

**PRE-QUALIFICATION DOCUMENT  
OF  
CONSULTANTS  
FOR**



**DESIGN & RESIDENT CONSTRUCTION SUPERVISION  
FOR ESTABLISHMENT OF KHWAJJA FAREED UNIVERSITY  
OF ENGINEERING & INFORMATION TECHNOLOGY,  
RAHIM YAR KHAN**

**PROJECT OFFICE  
KHWAJJA FAREED UNIVERSITY OF ENGINEERING &  
INFORMATION TECHNOLOGY, RAHIM YAR KHAN**

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## **SECTION-I**

### **1. Introduction**

“Khwaja Fareed University of Engineering & Information Technology Rahim Yar Khan (KFUEIT, RYK)” has been established under the auspices of the Government of the Punjab.

The Project envisages the establishment of a state of art University for the providing educational facilities in the fields of for engineering and information technology. The phase – 1 of the project was constructed over an area of 200 acres located at Abu Dhabi Road, Rahimyar Khan.

Phase – 1 of the Project accommodate all the facilities required for a contemporary modern educational institution including the following:

- Academic Blocks
- Central Library
- Administration Block
- Vice Chancellor's Office
- Students Hostels
- Faculty/Staff Housing Facilities
- External Developments
- Electrical Sub Station
- Over Head Water Tank
- Sewage Disposal Station

Phase – 2 of the project is being planned on additional land (200 acres) acquired adjacent to the existing campus. Phase – 2 of the project would accommodate:

Academic Blocks

Residential Facilities (Residences, Apartments, Faculty Hostels, Student Hostels)

- Administrative Buildings
- Auditorium (for 2000)
- Mosque (for 3000)
- Sports Facilities (Cricket, Football, Hockey, Squash, Athletics Track, Gymnasium, Swimming Pools, Tennis Courts, etc.)
- Student Center
- Medical Center
- Community Center
- Transport Yard, Car Parking
- Boundary Wall, Watch Towers and Gates

## **2. Scope of Work**

The Consultant firm will provide extensive services spanning all aspects of Consultancy Services for Survey, investigations, plan, design and resident construction supervision for KFUEIT, RYK. The brief tentative scope of the consultancy assignment includes the following:

- Survey & Investigations
- Master Planning
- Architectural design
- Detailed Planning
- Detailed designing and drawings
- Detailed Structural and Working drawings
- Preparation of BOQ`s and specifications
- Preparation of Prequalification Document for General Contractor
- Prequalification of General Contractor
- Contract and Bidding Documents
- Bids Evaluation and reports
- Resident Construction Supervision
- Any other related / relevant task assigned to Consultant.

## **SECTION-II**

### **INFORMATION / INSTRUCTIONS TO THE APPLICANT**

#### **1. Signing of Application & Number of Copies**

The Applicant shall prepare the documents comprising the information required in the Prequalification Document and clearly mark it “**ORIGINAL**”. The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

#### **2. Cost of Application**

The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the prequalification process by the Employer.

#### **3. Language of Application**

The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

#### **4. Clarification of Pre-Qualification Document**

An Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer’s address indicated in the Advertisement and this document. The Employer will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Employer shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Employer including a description of the inquiry but without identifying its source. **The Employer reserves the right to amend the prequalification document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.**

#### **5. Amendment of Prequalification Document**

At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addendum /Corrigendum. Any addendum/ Corrigendum issued shall be part of the Prequalification Document and shall be communicated in writing or by Email to all who have obtained the prequalification document.

## **6. Letter of Application**

The applicant shall submit Application form along with prequalification proposal as per **Appendix-A**. This form shall be completed without any alteration to its format.

## **7. Joint Venture**

### **a. Joint Venture Agreement**

Firms may submit a Prequalification Application in a Joint Venture of two or more firms. Prequalification Document shall be signed by all the members in the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the prequalification Document as per **Appendix-B**.

### **b. Lead Member**

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as Lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Appendix-C**.

### **c. Joint and Several Liability**

All members of the Joint venture shall be legally liable, jointly and severally, during the prequalification and bidding period, and in the event of a successful bid, during contract execution.

