



**NATIONAL ENERGY EFFICIENCY &
CONSERVATION AUTHORITY**



**PRE-QUALIFICATION DOCUMENT FOR
CONTRACTORS
FOR
RENOVATION WORKS FOR NEECA BUILDING**

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1. INTRODUCTION

National Energy Efficiency & Conservation Authority intends to prequalify contractors/firms for Renovation Works for Neeca Building at NEECA Building, Sector G-5/2, Islamabad, for which documents are required as per instructions and requirements of this document.

2. INVITATION FOR PRE-QUALIFICATION

2.1 National Energy Efficiency & Conservation Authority hereinafter the “Employer”; intends to prequalify contractors for the following Works and Service(s):

2.1.1 Renovation Works for Neeca Building at NEECA Building, Sector G-5/2, Islamabad

2.2 It is expected that Invitation to Bid will be issued shortly.

2.3 Pre-qualification is open to firms/companies/organizations registered with Pakistan Engineering Council (PEC) in Category C-4 (Code CE10, EE11) and above for Construction and Operation of Engineering Works, described in Para 1 mentioned hereinabove. Applications may be submitted for pre-qualification for the above Works and Services.

2.4 Appropriate category PEC registered contractors may obtain the pre-qualification documents from the office of the undersigned or may download from website (www.neeca.gov.pk).

2.5 Firms/Contractors are required to submit data as per requirements and instructions given in Pre-qualification Document and must attach following documents:

2.5.1 Partnership deed of the firm

2.5.2 Registration/Clearance from Income Tax Department and Respective Revenue Authority.

2.5.3 Undertaking on judicial paper that the firm was never blacklisted by any Government, Semi Govt Organization

2.5.4 Copy of valid registration with Pakistan Engineering Council.

2.5.5 Any additional information with documents in addition to the above that

the firm might like to furnish in support of their application.

2.6 A minimum requirement for pre-qualification will be to have successfully completed three (3) projects of similar nature, complexity and magnitude during the last ten years.

2.7 Applications for Pre-qualification must be delivered in sealed envelopes by hand or through registered mail/Courier Service, to:-

Administrative Officer NEECA, NEECA Building, Sector G-5/2, Islamabad, not later than **02:30 PM, 7th March, 2022**. Sealed Envelope be clearly marked:

Application for Pre-qualification of Constructors for Civil Works & Renovation Works for NEECA Building, Sector G-5/2, Islamabad.

2.8 Applicants will be informed, in due course, of the result of the evaluation of applications submitted for pre-qualification.

2.9 Only the firms of contractors prequalified under this process will be invited to bid.

2.11 RULES AND REGULATIONS

2.11.1 Any concealment about the required information / detail will result in disqualification of the firm/contractor

2.11.2 In case of incomplete information, pre-qualification application will be rejected and will not be considered for pre-qualification

2.11.3 Applicant firm/contractors are required to give guarantee/undertaking that they have carefully studied the pre-qualification document and they will abide by the rules and regulations.

2.11.3 The procuring agency reserves the rights to disqualify a contractor if it finds, at any time that the information submitted by him concerning his qualification as contractor was false and materially inaccurate.

3 INSTRUCTIONS TO APPLICANTS

3.1 Submission of Application:-

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/Courier to:-

Administrative Officer NEECA, NEECA Building, Sector G-5/2, Islamabad not later than **02:30 PM, 7th March, 2022**. Sealed Envelope be clearly marked:

Application for Pre-qualification of Constructors for Civil Works &

Renovation Works for NEECA Building, Sector G-5/2, Islamabad.

The Employer reserves the right to accept or reject any or all applications at any stage.

- 3.1.2 The name and mailing address of the Applicant shall be clearly marked on left hand corner 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 right to reject application for Pre-qualification incase of non-compliance of the 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 not be held. Clarification if required may be asked by post/other communication means.
- 3.1.6 The contractor duly prequalified and not pre-qualified shall also be informed accordingly.

3.2 Qualification Criteria

3.2.1 General

Pre-qualification will be based on the criteria 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.

Sr. No.	Category	Weightage
1.	Experience Record	60
2.	Personnel Capabilities	20
3.	Financial Soundness	10
4.	HSE Statement	10
	Sub-total:	100

Note: Pre-qualification status shall be decided on the basis of Pass/Fail

basis. The applicant must secure at least 70% overall score and 50% score in each category.

