

# **UNIVERSITY OF THE PUNJAB**

## **PREQUALIFICATION DOCUMENT FOR**

**CIVIL WORKS “Construction of Department of Digital Media and  
Development Communication, at Quaid-e-Azam Campus, University of the  
Punjab, Lahore”**

**CHIEF ENGINEER**

**UNIVERSITY OF THE PUNJAB.**

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

**March 2025**

# INVITATION FOR PRE-QUALIFICATION

Date: 25-03-2025

1. **University of the Punjab Quaid-e-Azam Campus, Lahore** The University of the Punjab an autonomous body has been entrusted and provided funds to finance the cost of following Civil project at University of the Punjab to eligible payments under the contracts for which this invitation for prequalification is issued.
2. **Chief Engineer, University of the Punjab** hereinafter the Employer intends to Prequalify Constructors for the following Works under this project:  
**Construction of Department of Digital Media and Development Communication, at Quaid-e-Azam Campus, Lahore.**
3. It is expected that Invitation to Bid will be issued till **30.05.2025.**
4. Pre-qualification is open to Constructors/Joint Ventures of Constructors who are registered with PEC in Category **(C-2 or above)** having **Specialization code CE-09, CE-10, EE-04, EE-11** for Construction and Operation of Engineering Works, described in para 2 mentioned hereinabove. Applications may be submitted for Pre-qualification for the above Works.
5. A minimum requirement for Pre-qualification will be to have successfully Completed the requirement as per qualification criteria.
6. Applications for Pre-qualification shall be carried out through EPADS of Punjab Procurement Regulatory Authority (PPRA) and also hard copies (one original and one copy) must be delivered in sealed envelopes by hand or through registered mail, to: -  
**The Chief Engineer,**  
**University of the Punjab, Quaid-e-Azam Campus, Lahore**  
not later than: **15.04.2025 (03:00 PM)** and be clearly marked "Application for Pre-qualification for: -  
**Construction of Department of Digital Media and Development Communication,**  
**University of the Punjab, Lahore.**
7. **The Chief Engineer, University of the Punjab** reserves the right to accept or reject any late applications.
8. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms of Constructors and Joint Ventures Prequalified under this process will be invited to bid.

**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)

**PREQUALIFICATION OF CONSTRUCTORS FOR THE CONSTRUCTION OF DEPARTMENT OF DIGITAL MEDIA AND DEVELOPMENT COMMUNICATION, UNIVERSITY OF PUNJAB, QUAID-E-AZAM CAMPUS, LAHORE**

**INSTRUCTIONS TO APPLICANTS**

**1) Submission of Applications**

- 1.1. Applications for pre-qualification shall be carried through EPADS of Punjab Procurement Regulatory Authority (PPRA) and also hard copies (one original and one copy) must be received in sealed envelopes to be delivered by hand or through registered mail at the address;

**“The Chief Engineer,  
University of The Punjab,  
Quaid-e-Azam Campus, Lahore”**

not later than 15-04-2025 and must be clearly marked “Application for Prequalification for the **Construction of Department of Digital Media and Development Communication, Lahore**”.

- 1.2. The project is named as ‘Department of Digital Media and Development Communication, Lahore’ and is hereinafter referred to as the Project.
- 1.3. Application received later than the date mentioned in para 1.1 shall not be entertained.
- 1.4. The name and mailing address of the Applicant shall be clearly marked on the left hand-side of the envelope.
- 1.5. The applications shall be prepared in the English language only.
- 1.6. The Applicants must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information would result in disqualification of the Applicant.
- 1.7. The clarification meeting regarding the project shall be held in the office of the Chief Engineer at the time and date to be communicated after the receipt of applications.

## 2) Qualification Criteria

### 2.1. General

2.1.1. 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. 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.