### **d. Dissolution of Joint Venture**

The Pre-qualification of a joint venture does not necessarily pre-qualify any of its members to bid individually or as a member in any other joint venture. In case of dissolution of a Joint Venture after prequalification each one of the Members may prequalify if they meet all of the Prequalification requirements, subject to the written approval of the Employer. 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 provided that the Lead Member in the said Joint Venture shall remain the same.

## **8. Submission of Pre-qualification Application**

Application for Prequalification must be received in **sealed envelopes** to be delivered by hand or through registered mail on or before **7<sup>th</sup> November 2017** up to **3:00 pm PST** at the following address:

**Mr. Irfan Ahmed Ch.**  
**(Project Officer)**

**Project Office**

**Khwaja Fareed University of Engineering & Information Technology,  
Abu Dhabi Road, Rahim Yar Khan  
Ph: +92-68-5882439 Fax: +92-68-5882406**

Envelope should be clearly marked “**Application for Pre- Qualification of Consultant for Design & Resident Construction Supervision for Khwaja Fareed University of Engineering & Information Technology.**”

**9. Opening of Pre-qualification Application**

The Pre-Qualification Applications shall be opened on the same day i.e. 7<sup>th</sup> November 2017 at 3:45 pm PST in presence of Applicants who choose to attend.

Employer shall open the applications as per its standard procedures and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

**10. Late Submission of Pre-Qualification Applications:**

The pre-qualification application which is received after the closing date and time as mentioned at Sr. # 8 of Section-II for submission of applications shall not be entertained.

**11. Lack of Information**

Failure of an applicant to provide comprehensive and accurate information that is essential for the Employer’s evaluation of the applicant’s prequalification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of Punjab Procurement Rules, 2014 (as amended up to 2016).

**12. Updating Prequalification Information**

Pre-qualified Applicants shall inform the Employer of any material change in information that might affect their qualification status. Applicants shall be required to update key pre- qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to

confirm its continued qualified status in a post qualification review process as deemed appropriate by the Employer.

### **13. Only one Application**

An Applicant shall submit only one application in the same Pre- qualification process, either individually as an Applicant or as a member of a Joint venture.

An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

### **14. Fraud & Corruption:**

The Employer requires that Applicants under this Prequalification process, observe the highest standards of ethics during this prequalification and further processing.

In pursuit of this policy, the Employer defines for the purposes of this provision, the terms set forth below:

- i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the prequalification process or in contract execution;
- ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence the prequalification;
- iii. "collusive practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Employer, designed to establish artificial data/ information; and
- iv. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process;

Employer will reject an application for prequalification if it determines that the Applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.; and

Employer will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time for prequalification if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices.

## **15. No Conflict**

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- i. such applicant and any other applicant have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in an applicant or a constituent thereof in the other applicant(s) is less than 1% of its paid up and subscribed capital; or
- ii. a constituent of such applicant is also a constituent of another applicant; or
- iii. such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Prequalification of either or each of the other applicant; or
- iv. such applicant has participated as a consultant to the Client in the preparation of any documents, design or technical specifications of the Project.

## **16. Confidentiality**

Information relating to the examination, clarification, evaluation and recommendation for the applicant shall not be disclosed to any person who is not officially concerned with the process or is not an Advisor in relation to, or matters arising out of, or concerning the Prequalification Process. The Employer will treat all information, submitted as part of the Prequalification application, in confidence and will require all those who have access to such material to treat the same in confidence.

## **17. Employer's Right**

The Employer reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the scope of the work, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the prequalification process.
- ii. Cancel the pre-qualification process and reject all applications as per provisions of Punjab Procurement Rules, 2014.

