



Al-Shifa Trust Eye Hospital

الشفاء ٹرسٹ آئی ہسپتال

## **PRE-QUALIFICATION DOCUMENT**

### **MINOR RENOVATION / CIVIL WORKS**

**PROJECT DEPARTMENT**

**AL SHIFA TRUST EYE HOSPITAL**

## **Important:**

- Sole Proprietors, Registered companies, Association of Persons (AOP) and Joint Ventures (JV) 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 Al Shifa Trust Eye Hospital to enter into any contract. The principal purpose of this document is to seek applications from parties desiring to obtain pre-qualification status with the Al Shifa Trust Eye Hospital for Minor Civil Works in Al Shifa Trust Eye Hospital Rawalpindi.
- 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.
- The Applicants are requested to access the websites of the Al Shifa Trust Eye Hospital (<http://www.alshifaeye.org>), and The Al Shifa Trust Eye Hospital for all updates on the pre-qualification document such as addenda etc.
- The Applicant shall furnish all details including their experience in the prescribed application format.
- 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/annexure.
- The pre-qualification shall not be considered as selection for award of the contract.

## **1. Definition and Interpretation**

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.
- 1.2. Works shall mean the Civil Works at Al Shifa Trust Eye Hospital.
- 1.3. ASTEH shall mean The Al Shifa Trust Eye Hospital.
- 1.4. Employer shall mean Al Shifa Trust Eye Hospital (ASTEH).
- 1.5. Applicant shall mean a 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.
- 1.6. Registered Company shall mean a company registered with the Income Tax department.
- 1.7. 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.
- 1.8. Services shall mean the tasks to be performed by the pre-qualified firm(s)
- 1.9. GoP shall mean The Government of Pakistan.

## **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**

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**

The Al Shifa Trust Eye Hospital hereinafter the "Employer" intends to pre-qualify contractors for one (01) year. This pre-qualification is for following category:

- a) "Minor Renovation / Civil Works" including but not limited to : Brick Masonry, Plaster, Tile Fixing, Fixing of Wooden Doors, fixing of windows grills ,Fixing of Sanitary items, Marble work, Paint Work, Preventive Maintenance, Inspection through dedicated staff etc.
- b) . The above-mentioned scope may include design services if required by the Client.

## **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 in Civil Works category 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 "Application for Pre-qualification for Minor Renovation / Civil Works in Al Shifa Trust Eye Hospital Rawalpindi.
- 5.1.2. The sealed envelopes must reach the Employer at "AL SHIFA TRUST EYE HOSPITAL RAWALPINDI", no later than 1100 HRS Pakistan Standard Time (PST) on October 26, 2022. 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, 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 construction and Joint ventures pre-qualified under this process shall be invited to bid.

5.1.4. The name and mailing address of the Applicant must be clearly marked on left side of each envelope.

5.1.5. 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.

5.1.6. 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.

## 5.2 Pre-Qualification Documents

### 5.2.1 Details of Prequalification Documents to be submitted

Sr.No	Details of Documents to be submitted
1	Letter of Application as per Annex-A
2	Form A1 (General Information)
	<b>Eligibility</b>
3	Income Tax Registration Certificate. In case of JV, each member firm shall submit its own Income Tax Registration Certificate
4	Certificate that firm, has/have never been blacklisted, on stamp paper of Rs. 100/- duly attested by Notary Public. In case of JV each member firm shall submit separate stamp paper.
	<b>Evaluation</b>
5	Company Profile
6	Firm Organogram. In case of JV, lead member shall submit organogram.
	<b>b) Experience Record</b>
7	For each project of similar nature (Renovation / Civil Works) completed during last 3 years, following documents shall be submitted. <ul style="list-style-type: none"> <li>• Details</li> <li>• Valid documentary evidence indicating parties and project cost</li> <li>• Completion Certificates or any other valid evidence</li> </ul>
9	Document showing enlistment with any other Government Organization
	<b>c) Personnel Capabilities</b>
14	For each diploma holder / BSc engineer, following documents shall be submitted: - <ul style="list-style-type: none"> <li>• Details as per FormA5</li> <li>• BSc Degree</li> <li>• Diploma Certificate</li> <li>• Appointment Letter from the firm</li> </ul>
15	<ul style="list-style-type: none"> <li>• Financial report showing the quoted turnover</li> </ul>

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

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

a. A joint venture of upto 5 members can apply 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 as another JV; or

iii) In the opinion of the Employer, a substantial reduction in competition would result. b. 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 prequalification shall be subject to the written approval of the Employer.

## **7. Conflict of Interest**

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**

Applicants 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 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 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 subcontractors 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. However, the Employer has to review the disqualified bids who originally do not meet the specified criteria for Pre-qualification.

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.

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.

**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: General Manager (Projects & Maintenance),  
Project Department,  
Al Shifa Trust Eye Hospital,  
Rawalpindi

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 under the "**Minor Renovation / Civil Wokrs in Al Shifa Trust Eye Hospital.**"
2. Your Agency and its authorized representatives are here by 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.
3. Your Agency and its authorized representatives may contact the following persons for further information, if needed.  
Name, Detail address with E-mail & Phone number.
4. This application is made with the full understanding that:
  - (a) bids by prequalified / shortlisted applicants will be subject to verification of all information submitted for prequalification at the time of bidding 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
- (b) 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.

5. 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.

6. 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 A-1

### i. General Information

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

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



## Application Form A-3 - PROJECT COMPLETED

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.....      Total Value of Contract.....
7.	Date of Award
8.	Date of Completion
9.	Contract Duration (Years and Months)  ____ Years                      ____ Months
11.	Specified Requirements  ..... .....

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## Application Form A-4 - PROJECT IN HAND

1.	Name of Contract
2.	Country
3.	Name of Employer .....
4.	Employer Address ..... .....
5.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
6.	Contract Role (Tick One) (a) Sole Contractor      (b) Sub-Contractor      (c) Partner in a Joint Venture
7.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency.....      Total Value of Contract..... Total Value of Outstanding Work.....
8.	Date of Award
9.	Expected Date of Completion
10.	Contract Duration (Years and Months) _____ Years _____ Months
11.	Specified Requirements ..... .....

## Application Form A-6

### Annual Turnover

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.*

*In case of Joint venture, Use a separate sheet for each partner and a combined sheet indicating sum of turnovers of all partners.*

Annual Turnover (Civil Works/ Renovation /Repair/Maintenance only)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
2023		
2022		
2021		