



NATIONAL ASSEMBLY SECRETARIAT

PRE-QUALIFICATION DOCUMENTS

for

**RENOVATION / UPGRADATION OF LIBRARY & RESEARCH
CENTRE IN NATIONAL ASSEMBLY SECTT**

PARLIAMENT HOUSE ISLAMABAD

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1.0 PROJECT BRIEF

This project aims to redesign the library and Research Wing of National Assembly Secretariat to meet the evolving needs of its users especially **Parliamentarian** and enhance its functionality. A redesigned library will provide an improved user experience, better support research and information-seeking, and create a more modern and accessible facility.

In this internet age, the library and Research wing are the only central location where new and emerging information technologies can be combined with traditional knowledge resources in a user-focused, service-rich environment that supports today's social and educational learning, teaching, and research patterns.

Whereas the internet has tended to isolate people, the library, as a physical place, has done just the opposite. Within the institution, as a re-invigorated, dynamic learning resource, the library can once again become the centerpiece for establishing the intellectual community and scholarly enterprise.

2.0 INVITATION FOR PRE-QUALIFICATION

1. The National Assembly Secretariat Islamabad intends to prequalify contractors for the work “Renovation / up gradation of Library & Research Centre in National Assembly Secretariat Parliament House Islamabad”.
2. Pre-qualification is open to firms / contractors who are registered with Pakistan Engineering Council (PEC) in **Category C-4** or above having valid Registration Certificate up to **30-12-2024**.
3. Pre-qualification documents can be obtained from the office of Section Officer (Admin) National Assembly Parliament House Islamabad during office work timing OR **can be downloaded from the websites of National Assembly Sectt or PPRA.**
4. Applications for pre-qualification must be delivered in sealed envelope through registered mail or by hand to Section Officer (Admin) National Assembly Parliament House Islamabad by the time and date mentioned in the advertisement.
5. **Applicants** will be informed of the result of the evaluation of applications. Only pre-qualified firms will be invited for bids.
6. Interested firms / contractors will provide documents as mentioned in “Basic Evaluation Data” of pre-qualification documents.
7. National Assembly Secretariat reserves the right to reject any or all applications as per provision of PPRA Rules 2004.

Shaukat Hayat
(Section Officer Admin)
National Assembly Secretariat
Islamabad.
(051- 9022360)

3.0 INSTRUCTIONS TO APPLICANTS

3.1 Submission of Applications

3.1.1 Applications for pre-qualification (one original and one copy) must be received in sealed envelopes to be delivered by through registered mail to:-

Section Officer (Admn) National Assembly Parliament House Islamabad

not later than **20 days from the day of publication of advertisement** and be clearly marked “Application for Pre-qualification” for the work “Renovation / up gradation of Library & Research Centre in National Assembly Secretariat in Parliament House Islamabad”

3.1.2 The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.

3.1.3 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 Pre-qualification in case of non-compliance of the above requirement.

3.1.4 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 dis-qualification of the Applicant.

3.1.5 The clarification meeting will be held in **Parliament House**. The time, date and place of the meeting is as follows, where all prospective Applicants may request clarification about the project and the evaluation criteria

Location: Committee Room No-7 4th Floor in Parliament House
Time: 03:00 PM
Date: 8th January ,2024

3.2 Qualification Criteria

3.2.1 Basic Evaluation Data (mandatory eligibility)

The contractors / firms are requested to furnish the following documents along with documentary proofs and annexure.

