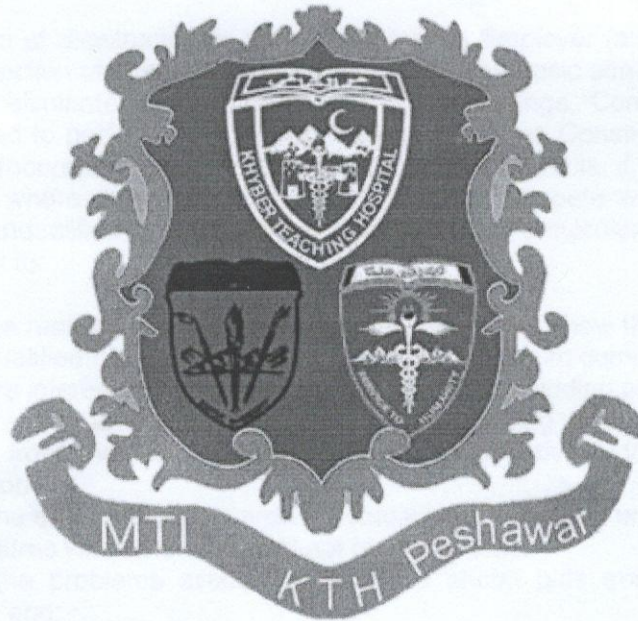


STANDARD PROCEDURE
FOR
PRE-QUALIFICATION
OF
CONSTRUCTORS
FOR
MAINTENANCE & REPAIR,
CONSTRUCTION /
RENOVATION WORKS FOR THE YEAR 2023-24



MEDICAL TEACHING INSTITUTION
KHYBER TEACHING HOSPITAL
PESHAWAR

Pre-Qualification of Constructors for Maintenance & Repair, Construction / Renovation Works

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A. Introduction

The basic aim of pre-qualification is presented in Introduction, to avoid confusion of some Executing Agencies to consider enlistment and/or registration with departments and Pakistan Engineering Council as a substitution of pre-qualification. Therefore, the information listed in Introduction clarifies the difference between pre-qualification and enlistment/registration.

1.1 Advantages of Prequalification

Pre-qualification is an assessment made by the Employer, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.

Pre-qualification of constructors is very useful for the Employer (also to the constructors) to carry out selection of firms for award of contracts. The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, Constructors that are not suitably qualified to perform the Contract. Also some times Constructors are reluctant to participate in procurement proceedings for high value Contracts, if the competitive field is too large and where they run the risk of having to compete with unrealistic tenders submitted by unqualified or disreputable Constructors. Furthermore, the Prequalification is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders who have cleared the minimum competence criteria;
- (ii) Assess the interest of the prospective bidders in the bidding process;
- (iii) Make any adjustments/modifications in the bidding documents if a pointer is available from the lack of interest by the prospective bidders applying for pre-qualification
- (iv) Reduce the effort and so the time in evaluation of bids from un-qualified bidders;
- (v) Joint ventures with other firms will not be acceptable.
- (vi) Reduce the problems associated with low priced bids from bidders of doubtful capability and;
- (vii) Help the bidders who are insufficiently qualified to avoid the expense of bidding.

1.2 Recapitulation

To recapitulate the afore-given, the pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large or complex works, in certain cases for custom designed equipment and specialized services. Pre-qualification is also helpful for providing a chance for selection of smaller constructors under "Slice and Package" system of tendering. Pre-qualification is also useful in saving the employers from numerous un-necessary problems.

B. Invitation for Pre-qualification

Instructions To Bidders:

Scope of Bid: Hospital Director MTI KTH Invites sealed technical bids from eligible firms registered with Pakistan Engineering Council in relevant categories mentioned in SBD & having valid registration certificate of financial year 2022-23 or 2023-24 issued by PEC to Pre qualify them for the financial year 2023-2024.

Eligible Bidders: This invitation for bid is open for all bidders meeting following requirements

- Duly Licensed by Pakistan Engineering in category C-5 or above & having codes, CE-09, CE-10, EE-04, EE-05, EE-06.
- Registered with Federal Board of revenue & having valid NTN No.

Pre-Qualification of Constructors for Maintenance & Repair, Construction / Renovation Works

Signature

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- Enlisted with C&W department.
- Registered with KPRA.

One Bid per Bidder: Each bidder shall submit only one bid either by himself.

Cost of Bid: The bidder shall bear all cost associated with preparation & submission of bid & employer will not be responsible for any cost.

Site Visit: The bidders are advised to visit the site & examine the site of work & its surroundings & obtain all necessary information required for preparation of bid.

Clarification of Bidding Documents: Any perspective bidders who required clarification of bidding documents may notify the employer in writing on the address as mentioned in bidding documents at least 07 days prior to last date of submission of bid. The employer will respond all clarifications in writing received within due time.

