

# **PRE-QUALIFICATION OF CONTRACTORS**

**FOR**

## **MAINTENANCE OF ELECTRICAL/MECHANICAL WORKS IN METROBUS SYSTEMS IN LAHORE, RAWALPINDI-ISLAMABAD AND MULTAN**



**May 2018**



**PUNJAB MASSTRANSIT AUTHORITY  
GOVERNMENT OF PUNJAB, PAKISTAN**

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## **Important:**

- Sole Proprietors, Registered companies, Association of Persons (AOP) in Category-1 & 2 and Joint Ventures (JV) in Category-2 complying with criteria given in this Pre-Qualification (PQ) document are eligible for pre-qualification, hereafter referred to as "Applicants".
- This PQ document does not constitute a binding agreement or an offer or an invitation by the Punjab Mass Transit Authority to enter into any contract. . The principle purpose of this document is to seek applications from parties desiring to obtain pre-qualification status with the Punjab Mass Transit Authority for maintenance of Electrical/Mechanical works in Lahore Metrobus System (LMBS), Pakistan Metrobus System Rawalpindi-Islamabad (PMBS) and Multan Metrobus System
- This PQ document contains the minimum requirements and information desired by the Authority. The contents hereof may be supplemented by the Authority as it deems appropriate. Each applicant may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in this document to its satisfaction. The Authority makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the document. The Authority may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information contained in this PQ document.
- Applicants must ensure that they submit all the required documents indicated in this PQ document without fail. Applications received without valid documentary evidence, supporting documents and various requirements mentioned in this PQ document are liable to be rejected at the initial stage itself. It is intimated that no objection/revision/supplement shall be entertained regarding the terms and conditions of the PQ document submitted by any Applicant. In case the information / evidence provided by the Applicant is incomplete, PMA may seek clarification and relevant information / evidence. All such cases shall be communicated in writing.
- The Applicants are requested to access the websites of the Punjab Procurement Regulatory Authority (<http://www.ppra.punjab.gov.pk>), and The Punjab Mass Transit Authority (<http://www.pma.punjab.gov.pk>) for all updates on the pre-qualification document such as addenda etc.
- Each Applicant is deemed to have inspected the MBS corridors and the allied facilities in

addition to all necessary documentation prior to filing the application. The Applicant(s) must satisfy himself/herself/themselves that the MBS corridor space is suitable/viable/feasible for carrying out maintenance and repair works.

- The Applicant shall furnish all details including their experience in the prescribed application format.
- The Applicant(s) shall bear all costs/expenses associated with the preparation and submission of this Application/PQ documents, obtaining clarifications and conducting site visits. The PMA shall in no case be responsible/liable for these costs/expenses
- The Applicant shall furnish documentary proof with respect to the prequalification criteria along with the application form.
- The authorized person of the Applicant shall sign all the pages of the application and attached proof/annexures.
- The pre-qualification shall not be considered as selection for award of the contract.

# 1 Definitions and Interpretations

In this document (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the context requires otherwise:

- 1.1. **Applicable Laws** shall mean laws of the Government of Pakistan and the Government of Punjab.
- 1.2. **LMBS** shall mean Lahore Metrobus System including feeder routes
- 1.3. **PMBS** shall mean Pakistan Metrobus System Rawalpindi-Islamabad including feeder routes.
- 1.4. **MMBS** shall mean Multan Metrobus System including feeder routes
- 1.5. **MBS** shall mean Metrobus Systems including LMBS and PMBS
- 1.6. **PMA** shall mean The Punjab Masstransit Authority, established by the Government of Punjab under the Punjab Metrobus Authority Act, 2015.
- 1.7. **Employer** shall mean PMA.
- 1.8. **Applicant** shall mean a Sole Proprieter, Registered Company or an Association of Persons (AOP) or a Joint Venture that has submitted its application for pre-qualification as per the criteria/specifications listed.
- 1.9. **Registered Company** shall mean a company registered with the Securities & Exchange Commission of Pakistan (SECP).
- 1.10. **Application Categories** means the the category in which the Applicant shall be prequalified. There are two categories:-  
Category 1: Short maintenance contracts each not exceeding PKR 1 Million  
Category 2: General Maintenance Contracts (GMC) each of value more than PKR 1 Million upto PKR 20 M.  
Applicant can apply in Category-1, Category-2 or both by stating in Letter of Application (Annex A)
- 1.11. **Joint Venture (JV)** shall mean an association of up to three (03) business entities formed as per requirements listed in this Pre-qualification document in Category 2 only.
- 1.12. **Association of Persons (AOP)** shall mean a firm registered under the Partnership Act.

