



UNIVERSITY OF AGRICULTURE FAISALABAD

NOTICE 2 /2018

PREQUALIFICATION, NEW ENLISTMENT, RENEWAL AND UPGRADATION OF CONTRACTORS/FIRMS IN CATEGORIES (E, D, C-6, C-5, C-4) FOR NEW / REPAIR AND MAINTENANCE WORKS, IN FINANCIAL YEAR 2018-19

Applications are invited for prequalification/ new enlistment/ renewal and up gradation from lower to higher category of contractors/ firm for new/ repair and maintenance works in the financial year 2018-19 at University of Agriculture Faisalabad (UAF) and Sub Campuses.

1. Interested contractors / firms can obtain the Pre-Qualification Documents (PQD) containing the terms and conditions and criteria for the purpose up to **8th January, 2019** from the office of Executive Engineer (ECD-M), UAF on production of deposit slip of Rs. 200/- (Non-Refundable) in A/c No. 11-9/NBP UAF (University Income Account) or downloaded from (www.uaf.edu.pk) / PPRA (<http://ppra.punjab.gov.pk>) free of cost
2. Any conditional and incomplete applications will not be entertained; applications shall be signed in persons by the contractor /firm owner or their authorized representative.
3. The firms already renewed for the year 2018-2019 can apply for renewal only if they are interested to upgrade the category.
4. Any other information can be obtained from this office at any working day during office hours up to 4th December.
5. The applications for shall reach the office of the undersigned up to **January 9th 2019, 5:00pm** by hand or through mail.

SADAT-UL-ISLAM

Executive Engineer

Engineering Construction Department (Maintenance)

University of Agriculture Faisalabad, Punjab Pakistan

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



**NEW/REPAIR & MAINTENANCE WORKS IN THE
FINANCIAL YEAR 2018-19 AT ECD-M**

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

December____, 2019

NOTE

This Pre-Qualification Document (PQD) is provided to the recipient solely for use in preparing and submitting applications for prequalification, new enlistment, renewal and up gradation in connection with New/ Repair and Maintenance Works to the University of Agriculture, Faisalabad (UAF) and UAF Sub Campuses during the financial year 2018-19.

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, new enlistment, renewal and up gradation of Contractors /firms providing services in the respective categories to the University Of Agriculture, Faisalabad and Sub Campuses during financial year 2018-19. Pre-Qualification Documents (PQD) can be obtained from Engineering Construction Department (Maintenance), UAF on production of deposit slip of Rs.200/- (non-refundable) in A/c No.11-9/NBP UAF (University Income Account) or downloaded from (www.uaf.edu.pk) / PPRA (<http://ppra.punjab.gov.pk>) free of cost

Pre-qualification applications for new enlistment, renewal and up gradation can be submitted by hand or through registered post up to December 4th 2018 during office Hours.

Executive Engineer (ECD-M)
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

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 2017.
- d. Paid professional tax for the year 2017.
- 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)

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)	Enlistment Fee in rupees	Renewal Fee in rupees
1.	Class-E	Up to 1	10,000	6,000
2.	Class-D	Up to 2	15,000	8,000
3.	C-6 (Class-C)	Up to 15	25,000	16,000
4.	C-5 (Class-B)	Up to 30	50,000	30,000
5.	C-4	Up to 100	60,000	35,000

1. The Pakistan Engineering Council (PEC) license for category at serial No. 3 to 5 is mandatory in the respective fields. The amount of PEC license shall at least equal to financial limit as mentioned above.
2. The renewal of enlistment would depend on satisfactory performance/conduct of the contractor concerned to the satisfactory committee.
3. If any contractor applies for renewal after expiry of the due date i.e 30th June of the preceding financial year, he would be liable to pay penalty of 25 % of the fee per quarter.
4. Above financial limits and fees will be revised/decided by the Standing Committee as and when revised by the Govt. of Punjab.

CRITERIA FOR CATEGORY-E UPTO RS. 1.000 (M)

Staff: If any

Finance:

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

Machinery: If any

Experience: If any

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.
2. Provision of PEC license in the relevant category.

CRITERIA FOR CATEGORY-D UPTO RS. 2.000 (M)

Staff:

Office Staff:

- i. Clerk 1 No.

Field Staff:

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

Finance:

- a) Min. sum of deposits: (during last year) Rs. 0.400 million
b) Minimum Balance: Rs. 0.200 million
i. For enlistment: 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 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.
2. Provision of PEC license in the relevant category.

CRITERIA FOR C-6 UPTO RS. 15.000 (M)

Staff:

Office Staff:

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

Field Staff:

- | | | |
|------|--|-------------------------|
| i. | Graduate Engineer (Civil) | 1 No. |
| 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 enlistment | 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.
2. Provision of PEC license in the relevant category.

CRITERIA FOR C-5 UPTO RS. 30.000 (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.
2. Provision of PEC license in the relevant category.

CRITERIA FOR C-4 UPTO RS. 100.000 (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.
2. Provision of PEC license in the relevant category.

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 / Executive Engineer (ECD-M) 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 off/settled by the pre-qualification etc. committee. If the applicant is not satisfied with the decision of the committee, he/she 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 ENLISTMENT, 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 2018-19
(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 2017 _____
- (Please attach a copy of the return for the tax year 2017)

9. Amount of Sales Tax paid for the Tax Year 2018 _____
- (Please attach copies of the monthly returns for the month of Jul-2018 to Nov- 2018)

10. Amount of Sales Tax paid for the Tax Year 2017 to PRA _____
- (Please attach copies of the monthly returns for the month of July 2017 to April 2018)

11. Amount paid on account of Professional Tax (for the Tax year 2017-2018)
- (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)

- i. _____
- _____
- ii. _____
- _____
- iii. _____
- _____
- iv. _____
- _____
- v. _____
- _____
- vi. _____
- _____
- vii. _____

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 2017 to November, 2018).
- i. _____
 - ii. _____
 - iii. _____
19. Major Client(s) (if any)
- i. _____
 - ii. _____
 - iii. _____

UNDERTAKING

Having read the pre-qualification documents (PQD) including Prequalification Notice No. _____, on _____ day of _____ 201____, 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 registration 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 registration.

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

SIGNATURE OF THE PROPRIETOR
Please affix Stamp