2.1.2. Pre-qualification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each Category.

2.1.3. General weightage / criteria shall be based as following;

#	Category	Weightage / Marks
1	Financial Soundness	30
2	Experience Record	35
3	Personnel Capabilities	15
4	Equipment Capabilities	20
	<b>Total</b>	<b>100</b>

### 2.2. General Experience

Credit Marks for experience shall be awarded on the basis of following Qualifications;

#	Description	Maximum points
i	Three similar projects of educational institution building minimum covered area of 60000 Sft completed over latest 05 years.	<b>15</b>
ii.	One similar projects of educational institution building minimum covered area 60000 Sft completed above 50% and must attached satisfaction certificate.	<b>5</b>
iii.	Five projects of frame structure building minimum covered area of 60000 Sft.	<b>10</b>
iv.	Ten Years' experience of the Firm.	<b>5</b>
	<b>Total</b>	<b>35</b>

*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.*

### 2.3. Personnel Capabilities

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

#	Description	Maximum points
i	Graduate Engineers Registered with PEC	
	a) 2x Number of Civil Engineers Having 10 Years experience	6
	b) 1x Electrical Engineer having 5 years Experience	3
ii	Number of Diploma Engineers in Employment of the Firm	
	a) 2x Number of DAC Civil Engineers Having 10 years experience	4
	b) 1x Number of DAC Electrical Engineers having 5 Years experience	2
	<b>Total</b>	<b>15</b>

*Note: The Applicant must attach the CVs, Undertaking by the Company, and last 6 months salary slip for verifying the employment with the company.*

### 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:

Note: All items carry equal marks, and without evidence of the ownership or rental marks didn't awarded.

#	Equipment types and characteristics	Minimum Requirement
1	Batching Plant (30cuM/hr Cap.), or Proof of Premix delivery from Batching Plant	1
2	Concrete Pump	3
3	Crane Mobile (30 Ton Cap.)	1
4	Crane Tower (30 M Boom)	1
5	Dumper Trucks	2
6	Shower/ Loader/ Backhoe	2
7	Steel cutting & Bending Machine	3
8	Concrete Transit Mixer (6 cuM/hr) Owned or from Batching Plant Co.	2
9	Hoists (1500 Kg Cap.)	3
10	Air Compressor (15 HP Cap.)	2

		Pre-Qualification Documents
11	Diesel Generator suitable for catering for all Construction Work in Power Supply Interruption.	1
12	Form Work	50,000 Sqft
13	Scaffolding Pipe	6000 Rft
<b>Total</b>		<b>20</b>

## 2.5. Financial Soundness:

For Financial Status assessment, the Applicants must be required to submit Audited financial statements for the last five years or any other document which verifies their Financial Status.

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

#	Description	Maximum points
i.	Available Bank Credit Line (Min 500 Million)	15
ii.	Working Capital in last 3 years. (Min 1000 Million)	10
iii.	Registration with Income Tax Department, Reg. No	1
iv.	Litigation History, No Litigation or where decision went in favor of the Constructor, Affidavit attached	1
v.	Non-Blacklisting from any Agency, Affidavit attached	1
vi.	Valid License for other related items of Work like Electrification	2
	<b>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. Joint Venture (JV)

A) Joint Venture must comply with the following requirements: -

a) Following are minimum qualification requirements: -

- i) The lead partner shall meet not less than 50 percent of all qualifying criteria given in paras 2.1 and 2.5 heretofore.
- ii) Each of the partners shall meet not less than fifty (50) percent of all the qualifying criteria given in paras 2.2 and 2.5 heretofore.
- iii) The joint venture must collectively satisfy the criteria of paras 2.2, 2.3 and 2.4, 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 2 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 liability with respect to the contract.

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 pre-qualify 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.

#### **4. Conflict of Interest**

- 4.1. The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant in the design process 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.
- 4.2. Any such association may result in disqualification of the Applicant.

#### **5. Updating Prequalification Information**

- 5.1. Participants 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 prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

#### **6. Other Factors**

- 6.1. Only firms 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.
- 6.2. The Employer reserves the right to;
- 6.2.1. Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those pre-qualified 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 Prequalification.
- 6.2.2. Reject or accept any application; and

- 6.2.3. **Cancel the prequalification process and reject all applications.**
- 6.3. 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.
- 6.4. Applicants will be informed in writing by fax, Email or mail within 60 days of the date for submission of applications (para 8 of Invitation for Pre-qualification) of the result of their applications and may be debriefed if solicited.