- 1.13. **Clarification Conference** shall mean the meeting conducted by the Employer on the given date and time prior to the actual date of submission of applications.
- 1.14. **Services** shall mean the tasks to be performed by the pre-qualified firm(s)
- 1.15. **GoPb** shall mean The Government of the Punjab.
- 1.16. **GoP** shall mean The Government of Pakistan.
- 1.17. **At grade** shall mean at ground level.
- 1.18. **Elevated** shall mean above the ground level.

## **2 Headings and Titles**

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

## **3 Notice**

- 3.1. In this document, unless otherwise provided, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Applicant and the Employer, the same shall be:
- a. In writing;
  - b. Issued within reasonable time;
  - c. served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
  - d. The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

## **4 Invitation for Pre-Qualification**

- 4.1. The Punjab Mass Transit Authority (PMA) is a statutory body established by the Government of the Punjab for the purposes of planning, construction, operation and maintenance of mass transit systems in the major cities of the Punjab, Pakistan; for providing safe, efficient and comfortable urban transportation system.

4.2. The Punjab Mass Transit Authority hereinafter the "Employer" intends to pre-qualify Electrical/Mechanical contractors

#### 4.3. PROJECT LOCATION:

Project location includes the following systems

4.3.1. Lahore Metrobus System (LMBS) located in Lahore. This comprises of following:-

- a) 27 Km corridor from Shahdara to Gajjumatta. Corridor from Canal to Bhati is elevated having length of 8.3 Km
- b) 27 stations out of which 18 stations are at-grade while 9 stations are elevated.
- c) Depots
- d) Command & Control Center located at 5<sup>th</sup> Floor Arfa IT Tower
- e) Feeder routes and allied components

4.3.2. Pakistan Metrobus System (PMBS) located in Rawalpindi Islamabad. This comprises of following:-

- a) 24 Km corridor from Saddar to Pak Secretariat. Corridor from Saddar to Faizabad is elevated having length of 10 Km
- b) 24 stations out of which 14 stations are at-grade while 10 stations are elevated.
- c) Depots
- d) Command & Control Center located near Saddar Station.
- e) Feeder route and allied components

4.3.3. Multan Metrobus System (MMBS) located in Rawalpindi Islamabad. This comprises of following:-

- a) 18.5 Km corridor from Bahauddin Zikria University (BZU) to Chowk Kumharan. Northern Bypass to BCG Chowk and Veharhi Chowk to General Bus Stand is elevated having a total length of 12.5 Km
- b) 21 stations out of which 07 stations are at-grade while 14 stations are elevated.
- c) Depots
- d) Command & Control Center located at Chungi No 9.
- e) Feeder routes and allied components

4.3.4. PMA Projects currently under planning and/or execution stage requiring E&M Maintenance works after completion and declared as "Project Location".

#### 4.4. SCOPE OF WORK

"Electrical and Mechanical Works" at aforementioned project locations includes but not limited to supply/installation/testing/commissioning/repair/restoration/maintenance of following:-

- a) Pole lights, station lights, power supply, all kind of electrical/electronic cables including fiber optic, transformers, lights, bracket fans, UPS, Station Announcement System, switches, circuit breakers, sensors, electric motors, electric coolers, electrical fault detection, traffic lights, fire extinguishing systems, generators, escalators, elevators, HVAC systems, computers/servers, projectors, mobiles, tablets, softwares, customized software solutions, printers, Supervisory Control and Data Acquisition Systems (SCADA), video walls, networking equipments, Control Room allied equipments, security scanners, official vehicles, display monitors (LED, LCD etc), kitchen equipments (refrigerators, microwave ovens, electric cattles, vending machines etc.), office stationary.
- b) All allied components of categories mentioned in 4.4. (a)
- c) Preventive and Forced maintenance through dedicated staff etc.
- d) Any other category declared to be under E&M by PMA

4.5. The Prequalification shall remain effective for a **period of three (03) years**, extendible upon mutual consent with the prequalified contractors.

