

# **UNIVERSITY OF THE PUNJAB**

## **PREQUALIFICATION DOCUMENT**

### **FOR**

**CIVIL WORKS** “Construction of Law College Graduate Block  
(Phase-I) at University Law College, University of the Punjab, Q.A.C,  
Lahore”

### **CHIEF ENGINEER**

**UNIVERSITY OF THE PUNJAB.**

Ph. No:99231495, 99231125 Fax No. 99230382,

**Feb, 2023**

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## **1.0 INTRODUCTION**

### **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) Help the bidders to evaluate and take stock of their capability and consequently to form joint ventures with other firms;
- (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.

### **1.3 Validation**

The prequalification document is downloaded from the PEC website framed by PEC with the required additions and amendments as per the scope and nature of the project.

## 2.0 INVITATION FOR PRE-QUALIFICATION

The University of the Punjab has been entrusted as autonomous body and provided funds to finance the cost of following Civil project at University of the Punjab for eligible payments under the contracts for which this invitation for prequalification is issued. The Chief Engineer University of the Punjab hereinafter the Employer intends to prequalify constructors for the following civil works.

1. Construction of Law College Graduate Block (Phase-I) at University Law College, University of the Punjab, Q.A.C, Lahore

It is expected that the invitation to Bid will be issued till end of February. Prequalification is open to constructors/ Joint Ventures of Constructors who are registered with Pakistan Engineering Council (PEC) in Category C-3 or above having specialized code CE-01, CE-09 & CE-10 for construction work mentioned herein above. Appropriate category PEC registered constructors may obtain the prequalification documents from the office of the Chief Engineer University of the Punjab. The request must clearly state "Request for Pre-qualification Documents for "Construction of Law College Graduate Block (Phase-I) at University Law College, University of the Punjab, Q.A.C, Lahore". The prequalification documents are available from date of publication upon deposit of a non-refundable fee of Rs. 5000/- in Habib Bank Ltd, University of the Punjab Q.A.C in **Account # 018200001891-03**. Applications for Pre-qualification must be delivered in sealed envelopes by hand or through registered mail to the Chief Engineer office, University of the Punjab not later than **1500 hours February 09, 2023** and be clearly marked "Application for Pre-qualification for Construction of Law College Graduate Block (Phase-I) at University Law College, University of the Punjab, Q.A.C, Lahore

Applicants will be informed, in due course of the result of the evaluation of application. Only the firms of constructors and joint ventures prequalified under this process will be invited to bid.

**Engr. Faiz-ul-Hassan Sipra**  
**Chief Engineer**

Address: Office of the Chief Engineer, Q.A.C University of the Punjab  
Ph. No: 042-99231495, Fax No: 042-99230382  
Email: [chiefengineer@pu.edu.pk](mailto:chiefengineer@pu.edu.pk)

## 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 hand or through registered mail to:-

#### **Chief Engineer**

Address: Office of the Chief Engineer, Q.A.C

Ph. No: 042-99231495, Fax No: 042-99230382

Email: [chiefengineer@pu.edu.pk](mailto:chiefengineer@pu.edu.pk)

not later than **1500 hours Feb 09, 2023** and be clearly marked “Application for Pre-qualification for *“Request for Pre-qualification Documents”* for Construction of Law College Graduate Block (Phase-I) at University Law College, University of the Punjab, Q.A.C, Lahore

The Employer reserves the right to accept or reject the late applications.

- 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 incase 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. 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, Chief Engineer,  
University of the Punjab, \_

Time: **11.00 A.M.**

Date: **Feb 06, 2023**

\*Clarification is required may be asked by post/other communication means

## 3.2 Qualification Criteria

### 3.2.1 General

Pre-qualification will be based on the criteria given in succeeding paras 3.2.2 to 3.2.6 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 don't 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. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture. The general criteria are provided as follows:

Sr. No.	Category	Weightage/Marks
1.	Financial Soundness	30
2.	Experience Record	35
3.	Personnel Capabilities	20
4.	Equipment Capabilities	15
	<b>Total:</b>	<b>100</b>

*Note: Prequalification status shall be decided on the basis of pass/fail. The passing marks shall be 70 with at least 50% marks in each category.*

### 3.2.2 General Experience

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

Sr. No.	Description	Maximum Points
i)	Two similar projects of Higher education institutions building minimum covered area of 70,000 Sft completed over latest 10 years.	15
ii)	Five projects of frame structure building minimum covered area of 70,000 Sft.	10
iii)	Ten years of general experience of civil works	5
iv)	Status of enlistment / registration / prequalification for building works with C&W Department, Government of the Punjab or PAK PWD.	5
	<b>Sub-total:</b>	<b>35</b>