Amendments in Bidding Documents At any time prior to the deadline of submission of bid the employer may for any reason whether at his own initiative or in response in clarification requested by perspective bidder modify the bidding documents by issuing an addendum. Any addendum thus issued will be considered as part of bidding documents.

Taxes & Duties: All government taxes i.e. income tax, stamp duty & professional tax or any other government tax will be charged as per rules.

Employer authority to accept or Reject all bids: The competent authority has the right to reject all bids under Rule 47 of KPPRA procurement rules 2014 after assigning valid reasons.

Preparation of Bid:

Language of Bid: The bid & all associated documents with it will be prepared in English.

Currency of Bid: The unit rates & prices shall be quoted by the bidders in Pakistani Rupees. Payment to successful bidder may be made in Pakistani rupees irrespective of variation in its exchange rate with international currency.

Composition of Bid : The technical bid will be comprises of the following documents

- 1) Signed copy of bidding documents.
- 2) Registration certificate of the Firm with PEC in relevant category.
- 3) Registration certificate from KPRA
- 4) Registration certificate with FBR/NTN No.
- 5) List of completed Projects of similar nature with work orders & completion certificates.
- 6) List of ongoing projects of similar nature with work orders.
- 7) Audit Reports of firm issued by chartered accountant for last three years audit reports must be attested by owner.
- 8) Bank statement with annual turnover.
- 9) List of Technical team with detail CVs & PEC certificates signed by authorized representative.
- 10) List of equipments signed by authorized representative.
- 11) Enlistment certificate with C&W department.
- 12) Affidavit on stamp paper duly attested by notary public that the firm or any of its owners has never been black listed.
- 13) Affidavit on stamp paper duly attested by notary public that if the firm pre qualified then will execute all the works as per specifications & instructions of Engineer In charge.
- 14) Copy of CNIC of the owner/authorized representative.
- 15) Contact details of the firm i.e. Mobile & telephone, email & mailing address.

Dead Line for Submission of Bid: The bids must be received by the employer not later than date & time as specified in tender notice through registered mail/courier. By hand submission will not be accepted.

Late Bids: Any bid received by the employer after the deadline for submission of bids will be

Pre-Qualification of Constructors for Maintenance & Repair, Construction / Renovation Works

5/4/14

returned unopened to such bidder.

Modification Substitution & Withdrawal of Bids: Any bidder can modify, substitute or withdraw his bid after bid submission provided that the modification, substitution or withdraw notices received by employer prior to the deadline of submission of bid.

Opening of Bids: The employer will open the bid in the presence of bidders on the date & time as specified in bidding documents..

Pre Qualification Criteria

Pre qualification of the bidders shall be based on the criteria given in succeeding paras regarding the bidder financial soundness, experience record, equipments capabilities, personnel capabilities in addition to basic mandatory requirements. Technical qualification status shall be decided on the basis of fail/pass criteria. The applicant must obtain at least 60% marks in each category given below in detail.

Mandatory Requirements:

- 1) Registration Certificate with Pakistan Engineering Council in category C-5 & above & having codes of CE-09,CE-10,EE-04,EE-05,EE-06. The registration must be renewed for the current year or copy of bank deposit receipt submitted for renewal of license must be attached in case the renewal of PEC for current year not yet received.
- 2) Registration with FBR , valid NTN No & on ATL list.
- 3) Registration with KPRA.
- 4) Enlistment with C&W department.
- 5) If any document submitted by the firm found forged/bogus then the firm will be black listed from MTI, Khyber Teaching Hospital.
- 6) Each page of the submitted document will be duly signed & stamped by the contractor owner and will be attested by gazetted officer/oath commissioner.
- 7) Affidavit on stamp paper duly attested by notary public that the firm has never been black listed.
- 8) Affidavit on stamp paper duly attested by notary public that the firm will execute the works as per specifications mentioned in bidding documents & as per instructions of engineer in charge if pre qualified.

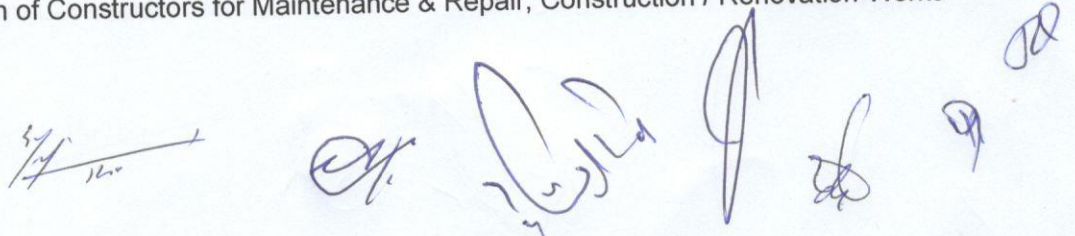
Detailed Evaluation: The applicants meeting the above mentioned mandatory requirements will be selected for detailed evaluation. The bidders who failed to comply with mandatory requirements will be rejected. Detailed evaluation shall be carried out on the basis of criteria for different categories & minimum passing marks prescribed hereunder:

| Sr.No | Category | Marks | Passing Marks |
|---------------|------------------------|------------|---------------|
| 1. | Experience Record | 30 | 18 |
| 2. | Personnel Capabilities | 20 | 12 |
| 3. | Equipment Capabilities | 20 | 12 |
| 4. | Financial Soundness | 30 | 18 |
| Total: | | 100 | 60 |