#### 4.6. **PMA 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 qualify among those pre-qualified/shortlisted bidders who meet the requirements of the contract(s) as amended.
- b) Cancel/Annul the pre-qualification 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.
- c) Repeat the pre-qualification process and enlist more contractors.
- d) Adopt Open Tendering Process for a a particular project in which case Pre-Qualified Contrators may participate however competition shall not be restricted to Pre-Qualified Contractors only.



- 4.7. It is expected that Invitation to Bid will be issued from time to time on need basis
- 4.8. The Client envisions to award maintenance contracts, duration of which shall not exceed a period of one-year per contract, under two categories as follows:

4.8.1. **Category 1:** Short maintenance contracts each not exceeding PKR 1 Million

4.8.2. **Category 2:** General Maintenance Contracts (GMC) each of value more than PKR 1 Million upto PKR 20 M and Incidental Work Contracts(IWC) from 1 Million to 50 Million.

Interested applicants may opt to be shortlisted in any one or both categories.

**In case Applicant intends to apply for pre-qualification in both categories,**

- **Applicant has to clearly state in Letter of Application (Annex A).**
- **The eligibility and evaluation shall be conducted as per Category 2**

Joint Ventures are only allowed in Category-2. Joint Ventures are further detailed in Section 6 of this prequalification document.

## **5 Instructions to Applicants**

### **5.1 Submission of Applications**

Applications shall be submitted by following the instructions as under for any one or both categories of works.

- 5.1.1 Firms interested in pre-qualification shall submit one original and one duplicate copy of the application, which are to be sealed in separate envelopes; each clearly marked "Original Application" and "Duplicate Application", respectively. Both envelopes shall be re-sealed in a single envelope clearly marked "Maintenance Of Electrical/Mechanical Works In Metrobus Systems In Lahore, Rawalpindi-Islamabad and Multan" alongwith category applied for. The Applicant's business name, address and contact no shall be marked on bottom right corner of each envelope

- 5.1.2 The sealed envelopes must reach the Employer at "The Punjab Mass Transit Authority, 5th floor Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore Phone: +92 42 99028000, Fax: +92 42 99232541", no later than 1100 HRS Pakistan Standard Time (PST) on May 29, 2018. Any application received by the Employer after the deadline prescribed in the above Para shall be returned unopened to such Applicant. Delays in the mail, delays of person in transit, delay due to ARFA Security clearance, or delivery of an application to the wrong office shall not be accepted as an excuse for failure to deliver the application at the proper place and time. It shall be the Applicant's responsibility to determine the

manner in which timely delivery of his application will be accomplished, either in person, by messenger, courier service or by mail.

- 5.1.3 Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms of constructors and Joint ventures pre-qualified under this process shall be invited to bid.
- 5.1.4 All submitted documents shall be prepared in the English language. Information in any other language shall be accomplished by its certified translation in English. Employer reserves the right to reject any Pre-qualification application in case of non-compliance to this requirement.
- 5.1.5 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.
- 5.1.6 A clarification meeting will be held on the venue, date and time given below. All prospective applicants may request clarification about the project and the evaluation criteria during this meeting.

Location: Punjab Mass Transit Authority, 5th Floor, Arfa Software  
Technology Parks, 346-B, Ferozpur Road, Lahore.

Time: PST 1100 HRS

Date: May 22, 2018

\*Clarification may be requested by post/email/ or other modes of communication. Any such clarification request shall reach the office before the clarification meeting.