## **7.0 EVALUATION CRITERIA**

Applicants meeting the minimum requirements mentioned in Para 2.2 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.

## Annex-A

# 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 email address]*

Date: .....

To:

The Chief Engineer,  
University of the Punjab,  
Quaid-e-Azam Campus, 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 of the Project ‘**Department of Digital Media and Development Communication, University of the Punjab, Lahore**’
2. **Attached to this letter are copies of original documents as following;**
  - (a) the Applicant’s legal status;
  - (b) the principal place of business; and
  - (c) the place of incorporation (for applicants who are corporations or companies); 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.

<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]

<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 pre-qualified 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 liability of all partners in the event the contract is awarded to us.
8. The undersigned declare that the statements made and the in formations provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of (Name of applicant or lead partner of a 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	Email
5	Place of incorporation / Registration	Year of incorporation / Registration

NATIONALITY OF OWNERS		
	Name	Nationality
1		
2		
3		
4		

## 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.*

<b>ANNUAL TURNOVER (CONSTRUCTION ONLY)</b>		
<b>Year</b>	<b>Turn over (in actual currency)</b>	<b>Equivalent Rupees in Million</b>
1.		
2.		
3.		
4.		
5.		

Application Form A-3

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

## Joint Venture Summary

<b>Names of all partners of a joint venture</b>
<b>1.Lead partner</b>
<b>2.Partner</b>
<b>3.Partner</b>
<b>4.Partner</b>
<b>5.Partner</b>
<b>6.Partner</b>

Total value of annual Construction Turnover, in terms of work billed to Clients,

<b>Annual Turnover Data</b>						
<b>(Construction only; Equivalent in Pak Rupees, Million)</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>
<b>1.Lead partner</b>						
<b>2.Partner</b>						
<b>3.Partner</b>						
<b>4.Partner</b>						
<b>5.Partner</b>						
<b>6.Partner</b>						
<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. (300) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years (1.) 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 above-mentioned forms should also be supplied for each specialist subcontractor.*

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(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).*

Application Form A-5

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

## Details of Contracts of Similar Nature and Complexity

<b><i>Name of Applicant or partner of a joint venture</i></b>
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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) Subcontractor    (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	<b>Specified Requirements</b> 1..... ..... ..... ..... ..... .....
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1

*Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.*

Application Form A-6

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

## Summary Sheet: 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 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>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		

## 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	<b>Title of position</b>
	<b>Name of prime Candidate</b>
	<b>Name of Alternate Candidate</b>
2	<b>Title of position</b>
	<b>Name of prime Candidate</b>
	<b>Name of Alternate Candidate</b>
3	<b>Title of position</b>
	<b>Name of prime Candidate</b>
	<b>Name of Alternate Candidate</b>
4	<b>Title of position</b>
	<b>Name of prime Candidate</b>
	<b>Name of Alternate Candidate</b>

## Candidate Summary

*Name of Applicant*

	<b>Position</b>	<b>Candidate</b> [Tick appropriate one]  Prime    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	Email
	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>
From	To	

## Equipment Capabilities

<b><i>Name of Applicant</i></b>
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*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.*

Item of Equipment		
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 Owned                      Rented                      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 & Title
	Fax	Email
Agreement	Detail of rental / lease specific to the project	

## Financial Capability

### **Name of Applicant or Partner of a Joint Venture**

*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.*

Banker	Name of banker	
	Address of banker	
	Telephone	Contact Name & title
	Fax	Email

*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 Five years					Projected next two years	
	1	2	3	4	5	6	7
1.Total assets							

2.Current assets							
3.Total liabilities							
4.Current Liabilities							
5.Profits before taxes							
6.Profit after taxes							

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments (Instructions to Applicants, para 2.5).

Source of financing	Amount (Pak Rs. or equivalent)
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). A separate sheet should be used for each partner of joint venture.

Year	Award for Or Against Applicant	Name of client, cause of litigation, any matter in dispute	Dispute amount (current value Pak Rs. or equivalent)