*Note: The Applicant must attach the verifiable completion certificate of similar projects issued by the Employer/Client clearly mention the cost of project, covered area of building, and date of completion of the project duly attested by Executive Engineer with name and stamp.*

### 3.2.3 *Personnel Capabilities*

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

<b>Sr.No.</b>	<b>Description</b>	<b>Maximum Points</b>
i)	Graduate Engineers Registered with PEC having valid license. a. 03 Number of Engineers with minimum of 10 Years relevant experience .  02 Numbes of Civil Engineer 01 Number of Electrical Engineer	12
ii)	3 year Diploma of Associate Engineers with minimum 3 years experience 03-Number of Associate Engineers 02 civil and 01 Electrical	8
	<b>Sub-total:</b>	<b>20</b>

### 3.2.4 *Equipment Capabilities*

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

<b>Sr.No.</b>	<b>Equipment Type and Characteristics</b>	<b>Maximum Marks</b>
i)	List relevant equipment and Assign Marks a. 50,000 Sft steel shuttering and scaffolding	5
ii)	Concrete mixing machine minimum two nos with allied accessories/ equipment 4 cft	4
iii)	Other relevant equipment including survoy (Auto level) and total station	1
iv)	Vertical lift	1
v)	Generator 25 KVA	1
vi)	Excavator	2
vii)	Tractor Trolly	1
	<b>Sub-total:</b>	<b>15</b>



### 3.2.5 **Financial Position**

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

<b>Sr.No.</b>	<b>Description</b>	<b>Maximum Marks</b>
i)	Minimum Rs.50 million Available Bank Credit Line	10
ii)	Average minimum Rs.300 millions turn over from construction business in last 3 years (FY 2021-22, 2020-21, 2019-20).	20
	<b>Sub-total:</b>	<b>30</b>

*Note: The Applicant must attach the copy of income tax return file of each year and bank certificate for available credit line duly attested by Chartered Accountant with name and stamp*

### 3.3 **Joint Venture (JV)**

3.3.1 Joint Venture must comply with the following requirements:-

- a) Following are minimum qualification requirements:-
  - i) The lead partner shall meet not less than fifty (50) percent of all qualifying criteria given in paras 3.2 and 3.5 heretofore.
  - ii) Each of the partners shall meet not less than fifty (50) percent of all the qualifying criteria given in paras 3.2 and 3.5 heretofore.
  - iii) The joint venture must collectively satisfy the criteria of paras 3.2, 3.3 and 3.4, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras 3.5 and 3.6 heretofore.
- 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 not qualified individually or as another JV; or
  - iii) In the opinion of the Employer, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all

partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

- 3.3.2 The prequalification 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 prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Employer.

### **3.4 Conflict of Interest**

- 3.4.1 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, 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 and JVs that have been prequalified 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.
- 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.

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.

- 3.6.3 Applicants will be informed in writing by fax or mail within twenty eight (28) days of the date for submission of applications (para 8 of Chapter 2.0, Invitation for Prequalification) of the result of their applications and may be debriefed if solicited.

## **4.0 EVALUATION CRITERIA**

Applicants meeting the minimum requirements mentioned in Para 3.2 besides other factors shall be considered for pre-qualification. If the applicant is not meeting the minimum requirement in each category, the marks will be allocated on prorated basis. No compromise shall be made on the passing marks of 70 and minimum requirements of 50% score in each category.

# 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: .....

.....  
*[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 following contract(s) under the .....*[ name of the Project to be listed by the User/Employer]* project:

<b>Contract No.</b>	<b>Description of Contract</b>
1.	
2.	
3.	
4.	
5.	

*{ Note: The Applicant is to delete, any contract for which he does not wish to prequalify, and sign and date the deletion. If the prequalification refers to only one contract, delete this note and spaces for additional contract references}.*

2. Attached to this letter are copies of original documents defining<sup>1</sup>:
- (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<sup>2</sup>, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

\_\_\_\_\_

<sup>1</sup>  
For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

<sup>2</sup>  
Application by joint ventures should provide information on separate sheet information for each party to the application.

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Financial Inquiries</b>	
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.

**Applicants who are not joint ventures should delete para 6&7 and initial the deletions.**

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 liabilities 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	Name
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)



### General Information

All individual firms and each partner of a joint venture 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 of the Joint Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.