## 5.2 Eligibility Criteria

### Category 1:-

- a. Applicant must be registered as Sole Proprietor/AOP/Firm.
- b. Applicant must have income tax registration.

- c. Applicant has never been black listed with any Government Organization.

**Category 2:-**

- a. Applicant must be registered as Sole Proprieter/AOP/Firm. This applies to all members in case of JV.
- b. Must have relevant experience for at least two years. This applies to any one member in case of JV
- c. Registration with Pakistan Engineering Council (PEC) in atleast C6 Category having any code relevant to Electrical and/or Mechanical Works. This applies to any one memeber of Joint Venture (JV).
- d. All applicants must have income tax registration. This applies to all members in case of JV.
- e. Applicant has never been black listed with any Government Organization. This applies to single applicant, Association of persons and all memebers of Joint Venture.

**5.3 Pre-Qualification Criteria**

- 5.3.1 Pre-qualification will be based on the criteria given in succeeding paras regarding the Applicant's Financial Soundness, Experience Record, and Personnel 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 deviations do not materially affect the capability of an applicant to perform the contract. Sub-contractors' experience and resources shall not be taken into account in determining the Applicant's compliance with the pre-qualification criteria. However, Joint Venture experience & resources shall be considered.. Pre-qualification criteria is provided below and point distribution is further enumerated

**5.4 Evaluation Criteria for Category-1**

**Please Note:**

1. Applicant has to score minimum 10 marks in Section B, 10 Marks in Section C and 15 Marks in Section D.
2. Applicant has to score a total of 50 marks
3. Applicant must provide all the required documents as an evidence against each evaluation

criteria details of which are provided in Section 10 (Document Checklist) of this prequalification document

4. Joint Ventures are not allowed in Category-1

Table 1: Distribution of Marks

<b>Sr. No.</b>	<b>Category</b>	<b>Weightage/Marks</b>
1.	Organization Profile	15
2.	Experience Record	35
3.	Personnel Capabilities	25
4.	Financial Soundness	25
	<b>Total:</b>	<b>100</b>

Table 2: Evaluation Criteria

<i>Sr.no</i>	<i>Description</i>	<i>Max Points</i>	<i>Details of points</i>
<b>A</b>	<b>ORGANIZATIONA PROFILE</b>		
1	Years since Income tax Payer	15	More than 2 years: 15 Points 1 to 2 : 10 Points Less than 1 Year: 0 Points
	<b>Sub-total</b>	<b>15</b>	
<b>B</b>	<b>EXPERIENCE RECORD</b>		
1	Projects worth PKR 0.5 Million or more, of similar nature (Supply / Installation / Testing / Commisioning / Maintenance) completed during in the past up to 5 years.	20	5 or more projects: 20 Points 3 to 4 projects: 15 Points 1 to 2: 10 Points
2	Projects worth PKR 0.5 Million or more, of similar nature (Supply / Installation / Testing / Commisioning / Maintenance) in hand	10	3 or more projects: 10 Points 1 to 2 Projects: 5 Points
3	Experience of Works as main or sub-contractor on Metrobus project in Lahore or Rawalindi-Islamabad (Supply / Installation / Testing / Commisioning / Maintenance)	5	Yes: 5 points No: 0 Points  (2 points only In case the project is included in Section B-Sr No 1&2)
	<b>Sub-total:</b>	<b>35</b>	
<b>C</b>	<b>PERSONNEL CAPABILITIES</b>		

1	Number of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in Employment of the Firm	15	More than 1: 15 Points 1: 10 Points
2	Experience of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in number of Years (Lead engineer).	10	Two or more: 10 Points Less than two years: 0 Points
	<b>Sub-total:</b>	<b>25</b>	
<b>D</b>	<b>FINANCIAL SOUNDNESS</b>		
1	Average Annual Turnover in Millions in last two years	25	More than 2 = 25 Points More than 1.5 to 2 = 20 Points More than 1 to 1.5 = 15 Points 1 or less = 0 Points
	<b>Sub-total:</b>	<b>25</b>	
	<b>TOTAL</b>	<b>100</b>	