## **SECTION-III**

### **Eligibility & Evaluation Criteria**

#### **1. Eligibility Criteria**

The applicants (Firm/ Joint Venture) fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached):

- i. Registration of firm with Pakistan Engineering Council (PEC)/Pakistan Council of Architect & Town Planning (PCATP).
- ii. Valid legal entity of the firm e.g. Certificate of registration from SECP or registrar of firms.
- iii. Certificate of registration with Income Tax and Sales Tax under Punjab Revenue Authority or relevant Authority (as applicable). Foreign firms must attach similar certificate from home country.
- iv. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- v. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department/organization".
- vi. Provide separate undertaking that the information supplied by the firm is correct. **(Form PQ-14)**

**Note:** In case of Joint venture, all the members have to meet in full the aforementioned basic Eligibility Criteria. Foreign applicants have to form a JV with local firms as required under the PEC bye laws. In case of foreign firms, registration with PEC will not be mandatory at the time of Prequalification. However, they will have to produce license for the current Project from PEC prior to award of contract. **TO BE ELIGIBLE FOR PREQUALIFICATION EITHER THE INDIVIDUAL FIRM OR AT LEAST ONE MEMBER OF JV SHOULD POSSESS PAKISTAN ENGINEERING COUNCIL (PEC) REGISTRATION.**

#### **2. Qualification Criteria**

Pre-qualification will be based on applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel and other relevant information as demonstrated by the applicant's response in the Pre-Qualification Forms attached to the Letter of Application.

Pre-qualification evaluation criteria as mentioned below is applicable for applicants:

<b>Sub Category</b>	<b>Category</b>	<b>Weightage/ Marks</b>
A	Financial Soundness	10
B	Experience Record	45
C	Personnel Capabilities	45
	<b>Total</b>	<b>100</b>

**Marks shall only be given if the Prequalification Forms are filled by the applicant as per instructions given in this Document.**

**No compromise shall be made on minimum requirements of 50% marks in each Sub-Category (A, B, C1 & C2) and an overall minimum of 70% marks required to prequalify in the aforesaid qualification criteria.**

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

#### **SUB CATEGORY A: FINANCIAL SOUNDNESS**

***For financial soundness, audited financial statements for last three financial years shall be submitted. No marks shall be given if audited financial statements of last three financial years are not attached.***

In case of a Joint Venture, only lead Member is required to meet the given criteria of financial soundness.

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

<b>S. No</b>	<b>Category</b>	<b>Marks Assigned</b>	<b>Criteria for Marks</b>
a)	Average Annual turnover for the last three financial years commencing from 1 <sup>st</sup> July and ending on 30 <sup>th</sup> June for each year. <b>(In case of Joint Venture the above information is required for Lead Member only)</b>	10	<ul style="list-style-type: none"> <li>• Full marks if average annual turnover of last three financial years is PKR 80 million or above.</li> <li>• For average annual turnover of less than PKR 80 million, marks shall be awarded as per following formula: <math>(A / 80) \times 10</math> 'A' is average annual turnover</li> </ul>

	<b>Form PQ-03 shall be filled</b>		• No marks if average annual turnover is less than PKR 40 million.
	<b>Sub-Category 'A' Total</b>	<b>10</b>	

**SUB-CATEGORY B: EXPERIENCE RECORD**

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Firm/JV.

<b>Sr. No</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Criteria for Marks Obtained</b>
a)	<p>Projects of <b>*similar nature</b> of minimum <b>**value</b> PKR. 50 Million each (or of equivalent US \$ value on the submission date of prequalification application) or more <b><u>Completed</u></b> in last ten (10) years.</p> <p><b>*Similar nature projects include <u>master planning, design and resident construction supervision</u> of University/Education Facility or Multistory Buildings (G+5) including <u>External Development, Civil, Electrical &amp; Plumbing</u> works. Applicant should clearly state all these services provided in the completed projects.</b></p> <p><b>** Value means Total Cost of <u>Consultancy</u>.</b> <b>(Form PQ-4 &amp; 5 shall be filled)</b></p>	20	<ul style="list-style-type: none"> <li>• 15 marks will be given if Lead Member has completed at least Two Projects.</li> <li>• 10 marks will be given if Lead Member has completed one Project.</li> <li>• No marks will be given if the Lead Member or JV Member has not executed any project.</li> </ul> <p><i>• 05 Marks will be given to the applicant, if either lead or JV Member has completed one or more University/education Facility Project of **Value PKR 30 Million or above.</i></p> <p><u>For Completed Projects, Completion Certificate OR Contract Agreement of respective project is mandatory indicating Consultancy Cost. No marks shall be awarded if Completion Certificate or Contract Agreement indicating cost of Consultancy is Not attached along with Form PQ-4 &amp; 5.</u></p>

