

**PEOPLES UNIVERSITY OF
MEDICAL & HEALTH SCIENCES FOR WOMEN
NAWABSHAH AT DISTT: SHAHEED
BENAZIRABAD**



Document for submission of Technical Proposal

**Information duly supported along with documentary evidence for
evaluation of eligibility criteria of firm to participate in bids based on
marks/score for evaluation**

PACKAGE-A

**FURNITURE ITEMS FOR PHARMACEUTICAL INSTITUTE AND PUBLIC
HEALTH INSTITUTE AT NEW CAMPUS OF PUMHSW**

Name of Department:	Project Director (Engineering Wing) PUMHSW, Nawabshah (S.B.A)
Name of Procuring Agency:	Peoples University of Medical & Health Sciences for Women Nawabshah.

Document issued to _____

1.0 Introduction

The basic aim of the submission of Technical Proposal is intended to eliminate, early in procurement proceedings, constructors that are not suitably qualified to perform the contract.

FURNITURE ITEMS FOR PHARMACEUTICAL INSTITUTE AND PUBLIC HEALTH INSTITUTE AT NEW CAMPUS OF PUMHSW

- Peoples University of Medical & Health Sciences for Women Nawabshah (S.B.A) has received funds from Sindh Province for the Project/Scheme cited above with Scope, Estimated Cost and other details are as under:-

(i) **Scope: "Furniture items for Pharmaceutical Institute and Public Health Institute at New Campus of PUMHSW)".**

- **Eligibility:** Valid Registration with relevant tax authorities and Pakistan Engineering Council in relevant category and discipline is mandatory.
- Applicants will be informed, in due course, of the result of the evaluation of applications. The financial proposals of only technically qualified firms/bidders will be opened.

4.0 Section I. Instructions to Bidders/Applicants (ITB).

Clause 1 The firm/contactor shall enclose the (one original and one copy) of the documents in a sealed envelope which shall:-

- a) bear the name and address of the Applicant;
- b) be delivered by hand or through courier/registered mail to address mentioned in advertisement for pre-qualification or in document; and
- c) be clearly marked "Application for submission of Technical Proposal for

Scope: "Furniture items for Pharmaceutical Institute and Public Health Institute at New Campus of PUMHSW)".

Clause 2 If tie envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-maturing opening of the document.

Clause 3 Document shall be prepared in the English language.

Clause 4 Firm/Contractor 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 firm/contractor.

Clause 5 Clarification and Modification of Documents (SPP Rule 23).

Firm/Contractor, who has obtained documents, may request for clarification of contents of the bidding document in writing, and respond to such queries shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

Clause 6 Addendum: At any time prior to the deadline for submission of documents, the agency may amend the Document by issuing addenda. Any addendum issued shall be part of the Document and shall be communicated in writing to all who have obtained the prequalification document.

Clause 7 Deadline for submission of Documents (SPP Rule 22 & 24):

Documents shall be received by the agency at the address Office of the Project Director (Engineering Wing) PUMHSW Shaheed Benazirabad & telephone 0244-9370427 not later than the **16th December, 2016 up to 03:00 p.m.** The procuring agency may, at its discretion, extend the deadline for the submission of documents by amending the Document, and in which case all rights and obligations of the Agency and the firm/contractors subject to the previous deadline shall thereafter be subject to the deadline as extended.

Clause 8 Evaluation (Rule 27 (2)): Firm's/Contractor's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. The Procuring Agency 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 firm/contractor 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.

Clause 9 Clarification of Prequalification Information (Rule 43): To assist in the evaluation of information, the agency may, at its discretion, ask any firm/contractor for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any firm/contractor does not provide clarifications of the information requested by the date and time set in the agency's request for clarification then application of the firm/contractor may be rejected.

Clause 10 Verification of Prequalification Information (Rule 28 (1d): Verification of the information provided by the pre-qualified/shortlisted/ firms/contractors in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or firm/contractor is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

5.0 Section II: Evaluation/Qualification Criteria.

1. Criteria based on Marks/Score.

Mandatory Provisions/Eligibility: Firms/Contractors must possess (i) valid registration certificate from income tax authority (NTN); ii) Valid registration with General Sale Tax Department, Sindh Revenue Board and (iii) is not black listed. (*Attach all certificates and affidavit of not black listing*).

(A) Company Profile.