## 5.5 Evaluation Criteria for Category-2

### Please Note:

1. Applicant has to score minimum 10 marks in Section B, 8 Marks in Section C and 10 Marks in Section D.
2. Applicant has to score a total of 50 marks
3. Applicant must provide all the required documents as an evidence against each evaluation criteria details of which are provided in Section 10 (Document Checklist) of this prequalification document
4. Joint Ventures are allowed in Category-2, details of which are provided in Section 6 of this prequalification document
5. Joint Ventures shall be evaluated jointly unless specified otherwise

Table 1: Distribution of Marks

Sr. No.	Category	Weightage/Marks
1.	Organization Profile	15
2.	Experience Record	38
3.	Personnel Capabilities	27
4.	Financial Soundness	20
	<b>Total:</b>	<b>100</b>

Table 2: Evaluation Criteria

<i>Sr.no</i>	<i>Description</i>	<i>Max Points</i>	<i>Details of points</i>
<b>A</b>	<b>ORGANIZATIONA PROFILE</b>		
1	Registration with SECP (In case of JV applicable any one members)	2	Yes: 2 Points No : 0 Points
2	Years of registration with PEC (In case of JV, any one member meeting the criteria is acceptable.)	8	4 years or more : 8 Points 2 to 3 years : 4 Points Less than 2 Years: 0 Points
3	Years since Income tax Payer (In case of JV, any one member meeting the criteria is acceptable.)	5	More than 2 years: 5 Points 1 to 2 : 3 Points Less than 1 Year: 0 Points
	<b>Sub-total</b>	<b>15</b>	
<b>B</b>	<b>EXPERIENCE RECORD</b>		
1	Projects worth PKR 10 Million or more, of similar nature (Supply / Installation / Testing / Commisioning / Maintenance) completed during in the past up to 5 years. (Projects shall be those which Applicant has executed as main contractor. OR in form of Joint Venture with equity share worth PKR 10 Million or more)	20	5 or more projects: 20 Points 3 to 4 projects: 15 Points 1 to 2: 10 Points
2	Projects worth PKR 10 Million or more, of similar nature (Supply / Installation / Testing / Commisioning / Maintenance) in hand. (Projects shall be those which Applicant is executing as main contractor. OR in form of Joint Venture with equity share worth PKR 10 Million or more)	8	3 or more projects: 8 Points 1 to 2 Projects: 4 Points
3	Experience of Works as Main or Sub-Contractor on Metrobus project in Lahore or Rawalindi-Islamabad (Supply / Installation / Testing / Commisioning / Maintenance)	5	Yes: 5 points No: 0 Points  (2 points only In case the project is included in Section B-Sr No 1 and 2)
4	Status of active enlistment with atleast one other Government Organizations and agencies. (In case of JV, any one member meeting the criteria is acceptable.)	5	Yes: 5 points No: 0 Points
	<b>Sub-total:</b>	<b>38</b>	

<b>C</b>	<b>PERSONNEL CAPABILITIES</b>		
1	Number of Graduate Electrical/Mechanical Engineers Registered with PEC in employment of the firm	10	Two or more Engineers: 10 Points Less than 2: 0 Points
2	Experience of Graduate Electrical/Mechanical Engineers in number of years (lead engineer)	5	3 years or more: 5 Points Less than 3 years: 0 Points
3	Number of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in Employment of the Firm	8	4 or more Diploma Engineers: 8 Points 2 to 3 Diploma Engineers: 4 Points Less than 2: 0
4	Experience of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in number of Years (Lead engineer).	4	Two or more: 4 Points Less than two years: 0 Points
	<b>Sub-total:</b>	<b>27</b>	
<b>D</b>	<b>FINANCIAL SOUNDNESS</b>		
1	Average Annual Turnover in last 3 years	20	More than 20 = 20 Points More than 15 to 20 = 15 Points More than 10 to 15 = 10 Points 10 or less = 0 Points
	<b>Sub-total:</b>	<b>20</b>	
	<b>TOTAL</b>	<b>100</b>	

## **6 Joint Venture (JV)**

6.1. Joint Venture must comply with the following requirements:-

- a. A joint venture of upto 3 members can apply
- 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 qualified as another JV; or
  - iii) In the opinion of the Employer, a substantial reduction in competition would result.
- c. Application shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and shall be submitted with a copy of the MOU.