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

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

<b>NATIONALITY OF OWNERS</b>		
	<b>NAME</b>	<b>NATIONALITY</b>
1.		
2.		
3.		
4.		
5.		

# General Experience Record

Name of Applicant or partner of a joint venture

All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), 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.
1.		
2.		
3.		
4.		
5.		

**Application Form A-3**  
**Joint Venture Summary**

Page \_\_\_ of \_\_\_ Pages

<b>Names of all Partners of a Joint Venture</b>
1. Lead Partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

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

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

## Particular Experience Record

*Name of Applicant or partner of a joint venture*

*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 or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs.-(User/Employer to provide the amount) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years<sup>1</sup>. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.*

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

---

1

*Where applications are being invited for a number of contracts, suitable wording should be introduced, to allow applicants to apply for individual contracts or groups of contracts (slice and package contracts).*

## Details of Contracts of Similar Nature and Complexity

*Name of Applicant or partner of a joint venture*

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 (Tick One)  (a) Sole Contractor      (b) Sub- Contractor      (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract  Currency.....                      Currency.....                      Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months)  ___ Years                      ___ Months
11.	Specified Requirements1  a) Covered area of the building b) Nos of storey. c)

# Summary Sheet: Current Contract Commitments/Works in Progress

*Name of Applicant or partner of a joint venture*

*Applicants and each partner to an application 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.*

<b>Name of Contract</b>	<b>Value of Outstanding work (Equivalent Pak Rs. Millions)</b>	<b>Estimated Completion Date</b>
1.		
2.		
3.		
4.		
5.		
6.		

## Personnel Capabilities

<i>Name of Applicant</i>
--------------------------

*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.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

## Candidate Summary

<i>Name of Applicant</i>
--------------------------

<b>Position</b>		<b>Candidate</b> [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of employer	
	Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	Telex
	Job title of candidate	Years with present employer

*Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.*

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



## Equipment Capabilities

<i>Name of Applicant</i>
--------------------------

*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, or for alternative equipment proposed by the Applicant.*

<b>Item of Equipment</b>		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment  <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

*Omit the following information if it is owned by the Applicant or partner.*

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreement	Details of rental/lease specific to the Project.	

## Financial Capability

<i>Name of Applicant or Partner of a Joint Venture</i>
--

*Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture 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.*

<b>Banker</b>	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

*Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) 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 Rs. or equivalent	Actual: previous three year			Projected: next two years	
	1	2	3	5	6
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 3.2.5).*

<b>Source of financing</b>	<b>Amount (Pak Rs. or equivalent)</b>
1.	
2.	
3.	
4.	

*Attach audited financial statements for the last five years (for individual applicant or each partner of joint venture).*

*Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.*

### Litigation History

*Name of Applicant or Partner of a Joint Venture*

*Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para 3.2.6). A separate sheet should be used for each partner of joint venture.*

<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of client, cause of litigation, and matter in dispute</b>	<b>Disputed amount (current value Pak Rs. or equivalent)</b>

**LIST OF DOCUMENTS TO BE ATTACHED**

- (i) Certificate of registration with PEC along with the latest renewal letter.
- (ii) Copy of Registration with Securities & Exchange Commission or Registrar of Firms.
- (iii) Copy of Partnership Deed/Memorandum and Articles of Association in case of Private Limited Company
- (iv) Copy of Registration with Income Tax Department
- (v) A certificate / affidavit that the firm is not blacklisted by any Govt. /Autonomous Body.
- (vi) Copy of verifiable completion certificate of similar projects issued by the Employer/Client clearly mention the cost of project, covered area of the building, and date of completion of the project duly attested by Executive Engineer with name and stamp.
- (vii) Copy of verifiable certificate of similar projects in hand issued by the Employer/Client clearly mention the cost of project, covered area of the building, and date for completion of the project duly attested by Executive Engineer with name and stamp.
- (viii) Copy of income tax return file of each year and bank certificate for available credit line dully attested by Chartered Accountant with name and stamp
- (ix) Copy of bank certificate for available credit line dully attested by Chartered Accountant with name and stamp
- (x) CV of proposed site Engineer and Diploma Engineer and their under taking that they are under the employment with the Applicant.
- (xi) List of Tools & Plant and proof of their ownership and place of deployment
- (xii) Copy of enlistment/registration/prequalification of the applicant with C&W Department, Government of the Punjab or Pakistan Public Works Department duly attested by Executive Engineer with name and stamp.

***Note: Failure to attach above mentioned documents or missing of anyone document may lead to disqualification of application***