _____ (Years) Since, _____

6 National Tax Number (NTN) _____

(Please attach the copy of NTN Certificate and Return Last Submitted)

7 Sales Tax Registration Number. (Complementary) _____

(Please attach a copy of Sales Tax Registration Certificate)

8 Sales Tax Registration Number of Punjab Revenue Authority. _____

(Please attach a copy of Sales Tax Registration Certificate for taxable services)

9 Amount of Income Tax paid for Tax Year 2022-23 _____

(Please attach a copy of the return for the tax year 2021-22)

10 Amount of Sales Tax paid for the Tax Year 2022 _____

(Please attach copies of the monthly returns for the month of Jul-2022 to Dec- 2022)

11 Amount of Sales Tax paid for the Tax Year 2021-22 to PRA _____

(Please attach copies of the monthly returns for the month of Jul-2022 to Dec- 2022)

12 Amount paid on account of Professional Tax (for the Tax year 2021-22-2022)

_____(Please attach copy of NOC issued by the relevant Excise &
Taxation Officer)

13 Total Number of employees _____

Detail of company staff including Name, CNIC No., Designation and Qualification

(Attached relevant document and Additional Sheet if required)

i. _____

ii. _____

iii. _____

- iv. _____
- v. _____

14. Registration with other organizations (if any, please attach documentary evidence)

- i. _____

- ii. _____

- iii. _____

- iv. _____

15. Bank Account Numbers along with bank branch names:

- i. _____

- ii. _____

- iii. _____

16. Account transactions/turnover (Annual July 2021-22 to November, 2022).

- i. _____
- ii. _____
- iii. _____

17. Major Client(s) (if any) along with work orders

- i. _____
- ii. _____
- iii. _____
- iv. _____

UNDERTAKING (On Stamp Paper of Worth Rs 100/-)

Having read the pre-qualification documents (PQD) including Prequalification Notice.

On _____ day of _____ 2023, the receipt of which is duly acknowledged, I/We, the undersigned, apply for pre-qualification in conformity with the said documents.

I/We / M/S: _____

solemnly declare that the information provided above is true. In case any information is found to be incorrect, the pre-qualification of the firm may be cancelled in addition to any other action to be taken by the UAF.

If our application is accepted, we undertake to pay the specified amount (non-refundable) for Pre-Qualification.

We understand that the university is not bound to register the pre-qualified applicant.

SIGNATURE OF THE PROPRIETOR
CNIC-_____

(Please affix Stamp)

General Documents for A-Class (No / Limit) / C-1 to C-6

1. Affidavit of Sole proprietor.
2. Proof of occupation of the office building.
3. CNIC of sole Proprietor / Partner.
- iii. a. List of Technical staff with names of Engineers.
b. Detail of skilled and experienced labour.
4. Documents of Engineers.
 - Degree. b. Pakistan Engineering Council Registration. c. Affidavit.
5. Pakistan Engineering Council License upto No-limit (renewed).
6. List of tools & Plants with registration No. of vehicles.
7. National Tax Number certificate with attested copy of Income Tax return.
8. Pre-Qualification in other Governments Departments (mentioned in Application).
9. Works orders of Governments Departments (mentioned above).
10. Performance certificates of Governments Departments (mentioned above).
11. Affidavit that the firm has not been blacklisted from any Governments Departments.
12. If the firm is registered with Registrar of Companies under Companies Act then provide:
 - Certificate of Incorporation. b. Certificate of Commencement of Business.
 - c. Memorandum of Association and Article of Association.
13. If it is partnership firm then provides: a. complete list of partners with address NIC Nos and Signature. b. Partnership deed. c. Certificate that the firm is duly registered with Registrar of firm.
14. Bank Guarantee with 2 years Bank statements
15. Documents of immovable assets in the name of proprietor / partners. 17. License from Punjab Electrical Board for E & M Works.
16. Power of Attorney for legally authorized partner.