6.2. The pre-qualification 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 pre-qualify if they meet all the prequalification requirements and any partner of JV has requested/shall request for the same and then his pre-qualification shall be subject to the written approval of the Employer.

## **7 Conflict of Interest**

7.1. 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, or was proposed as Engineer for the contract, in the past. Any such association may result in disqualification of the Applicant.

## **8 Updating Prequalification Information**

8.1. Applicants shall be required to update the financial, personnel and equipment information used for pre-qualification 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 pre-qualification. An application shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

## **9 Other Factors**

- 9.1. Only Sole Proprietors, firms, AoPs and JVs that have been pre-qualified 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 sub-contractors who are used by more than one bidder.
- 9.2. 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 qualify among those pre-qualified/shortlisted bidders who meet the requirements of the contract(s) as amended.
  - b. Cancel/Annul the bidding process and reject all bids.

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.

- 9.3. Applicants will be informed in writing by fax or mail within 60 days of the date for submission of applications of the result of their applications and may be debriefed if solicited.
- 9.4. The Employer shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the application, from any or all the Applicant(s). Employer has the right to waive off minor non-conformities that doesnot substantially change the nature of application.

## 10 Document Checklist

### 10.1 Category-1

1	Letter of Application (Annex A)	
<b>APPLICANT's ELIGIBILITY</b>		
	<b>ELIGIBILITY CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
2	<i>Applicant registration as Sole Proprietor/AOP/Firm.</i>	Applicant's Registration Record.
3	<i>Applicant registration with Income tax department.</i>	Applicant's Income Tax Registration Certificate.
4	<i>Applicant declaration that it has never been black listed with any Government Organization.</i>	Applicant's Declaration on 100 Rs Stamp Paper.
<b>APPLICANT's EVALUATION</b>		
5	Form A1	
	<b>EVALUATION CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
<b>ORGANIZATIONAL PROFILE</b>		
6	<i>Income Tax Payer since number of years</i>	Income Tax Returns against quoted number of years
<b>EXPERIENCE RECORD</b>		
7	<i>Projects worth PKR 0.5 Million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) completed during in the past up to 5 years.</i>	Completion Certificate / Letter of Acceptance / Certificate of Payment or any other valid evidence
8	<i>Projects worth PKR 0.5 Million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) in hand</i>	Letter of Award / Purchase Order from the Client or any other valid evidence
9	<i>Experience of Works as Main or Sub-Contractor on Metrobus project in Lahore or Rawalindi-Islamabad (Supply / Installation / Testing / Commissioning / Maintenance)</i>	Completion Certificate / Letter of Acceptance / Certificate of Payment or any other valid evidence.
<b>PERSONNEL CAPABILITIES</b>		
10	<i>Number of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in Employment of the Firm</i>	1) Diploma certificate of each Diploma Engineer 2) Appointment Letter from the Applicant against each Diploma Engineer
11	<i>Experience of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in number of Years (Lead engineer).</i>	

	<b>FINANCIAL SOUNDNESS</b>	
12	Average Annual Turnover in last 2 years	Income Tax Returns for the last 2 years