b)	<p>Projects of <b>*similar nature</b> of minimum <b>**value</b> PKR. 50 Million each (or of equivalent US \$ value on the submission date of prequalification application) or more <b>in-hand</b>.</p> <p>*Similar nature projects include <b><u>master planning, design and resident construction supervision</u></b> of University/Education Facility or Multistory Buildings (G+5) including <b><u>External Development, Civil, Electrical &amp; Plumbing</u></b> works. Applicant should clearly state all these services provided in the completed projects.</p> <p><b>** Value means Total Cost of Consultancy.</b> <b>(Form PQ-6 &amp; 7 shall be filed)</b></p>	15	<ul style="list-style-type: none"> <li>• 12 marks will be given if the Lead Member or JV Member (in Lead Role) has at least two projects in hand.</li> <li>• 08 marks will be given if the Lead Member or JV Member (in Lead role) has One project in hand. <ul style="list-style-type: none"> <li>• No marks shall be given if the Lead Member or JV Member have no project in hand.</li> </ul> </li> <li>• 03 Marks will be given to the applicant, if either lead or JV Member has currently in hand one or more University/education Facility Project of **Value PKR 30 Million or above.</li> </ul> <p><u>For in hand Projects Letter of Award OR Agreement of respective project indicating Consultancy Cost is mandatory. No marks shall be awarded if Letter of Award or Agreement indicating cost of Consultancy is Not attached along with Form PQ-6 &amp; PQ-7.</u></p>
c)	<p>Civil works Consultancy &amp; Resident Construction Supervision Projects of general nature of minimum <b>**value</b> PKR. 50 million each (or of equivalent US \$ value on the submission date of prequalification application) or more <b>Completed</b> in Last 10 Years.</p> <p><b>** Value means Total Cost of Consultancy.</b> <b>(Form PQ-8 &amp; 9 shall be filled)</b></p>	10	<ul style="list-style-type: none"> <li>• Full marks will be given if the Lead Member or JV Member (in Lead Role) has completed at least two Projects.</li> <li>• 07 marks will be given if the Lead Member or JV Member (in Lead Role) has completed One Project.</li> <li>• No Marks will be given if Lead Member or JV Member has not completed any Project.</li> </ul> <p><u>For Completed Projects, Completion Certificate OR Contract Agreement of respective project is mandatory indicating Consultancy Cost. No marks shall be awarded if Completion Certificate or Contract Agreement indicating cost of Consultancy is Not attached along with Form PQ-8 &amp; 9.</u></p>
<b>Sub-Category B Total</b>		<b>45</b>	

**SUB-CATEGORY C1 & C2: PERSONNEL CAPABILITIES**

Marks shall be awarded on the basis of **qualification and experience** of the staff. The following key experts shall be evaluated:

**No marks shall be awarded if declaration of Professional Staff Employment & availability of said for this Project (Form PQ- 12) duly signed by authorized signatory is not attached.**

**Form PQ-10 & 11 shall be filled.**

S. No	Description	No of Professionals	Marks Assigned	Education & Experience (Mandatory Requirement)
<b>C1</b>	<b>Key Persons (Design)</b>			
i)	Principal Architect	01	02	M. Arch with minimum 15 years of relevant experience or B-Arch With minimum 20 years of relevant experience (PCATP Registered)
ii)	Principal Structural Engineer	01	02	M.Sc. Structural Eng. with minimum 15 years of relevant experience or B.Sc. Structural Eng. with minimum 20 years of relevant experience (PEC Registered)
iii)	Senior Architect	01	2	M. Arch with minimum 10 years of relevant experience or B-Arch With minimum 15 years of relevant experience (PCATP Registered)
iv)	Structural Engineer	01	2	M.Sc. Structural Eng. with minimum 10 years of relevant experience or B.Sc. Civil Engineering with minimum 15 years of relevant experience (PEC Registered)