The further detailed criteria for each category areas given under the each head as follows:

Relevant Experience and PEC Requirement

Sr. No.	Type of Work	PEC Requirement	Prior Experience
1.	Building Works	Category C-4 or above with PEC Code CE-10, EE-11	Minimum 3 similar projects of 75 Million or above in past 10 years

3.2.2 General Experience

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

Sr. No.	Description	Maximum Points
i)	3 projects of similar nature and complexity completed over last 10 years. 10 points for each project of 75 million or above of building works, otherwise proportionate marks will be given. (Supporting documents including work order and completion certificate are mandatory)	30
ii)	1 Project of similar nature and complexity in hand. 10 points for 1 project of 75 million or above of building works, otherwise no marks will be given. (Supporting documents including work order are mandatory)	10
iii)	General experience of 3 projects over last 10-years (5 points for each project of 75 million or above of any type of civil work, otherwise no marks will be given. (Supporting documents including work order and completion certificate are mandatory)	15
iv)	Status of enlistment with Govt. Organization & other agencies (2.5 marks for each).	5
Sub-total:		60

3.2.3 Personnel Capabilities

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

Sr. No.	Description	Maximum Points
i)	DAE Associate Engineer (Civil) (CV, Educational Docs. & Signed Affidavit is mandatory).	
	a) Number of Engineers (-Marks for each with building work experience.	5
	b) Experience of DAE Engineer:- experience in number of years (5 marks for 10-year experience in building work. Marks for less experience will be given proportionately).	5
	Sub-total:	10

3.2.4 Financial Position

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

Sr. No.	Description	Maximum Marks
i)	Bank statement / latest income tax return / latest audited financial statement	5
ii)	Active tax payer registered with FBR	5
	Sub-total:	10

3.2.5 HSE Policy / Certification 10

3.3. Joint Venture (JV)

NOT APPLICABLE

3.4 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 pre-qualification 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 Pre-qualification Information

Bidders 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. 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 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 bid 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 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 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 Applicants to justify grounds for rejection

4 EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned in Para 3.2 besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 50% score in each category and overall 70% score.

ANNEXURES

Annexure “A” : Various Forms

Letter of Application

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 pre-qualification information provided, the undersigned hereby apply to be prequalified as a bidder for the following contract(s) under the Contract.....

Contract No.	Description of Contract

2. Attachments to this letter are copies of original documents defining:
 - (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, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
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 pre-qualification at the time of bidding;
 - (b) NEECA 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 pre-qualification process, and reject applications; and
 - (c) NEECA 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) NEECA 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 the Para 6&7 and initial the deletion.

6. Appended to the application we give the 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 the partners in the event 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 (Applicant or lead Partner of a joint Venture)	For and on behalf of (Other Partner/Partners of a joint Venture)

General Information

All individual firms applying for pre-qualification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners.

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

NATIONALITY OF OWNERS		
	NAME	NATIONALITY
1.		
2.		
3.		
4.		
5.		

General Experience Record

Name of Applicant

All individual firms are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant in terms of the amounts billed to clients for each year for work in progress or completed over the past five years.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		
4.		
5.		

Joint Venture Summary

Name of all Partners of a Joint Venture
Lead Partner
Partner
Partner

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

Annual Turnover Data (Construction Only: Equivalent in Pak Rupees in Millions)							
Partner	Form A-2	Year 1	Year 2	Year 3	Year 4	Year 5	
Lead Partner							
Partner							
Partner							
Total							

Application Form A-4

Particular Experience Record

Name of Applicant

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form.

On a separate page, using the format of Application Form A-4, each applicant 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. The information is to be summarized, using Application Form A-4, for each contract completed or under execution by the Applicant.

Sr.No.	Name of Project	Name of Employer	Cost of Project (Pak. Rs.)	Contract Award Date	Project Completion Date

Details of Contracts of Similar Nature and Complexity

Name of Applicant

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
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____ Years _____ Months
11.	Specified Requirements 1

Summary Sheet: Current Contract Commitments/Works in Progress

Name of Applicant

Applicants 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	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		

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.

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

Name of Applicant

Position		Candidate [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 10 years, 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	

Equipment Capabilities (Mention only major equipment such as Shuttering, Scaffolding, Mixer Machines, Lifts, Batching Plants, Transit Mixers, Survey Equipment, Compactor, Lab facility, Road Rollers, Asphalt Plant etc.).

Name of Applicant

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 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 <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

Omit the following information if it is owned by the Applicant.

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.	

Name of Applicant

Applicants should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant 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 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 five year					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. Profits after taxes							

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments.

Source of financing	Amount (Pak Rs. or equivalent)
1.	
2.	
3.	
.	

Attach audited financial statements for the last five years

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.

Application Form A-12

MISC.

Name of Applicant

Applicants should provide the following documents:

ISO CERTIFICATION/OHSAS CERTIFICATION
CONSTRUCTION QUALITY CONTROL MANUAL
HSE MANAGEMENT PLAN
GENERAL CONSTRUCTION MANAGEMENT PLAN