**Note:**

The applicant(s) shall place tags on documents of relevant serial number

## 10.2 Category-2

1	Letter of Application (Annex A)	
<b>APPLICANT'S ELIGIBILITY</b>		
	<b>ELIGIBILITY CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
2	Registration with SECP	Registration Certificate with Security Exchange Commission of Pakistan. (In case of JV applicable any one members)
3	Must have relevant experience for at least two years	Applicant's Registration Record. In case of JV, any one member meeting the quoted experience is acceptable.
4	Applicant's Registration with Pakistan Engineering Council (PEC) in atleast C6 Category in any code relevant to Electrical and/or Mechanical Works.	Applicant's Registration Certificate with PEC in atleast C6 category in the relevant code. In case of JV, any one member meeting the criteria is acceptable.
5	Applicant registration with Income tax department. This applies to all members incase of JV	Applicant's Income Tax Registration Certificate. In case of JV, each member has to provide its certificate.
6	Applicant declaration that it has never been black listed with any Government Organization.	Applicant's Declaration on 100 Rs Stamp Paper. In case of JV, each member has to provide separate declaration
<b>APPLICANT'S EVALUATION</b>		
7	Form A2	
	<b>EVALUATION CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
<b>ORGANIZATIONAL PROFILE</b>		
8	Organizational structure	Company Organogram
9	Years of Registration of firm with PEC	Registration Certificates with PEC against quoted number of years . In case of JV, any one member meeting the criteria is acceptable.
10	Income Tax Payer since number of years	Income Tax Returns against quoted number of years. In case of JV, any one member meeting the criteria is acceptable.
<b>EXPERIENCE RECORD</b>		
11	Projects worth PKR 10 Million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) completed during in the past up to 5 years. (Projects shall be those which Applicant has executed as main contractor. OR in form of Joint Venture with equity share worth PKR 10 Million or more)	1) Form A3 mentioning each Project details. Use additional forms incase projects are more than 1 2) Completion Certificate / Letter of Acceptance / Certificate of Payment or any other valid evidence 3) In case of quoted projects executed as JV, provide JV Agreement / Memorandum of Understanding / Any other Valid evidence showing equity share worth 10 Million or

		more.
12	<i>Projects worth PKR 10 Million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) in hand. (Projects shall be those which Applicant is executing as main contractor. OR in form of Joint Venture with equity share worth PKR 10 Million or more)</i>	1) Form A3 mentioning each Project details. Use additional forms incase projects are more than 1 2) Letter of Award from the Client or any other valid evidence 3) In case of quoted projects being executed as JV, provide JV Agreement / Memorandum of Understanding / Any other Valid evidence showing equity share worth 10 Million or more.
13	<i>Experience of Works as Main or Sub-Contractor on Metrobus project in Lahore or Rawalindi-Islamabad (Supply / Installation / Testing / Commissioning / Maintenance)</i>	1) Form A3 mentioning each Project details. Use additional forms incase projects are more than 1 2) Completion Certificate / Letter of Acceptance / Certificate of Payment or any other valid evidence.
14	<i>Status of active enlistment with atleast one other Government Organizations and agencies.</i>	Intimation Letter from the Government Organization or any other valid evidence. In case of JV, any one member meeting the criteria is acceptable
<b>PERSONNEL CAPABILITIES</b>		
15	<i>Number of Graduate Electrical/Mechanical Engineers Registered with PEC in employment of the firm</i>	1) Form A4 mentioning each Engineer details. Use additional forms incase Engineers are more than 1 2) PEC registration of each Engineer 3) Appointment Letter from the Applicant against each Engineer
16	<i>Experience of Graduate Electrical/Mechanical Engineers in number of years (lead engineer)</i>	
17	<i>Number of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in Employment of the Firm</i>	1) Form A4 mentioning each Diploma Engineer details. Use additional forms incase Engineers are more than 1 2) Dipolma certificate of each Diploma Engineer 3) Appointment Letter from the Applicant against each Diploma Engineer
18	<i>Experience of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in number of Years (Lead engineer).</i>	
<b>FINANCIAL SOUNDNESS</b>		
19	<i>Average Annual Turnover in last 3 years</i>	Financial Statements for the last three years

**Note**

**The applicant(s) shall place tags on documents of relevant serial number**

**Letter of Application**

*[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]*

Date:.....

To: Secretary Punjab Metrobus Authority,  
5th Floor, Arfa Software Technology Park,  
346-B, Ferozpur Road, Lahore.