<i>S. No.</i>	<i>Description</i>	<i>Annex</i>
1	Registration with Registrar of firms	
2	Article of Association	
3	Partnership Deed	
4	Registration with Pakistan Engineering Council having valid Registration Certificate up to 30-12-2024	
5	Registration with other Govt & Semi Govt Organizations	
6	CVs of Engineering / Technical Staff to be posted on this project	
7	List of projects of similar nature executed during last 05 years, supported with letter of start and performance certificate from the clients.	
8	List of similar works in hand with present position with clients letters	
9	List of T&P, machinery & other equipment / instruments to be used on the project with documentary proof	

10	Satisfactory balance sheet of the firm for the last three years duly audited by the Chartered Accountant.	
11	Income Tax Certificate	
12	Non Litigation Certificate on stamp paper of Rs. 100/-	
13	Certificate regarding black listing on stamp paper of Rs. 100/-	

3.2.2 General

Pre-qualification will be based on the criteria given in succeeding paras 3.2.3 to 3.2.7 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 do not materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. The procuring agency shall evolve criteria keeping in view the complexity of the project. General criteria merely as a model is provided for reference of the drafters of the Prequalification Document as follows:-

S. No.	Category	Weightage/Marks
3.2.3	General experience (experience record)	35
3.2.4	Personnel Capabilities	10
3.2.5	Equipment Capabilities	20
3.2.6	Financial Position	35
	Total	100

Note: Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 60% score in each category and overall 70% score is required for pre-qualification.

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

3.2.3 General Experience (experience record)

Credit Marks for experience shall be awarded on the basis of following qualifications:

S. No.	Description	Maximum Points
1	Four projects of similar nature and complexity completed in last 5-years with Govt or Semi Govt Organizations (5 marks for each work)	20
2	Three projects of similar nature and complexity in hand with Govt or Semi Govt Organizations (5 marks for each work).	15
	Sub Total	35

Note: No marks shall be given without documentary evidence such as commencement letters, letter of award and completion certificates

3.2.4 Personnel Capability

Credit Marks shall be awarded under this category using the following criteria:-

S. No.	Description	Maximum Points
1	Project Manager – B. Sc Engineer 1 No. Dy. Project Manager – B. Sc Engineer 1 No.	2 2
2	Site Engineers (Civil) – Diploma Engineer 2 Nos. Site Engineers (E&M) – Diploma Engineer 1 Nos.	2 1
3	Supervisors having good experience 2 Nos.	2
4	Quantity Surveyor – Diploma engineer 1 No	1
	Sub Total	10

Note: CVs and experience certificate of above personnel shall be attached.

3.2.5 Equipment Capabilities

Credit Marks shall be awarded on the basis of the following criteria for various kinds of equipment's relevant for the project, owned by the Applicant:-

S. No.	Description	Maximum Points
1	Steel pipe scaffolding and steel sheet (10000 rft)	10
2	Theodolite instruments (2 Nos)	4
3	Vacuum Machine for cleaning (2 Nos)	2
4	Tractor Trolley for shifting of material (1 No)	4
	Sub Total	20

Note: Documentary evidence of ownership shall be added.

3.2.6 Financial Position

Credit Marks shall be awarded on the basis of the following criteria:-

S. No.	Description	Maximum Points
1	Available Bank Credit line. No marks for less than 100 Million and full marks for above 300 million	5
2	Audit reports of last 5 years (2 marks for each year)	10
3	Working Capital in last three years	5
4	Registration with Income Tax Department	5
5	Bank statement of last 3-years	5
6	Non Black list affidavit on stamp paper of Rs. 100/-	5
	Sub Total	35

Note: Documentary evidence must be added in support of above statements.

3.3 Joint Venture

Not applicable

3.4 Conflict of Interest

3.4.1 The Applicant 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, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

3.5 Updating Prequalification Information

3.5.1 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.

3.6 Other Factors

3.6.1 Only firms that have been prequalified under this procedure shall be invited to bid. A qualified firm may participate only in one bid for the contract. If a firm submits more than one bid, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

3.6.2 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 any application; and
- c) Cancel the prequalification process and reject all applications.

3.6.3 Applicants will be informed in writing by fax or mail **within 30 days** of the date for submission of applications of the result of their applications and may be debriefed if solicited.

