

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



**NEW/REPAIR & MAINTENANCE WORKS IN THE  
FINANCIAL YEAR 2021-22 & 2022-23 (Two Years) AT  
ECD-M & P**

**UNIVERSITY OF AGRICULTURE,  
FAISALABAD (UAF)**

**December, 2021**

**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 2021-23 (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 2021-23 (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.200/- (non-refundable) 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 (<http://ppra.punjab.gov.pk>) free of cost

Pre-qualification applications can be submitted by hand or through registered post up to January. 31<sup>st</sup> 2022 during office Hours.

(S/d-)

**Project Director, ECD**

**For and on behalf of the Committee**

Ph. # 041-9200161 ~70 Ext.2502, 2503

Direct Tel041-9200507, Fax # 041-9200187

E-mail: [sadatulislam@uaf.edu.pk](mailto:sadatulislam@uaf.edu.pk)

## **2. ELIGIBILITY & QUALIFICATIONS**

### **I. The firm has:**

- a. Registration with FBR for Income Tax and active tax payer on FBR website.
- b. Registration with Punjab Revenue Authority (PRA) (Copy of Registration Certificate with PRA)
- c. Filed income tax return for the tax year 2020-21.
- d. Paid professional tax for the year 2021-22.
- e. Not black listed in Pakistan by any government / semi-government / autonomous / semi-autonomous body / institution.

### **II. Proprietor shall not be a University employee.**

### **III. 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.**

### **IV. The proprietor and the authorized person shall render a certificate to the effect that the profession, trade or business in which his/her spouse is engaged, is in no way under his/her official influence.**

### **V. 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**

### **VI. The contractor / firm application, profile and category will be examined by the committee under the prescribed limits and criteria**

3. CATEGORIES, LIMITS, FEE (NON REFUNDABLE) & CRITERIA

Sr. No.	Category	Financial Limit (Rs. in Millions)	Pre- Qualification Fee in rupees (Rs)	Renewal Fee <sup>*</sup> in rupees (Rs)
1.	Class-E	Up to 1.5	10,000	6,000
2.	Class-D	Up to 3	15,000	8,000
3.	C-6 (Class-C)	Up to 25	25,000	16,000
4.	C-5 (Class-B)	Up to 65	50,000	30,000
5.	C-4	Up to 200	60,000	35,000
6.	C-3	Up to 500	Registered with P&D Board, Government of Punjab (If Required)	

<sup>\*</sup> Subjected to the decision of the PQD committee then (future) at the basis of the recommendation of the Executive Engineer (C) /Executive Engineer (E) will be based on the satisfactory performance and conduct of the Contractor/Firm in the running Pre-Qualified period and re-submission of the all documents mentioned un Clause 2 (Eligibility and Qualifications)

1. The Pakistan Engineering Council (PEC) license for category at serial No. 3 to 5 is mandatory in the respective fields (Area of Interest the firm want to make participation). The amountof PEC license shall be at least equal to financial limit as mentioned above.
2. The renewal of pre-qualified would depend on satisfactory performance/conduct of the contractor concerned to the satisfaction of the committee.
3. Moreover, If any contractor applies for renewal after expiry of the due date i.e 30<sup>th</sup> June of the preceding financial year, he would be liable to pay penalty of 25 % of the fee per quarter up the Double of the Fee.
4. Above financial limits and fees will be revised/decided by the Standing PQD Committee as and when feel appropriate to make in line with inflation.

## **General Documents for A-Class (No / Limit) / C-1 to C-5**

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

## **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 and able 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.
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 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)<br>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 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)	1No.
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-4 UPTO RS. 200.000 (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 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 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

#### **4. LANGUAGE OF PREQUALIFICATION 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.

APPLICATION FORM FOR  
PREQUALIFICATION, NEW PRE-QUALIFICATION, RENEWAL AND  
UPGRADATION OF CONTRACTORS/FIRMS IN

CATEGORIES	E	D	C-6	C-5	C-4
Tick (✓) whichever is applicable					

ENGINEERING CONSTRUCTION DEPARTMENT (MAINTENANCE)  
UNIVERSITY OF AGRICULTURE, FAISALABAD  
FOR THE FINANCIAL YEAR 2021-19  
(Please use extra sheet(s) if required)

Paste recent passport  
size photograph of the  
proprietor

Paste recent passport  
size photograph of the  
authorized person

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. \_\_\_\_\_
- v. Website \_\_\_\_\_

Experience in relevant field/category(s) \_\_\_\_\_

- 5      National Tax Number (NTN) \_\_\_\_\_
- (Please attach the copy of NTN Certificate)

6.      Sales Tax Registration Number. (Complementary) \_\_\_\_\_
- (Please attach a copy of Sales Tax Registration Certificate)

7.      Sales Tax Registration Number of Punjab Revenue Authority. \_\_\_\_\_
- (Please attach a copy of Sales Tax Registration Certificate for taxable services)

8.      Amount of Income Tax paid for Tax Year 2020-21 \_\_\_\_\_
- (Please attach a copy of the return for the tax year 2020-21)

9.      Amount of Sales Tax paid for the Tax Year 2021 \_\_\_\_\_
- (Please attach copies of the monthly returns for the month of Jul-2021 to Nov- 2021)

10.     Amount of Sales Tax paid for the Tax Year 2020-21 to PRA \_\_\_\_\_
- (Please attach copies of the monthly returns for the month of July 2020-21 to April 2021)

11.     Amount paid on account of Professional Tax (for the Tax year 2020-21-2021)
- (Please attach copy of NOC issued by the relevant Excise & Taxation Officer)

12.     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. \_\_\_\_\_

\_\_\_\_\_

18. Account transactions/turnover (Annual July 2020-21 to November, 2021).

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

19. Major Client(s) (if any)

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

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

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

On \_\_\_\_\_ day of \_\_\_\_\_ 2022, 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)**