- | | | |
|-----------|--|-----------------|
| i. | Period since Firm/Contractor is in construction business | 10 Marks |
| | Up to 2 years | 02 Marks |
| | Up to 03 years | 05 Marks |
| | Above 03 years | 10 Marks |

(Attach PEC license for each year)

- | | | |
|------------|---------------------------------|----------|
| ii. | Office facilities | |
| | In Sindh province | |
| | In any other province/Islamabad | 01 Marks |
| | Outside Country | 01 Marks |

(B) General Experience Record 40 Marks

- | | | |
|-----------|---|----------|
| i. | Projects of similar nature and complexity
Completed over last 05 years
(5 Marks for each project) | 25 Marks |
|-----------|---|----------|

(Attach satisfactory completion certificates)

- | | | |
|-----------|--|----------|
| i. | Projects of similar nature and complexity in hand.
(5 marks for each project having cost Rs: 7.50 Million or above). | 15 Marks |
|-----------|--|----------|

(Attach copies of work orders)

(C) Personnel Capabilities required for this project 20 Marks

Requirement of persons will vary from Project to Project.

Following factors may be used as a guideline.

Sr. No.	Description/Position with qualification & experience	Number	Remarks
	Supervisor.		05 Marks.
	Carpenter.		05 Mark.
	Helpers.		01 Marks/person max: 05
	Welder.		02 Marks.
	Polisher.		02 Marks.
	Cushion Maker.		02 Marks.

(D) Equipment Capability 15 Marks

- (a) Critical equipment and number required for the Project shall be specified by the Procuring Agency.
- (b) High value equipment should be an option to own, lease or hire.
- (c) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.
(Details are to be provided in the attachment form)

(E) Financial Soundness /Status 15 Marks

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

Where necessary, the Procuring Agency will make enquiries with the firm's/contractor's bankers.

Working Capital in hand for this project/work

(Attach proof of Bank Statement/Credit Facilities)

- i. Less than 15% of Estimated Cost of this Work 02 Marks
- ii. Less than 25% of Estimated Cost of this Work 05 Marks
- iii. Less than 40% of Estimated Cost of this Work 08 Marks
- iv. More than 40% of Estimated Cost of this Work 10 Marks

Qualifying Score is 60% but it is mandatory to obtain 40% in each section.

(2) Based on Yes/No or Pass/Fail system.

Mandatory Provisions/Eligibility: Firms/Contractors must possess (i) valid registration certificate of PEC in the required category for the year 2016 (ii) valid

registration certificate from income tax authority (NTN); and (iii) in not black listed.
(Attach all certificates and affidavit of not black listing)

Required Documents: It must include following information/documents:-

(A) Firm/Contractor have been in business of construction at least for 5years.

(B) Experience and past performance.

(i) Have completed Two (2) similar assignments having cost of each at least 75% of the project in the last five (02) years.

(ii) Have executed at least one (1) project in similar geographical condition in last five (05) years

(Attach performance certificates of completed projects).

(C) Key Personnel Qualification & Experience.

(Requirement will vary from assignment to assignment).

(i) **Site Engineers.** Qualification: BE (Civil), Number: ().
Experience: () similar assignments,
() years experience.

(ii) **Surveyors:** Qualification: Diploma in Civil, Number: ().
Experience: () similar assignment,
() years experience.

(iii) **Quantity Surveyor:**
Diploma/Certificate Course in Drafting, ()
Experience: () years

(Brief CVs of personnel be attached).

(D) Equipment:

(a) Critical equipment and number for the Project shall be specified by the Procuring Agency. N.A

(b) High value equipment should be an option to own, lease or hire.

(c) Total equipment available with the applicant is to be listed along with its current mobilization on on-going projects.

(Details are to be provided in the attached form)

(E) Financial:

(i) Documentary evidence of financial position, bank statement or audited accounts of the last Three (3) years.

- (ii) Average Annual turnover of the last three years should not less than Thrice the cost of work.

(F) Any other information:

- (i) Details of disputes/litigation or arbitration with client.
- (ii) Any other document/information desired by procuring agency.

6.0 Section III: Application Forms;

A-I Application Submission Form (*The covering letter is to be submitted by the interested firm/contract or partner responsible for joint venture, on appropriate company letterhead*)

Date: _____

To

*The Project Director (E.W)
(PUMHSW) Shaheed Benazirabad.*

Dear Sir,

Subject: Scope: "Furniture items for Pharmaceutical Institute and Public Health Institute at New Campus of PUMHSW)".