4.0 EVALUATION CRITERIA

Applicants meeting the minimum requirement of Pre-qualification Criteria mentioned in Para-3.2 besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirement of 60% score in each category and overall 70% score is required for pre-qualification.

- a. Mandatory eligibility has been given in Para-3.2.1
- b. Evaluation criteria have been given in Para-3.2.2. to 3.2.6

Letter of Application

{Letterhead paper of the Applicant including full postal address, telephone number, fax number, telex number, cable and e-mail address}

Reference

Date:.....

To:

.....
[name and address of the Employer]

Sirs,

1. Being duly authorized to represent and act on behalf of
(hereinafter "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 contract under the *Renovation / Upgradation of Library & Research wing of National Assembly Secretariat* project.
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. Your Agency 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. Your Agency and its authorized representatives may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

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) your Agency reserves the right to:
 - (i) amend 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
 - (ii) reject or accept any application, cancel the prequalification process, and reject applications; and
 - (c) your Agency 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) your Agency 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.

General Information

All individual firms 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 as a Partnership.

Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10% of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

1.	Name of Firm (Sub Contractor)	
2.	Head Office Address	
3.	Telephone	Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration

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

General Experience Record

Name of Applicant or partners

All individual firms are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant, in terms of the amounts billed to clients for each year for work in progress or completed over the past five years.

Use a separate sheet for each partner of a joint venture.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.

Joint Venture Summary

Names of all Partners of a Joint Venture	
1. Lead Partner	
2. Partner	
3. Partner	DELETED
4. Partner	
5. Partner	
6. Partner	

Total value of annual construction turnover, in terms of work billed to clients,

Annual Turnover Data (Construction only; Equivalent in Pak Rupees, Millions)						
Partner	Form A-2 Page No.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
Total:						

Particular Experience Record

Name of Applicant

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the “Instructions to Applicants”.

On a separate page, using the format of Application Form A-5, each applicant is required to list all contracts of a value equivalent to **Pak Rs. 300.000 million**, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant.

Where the Applicant proposes to use named subcontractor(s) for critical components of the works, or for work contents in excess of 10% of the value of the whole works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.

Details of Contracts of Similar Nature and Complexity

Name of Applicant

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 (<i>Tick One</i>) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract at completion
8.	Date of Start
9.	Date of Completion
10.	Contract Duration
11.	Specified Requirements1

Current Contracts / Works in Progress

Name of Applicant

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	Value of Contract	Estimated Completion Date

Personnel Capabilities

Name of Applicant

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-8).

1.	Project Manager
	<i>Name of Prime Candidate</i>
	<i>Name of Alternate Candidate</i>
2.	Dy. Project Manager
	<i>Name of Prime Candidate</i>
	<i>Name of Alternate Candidate</i>
3	Site Engineer (Civil)
	Name of Candidate
4.	Site Engineer (Civil)
	Name of Candidate
5.	Site Engineer (E&M)
	Name of Candidate
6.	Supervisor
	Name of Candidate
7.	Supervisor
	Name of Candidate
8.	Quantity Surveyor
	Name of Candidate

Equipment Capabilities

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in para 3.2.4 of the Instructions to Applicants.

Item of Equipment / machinery		
1	Steel pipe scaffolding	Quantity
		Make
		Sizes of pipes
		Clamps
2	Theodolite Instruments	Quantity
		Make & model
		Type
3	Vacuum machine Heavy duty	Quantity
		Make & model
		Type
4	Tractor trolley	Quantity
		Make & model
		Type
5	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

Financial Capability

Name of Applicant

Applicant should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of Bank
	Address of Bank

Summarize actual assets and liabilities in Pak Rupees for the previous five years, based upon known commitments, projected assets and liabilities in Pak Rupees equivalent for the next two years.

Financial information in Pak Rupees	Actual in previous five year (in million)					Projected for next two years (in million)	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 3.2.6).

Source of financing	Amount (Rupees in million)

Attach audited financial statements for the last five years.

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