Experience: (Total Marks =30 i.e. 15 for Completed projects & 15 for Ongoing Projects)

1) For Completed Projects: (Table 1)

Pre-Qualification of Constructors for Maintenance & Repair, Construction / Renovation Works



| Sr. No. | Description | Max marks | Marks Allocation |
|------------------------------|--|-----------|--|
| a) | Experience as prime constructor in execution of similar projects. Similarity based on physical size And other Characteristics. | 15 | <ul style="list-style-type: none"> • 7.5 Marks will be awarded for each completed building Project in the last 5 years having cost more than 40 Million up to maximum 2 projects. • 5 marks will be awarded for each completed building Project in the last 5 years having cost more than 20 Million up to maximum 2 Projects. |
| Total Marks Allocated | | | 15 |

2) For Ongoing Projects: (Table 2)

| Sr. No. | Description | Max marks | Marks Allocation |
|---------|---|-----------|---|
| 1 | Experience as prime constructor in execution of similar projects. Similarity based on physical size and other Characteristics | 15 | <ul style="list-style-type: none"> • 7.5 Marks will be awarded for each Ongoing building Project having cost more than 40 Million up to maximum 2 projects • 5 marks will be awarded for each ongoing building Project having cost more than 20 Million up to maximum 2 Projects. |

Pre-Qualification of Constructors for Maintenance & Repair, Construction / Renovation Works

| | | | |
|------------------------------|--|-----------|--|
| | | | |
| Total Marks Allocated | | 15 | |

Personnel Capabilities: (Max 20 marks)

| S No | Description | Marks assigned |
|----------------------|--|---|
| 1 | BSC Civil Engineer registered with PEC & having more than 5 years experience | 5 marks will be assigned for each engineer up to maximum 10 marks. |
| 2 | BSc Civil Engineer registered with PEC & having experience more than 2 years | 3 marks will be assigned for each engineer up to maximum 6 marks |
| 3 | BSc Electrical Engineer registered with PEC & having experience more than 3 years. | 3 marks will be assigned for each engineer up to maximum 6 marks. |
| 4 | B Tech Electrical/Civil Engineers having experience more than 5 years | 2 Marks will be assigned for each B Tech Engineer up to maximum 4 marks |
| 5 | DAE Civil/Electrical having experience more than 3years. | 1 Mark will be assigned for each DAE Engineer up to maximum 3 Marks. |
| Maximum Marks | | 20 |

Note: Verification of registration of engineers with relevant firm will be confirmed from Pakistan Engineering Council website.

Financial Capabilities: (Total 30 marks, 15 Marks for Average annual turn Over & 15 Marks for Liquid Assets)

i) Average Annual Turn Over: (15 marks)

| S No | Annual Turn Over | Assigned marks |
|------|--------------------------|----------------|
| 1 | Less than 10 Million | 0 Marks |
| 2 | 10 Million to 20 Million | 11 Marks |
| 3 | More than 20 Million | 15 Marks |

ii) Liquid Assets(15 marks)

| S No | Liquid Assets | Assigned marks |
|------|--------------------------|----------------|
| 1 | Less than 10 Million | 0 Marks |
| 2 | 10 Million to 20 Million | 11 Marks |
| 3 | More than 20 Million | 15 Marks |

Note: Annual turnover & liquid assets will be taken from latest bank statement & financial audit reports for the last 3 years. All audit reports must be attested & bank statement shall be verified from relevant bank.

Pre-Qualification of Constructors for Maintenance & Repair, Construction / Renovation Works

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Equipments Capabilities: (20 Marks)

| Sr. No. | Description | Minimum no of Equipment Required | Maximum Marks |
|----------------|---------------------------|---|----------------------|
| 1 | Concrete Site mixers | 2 | 4 |
| 2 | Generator Set (Min. 5kva) | 1 | 1 |
| 3 | Vibrator | 2 | 2 |
| 4 | Form Work (Sq. ft) | 8000 | 4 |
| 5 | Scaffolding Pipe (Rft) | 20000 | 4 |
| 6 | Dumper | 2 | 4 |
| 7 | Air Compressor | 1 | 1 |
| | Total Marks | | 20 |

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Pre-Qualification of Constructors for Maintenance & Repair, Construction / Renovation Works