I the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original together with one copy of Technical Proposal documents and declare the following:

- (a) I have examined and have no reservations to the Document, including Addenda No(s)....., issued in accordance with ITB Clause 6.
 - (b) I understand that Procuring Agency may cancel the qualification process at any time and that procuring Agency is not bound either to accept any application that it may receive or to open financial proposals of technically disqualified bidders, without incurring any liability to the Applicants.
 - (c) Bids by technically qualified applicants will be subject to verification of all information submitted at the time of bidding;
 - (d) Agency reserves the right to amend the scope and value of any contract under this project.
- 2.** The Procuring Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;
- 3.** Person to be contacted: Telephone:
The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:

A-II

1. Company Profile

Date: _____
Contract: _____

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

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner:</i>
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether Lead Consortium Member is a Corporation, Partnership, Trust etc.)</i>
3.	Head Office Address:
4.	Telephone Fax numbers: E-mail address:
5.	Place of Incorporation/Registration: Year of incorporation/registration:
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:
7.	NATIONALITY OF OWNERS. Name: Country:

A-III

2. General Experience Record

(i) Details of Contracts of Similar Nature and Complexity completed over last 05 years

Sr. No.	1	2	3	4	5
Name of Contract:					
Country					
Name of Procuring Agency With Address, Tele, Fax					
Nature of works and special features relevant to the contract for which applied:					
Contact Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

(ii) Projects of similar nature and complexity in hand.

Firms/Contractor and each partner of the joint venture 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 Contract	Name of Procuring Agency	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.				
2.				
3.				

(iii) Projects executed in similar geographical conditions in last five (5) years.

Sr. No.	1	2	3	4	5
Name of Contract:					
Country & location					
Name of Procuring Agency With Address, Tele, Fax					
Nature of works and special features relevant to the contract for which applied:					
Contact Role (Mention: Sole, Sub Contractor or Partner in a Joint Venture).					
Value of the total contract in Pak/Rs:					
Date of Award:					
Date of Completion					

A-IV

4(A) Personnel Capabilities

Firms/Contractor should provide the names of suitably qualified personnel to meet the specified requirements stated in Section 3;

(Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

Sr. No.	Title of Position	Name
1.		
2.		
3.		
4.		
5.		

A-VI**5. Equipment Capabilities**

Firm/Contractor shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section 3 (Evaluation and Qualification Criteria). A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

Sr. No.	Name of Equipment	Nos:	Marks	Total Marks	
1	Wood Cutting Machine.		02		
2	Table Cutter Machine		02		
3	Hand Cutter Machine		02		
4	Shaper		01		
5	Guage Machine		02		
6	Spindle Machine		02		
7	Drilling Machine		02		
8	Hand Tools		02		

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Following information shall be provided if equipment is not owned by the Bidder.

Sr. No.	Name of Equipment	Name of owner	Address of owner	Contact name and title with Telephone Fax & E Mail	Agreements Details of rental / lease / manufacture agreements specific to the project
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

A-VIII

6. Financial Resources.

A. Banker's Information:

Sr. No.	Name & Address of Bank	Contact name and title with Telephone, Fax & E Mail	

B. Financial Status: *(Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year. for the previous three years). A copy of the audited balance sheets should be attached..*

Information from Balance Sheet/ Income Statement	Year 1:	Year 2:	Year 3:
1. Total Assets (TA)			
2. Total Liabilities (TL)			
3. Current Assets (CA)			
4. Current Liabilities (CL)			
5. Total Revenues (TR)			
6. Profits Before Taxes (PBT)			
7. Profits After Taxes (PAT)			

C. Source of Financing: Specific proposed sources of financing to meet the cash flow of the project, net of current commitments.

No.	Source of financing	Amount
1		
2		
3		

Following formula will be used for evaluation:

$$\text{Min Cash Flow} = (10 \times \text{working capital}) - (30\% \text{ of current commitment}) + (\text{credit limit}).$$

D. Annual turnover data (construction only)*

Year Amount and Currency Rupees in million

- 1
- 2
- 3
- 4

* Average annual construction turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Qualification Criteria. Normally not be less than $2 \times V/T$, the estimated annual turnover or cash flow in the subject contract based on a straight-line projection of the Employer's estimated cost (V), including contingencies, over the contract duration (T). The multiplier of two may be reduced for very large contracts but should not A-IX

7. Litigation History

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 execute). A separate sheet should be used for each partner of joint venture.

(A) Decided Litigation

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

(B) Pending Litigation

Year	Matter in Dispute	Value of Pending Claim in US\$ Equivalent	Value of Pending Claim as a percentage of Net Worth