Sir,

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(s) under the "**Maintenance of Electrical works in Metrobus System Lahore and Rawalpindi-Islamabad**" project:
2. The category of works applied for is checked here as under:-  

Category 1 only	<input type="checkbox"/>
Category 2 only	<input type="checkbox"/>
Category 1&2 Both	<input type="checkbox"/>
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.

Name, Detail address with E-mail & Phone number

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 all application, cancel the prequalification process, 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) hereabove.

**Applicants who are not joint ventures should ignore para 6&7**

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	Signed
Name with Business Address:	Name with Business Address:
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

## Application Form A1

*All individual applicants category-1 are requested to complete the information in this form. Evidence is to be provided against each criteria as required in Section 10 (Document Checklist).*

### CATEGORY-1

<i>Sr.no</i>	<i>Description</i>	
1	Income Tax Payer since number of years	<i>State Number of Years</i>
2	Projects worth PKR 0.5 Million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) completed during in the past up to 5 years.	<i>State Number of Projects</i>
3	Projects worth PKR 0.5 Million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) in hand	<i>State Number of Projects</i>
4	Experience of Works as Main or Sub-Contractor of total worth PKR 0.2 Million or more on Metrobus project in Lahore or Rawalindi-Islamabad (Supply / Installation / Testing / Commissioning / Maintenance)	<i>State (Yes/No)</i>
5	Number of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in Employment of the Firm	<i>State Number of Diploma Engineers</i>
6	Experience of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in number of Years (Lead engineer).	<i>State Years of Experience of Lead Diploma Engineer</i>
7	Average Annual Turnover in last 2 years	<i>State Avg. Annual Turnover (PKR)</i>

## Application Form A2

All individual firms and joint ventures interested in category-2 are requested to complete the information in this form. Evidence is to be provided against each criteria as required in Section 10 (Document Checklist).

### CATEGORY-2

<i>Sr.no</i>	<i>Description</i>	
1	SECP Registration	<i>State (Yes/No)</i>
2	Years of Registration of firm with PEC	<i>State Number of Years</i>
3	Income Tax Payer since number of years	<i>State Number of Years</i>
4	Projects worth PKR 10 Million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) completed during in the past up to 5 years. (Projects shall be those which Applicant has executed as main contractor. OR in form of Joint Venture with equity share worth PKR 10 Million or more)	<i>State Number of Projects</i>
5	Projects worth PKR 10 Million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) in hand. (Projects shall be those which Applicant is executing as main contractor. OR in form of Joint Venture with equity share worth PKR 10 Million or more)	<i>State Number of Projects</i>
6	Experience of Works as Main or Sub-Contractor of total worth PKR 2 Million or more on Metrobus project in Lahore or Rawalindi-Islamabad (Supply / Installation / Testing / Commissioning / Maintenance)	<i>State (Yes/No)</i>
7	Status of active enlistment with atleast one other Government Organizations and agencies.	<i>State (Yes/No)</i>
8	Number of Graduate Electrical/Mechanical Engineers Registered with PEC in employment of the firm	<i>State Number of Engineers</i>
9	Experience of Graduate Electrical/Mechanical Engineers in number of years (lead engineer)	<i>State Years of Experience of Lead Engineer</i>
10	Number of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in Employment of the Firm	<i>State Number of Diploma Engineers</i>
11	Experience of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in number of Years (Lead engineer).	<i>State Years of Experience of Lead Diploma Engineer</i>
12	Average Annual Turnover in last 3 years	<i>Average Turnover in Last three Years in PKR</i>





11.	Specified Requirements1 ..... ..... .....
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## ii. Current Contract Commitments/Works in Progress

<i>Name of Applicant or partner of a joint venture</i>
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*Applicants and each partner of JV 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	Total Value of Contract (Equivalent Pak Rs. Millions)	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.			
2.			
3.			
4.			
6.			

***Candidate Summary***

<i>Name of Applicant / Partner of JV</i>
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<b>Position</b>	<b>Candidate</b> [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
<b>Candidate information</b>	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	

*Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.*

Month/ Dates/Years		Company / Project / Position / Relevant technical and management experience
From	To	