v)	Contract Engineer	01	2	BSc Civil Engineering with minimum 10 years of relevant experience (PEC Registered)
vi)	Design Engineer (Public health)	01	2	BSc Civil Engineering/PHE with minimum 10 years of relevant experience (PEC Registered)
vii)	Design Engineer (Electrical)	01	2	BSc Electrical Engineering with minimum 10 years of relevant experience (PEC Registered)
viii)	Design Engineer (Geotechnical)	01	1	BSc Civil Eng./ Geology with minimum 10 years of relevant experience (PEC Registered)
<b>Sub-Category C1 Total</b>			<b>15</b>	
<b>C2</b>	<b>Key Personnel – Construction</b>			
i)	Resident Engineer	01	03	BSc Civil Engineering with minimum 15 years of relevant experience (PEC Registered)
ii)	Material Engineer	01	03	BSc Civil Engineering/Geology with minimum 05 years of relevant experience
iii)	Assistant Resident Engineer (Civil)	01	03	BSc Civil Engineering with minimum 05 years of relevant experience (PEC Registered)
iv)	Assistant Resident Engineer (MEP)	01	03	BSc Elect/Mech. Engineering with minimum 05 years of relevant experience (PEC Registered)

v)	Field Inspector (Civil)	04	08 (02 Mark for Each Personnel)	DAE Civil with minimum 05 years of relevant experience
vi)	Field Inspector (MEP)	01	02	DAE Elect/Mech. with minimum 05 years of relevant experience
vi)	Quantity Surveyor	02	04 (02 Mark for Each Personnel)	DAE Civil with minimum 10 years of relevant experience
vii)	Surveyor	02	04 (02 Mark for Each Personnel)	DAE Civil with minimum 10 years of relevant experience
<b>Sub-Category C2 Total</b>			<b>30</b>	

## **SECTION-IV**

# **APPENDICES & PREQUALIFICATION FORMS**

## Letter of Application

*[Letterhead paper of the Applicant, or Lead Member of joint venture, including full Postal address, telephone no., fax no and email address*

Date: \_\_\_\_\_

To: Project Officer  
Khwaja Fareed University of Engineering & Information Technology

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 for Design & Resident Construction Supervision for Establishment of Khwaja Fareed University of Engineering & Information Technology.
2. Attached to this letter is original document 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. The Employer 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. The Employer 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 prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) The Employer reserves the right to:
    - i. Amend the scope of work if required while adhering to the Principals of Procurement as per Rule-4 of the Punjab Procurement Rules, 2014 during the prequalification process; and
    - ii. Reject or accept all application, cancel the prequalification process.
  - (c) The Employer 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) The Employer 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. 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 members, jointly and severally;  
and
  - b) submitted with a Joint Venture agreement providing the joint  
and several liabilities of all members 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

**Joint Venture Agreement (Applicable to Joint Venture Only)**

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

To:

\_\_\_\_\_  
\_\_\_\_\_

[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"

[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member".

They hereby declare:

1. That they will legalize a Joint Venture in case that a Contract for the Consultancy Services of \_\_\_\_\_ is awarded to their group.
2. That they have nominated \_\_\_\_\_ (name of the Lead member) as the Lead Member of the Joint Venture.
3. That they authorized Mr. /Ms. \_\_\_\_\_ (name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV's Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture is constituted for the purpose of the execution of the \_\_\_\_\_ under this contract.
6. That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7. That each member's share of the Work, stated as percentage of the total contract amount, shall be as follows.

\_\_\_\_\_

1. Signed for and on behalf of  
[Name of the Lead Member]

Signature

Name:

Designation:

Date:

Seal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Signed for and on behalf of  
[Name of the Member]

Signature

Name:

Designation:

Date:

Seal

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**Power of Attorney for Lead Member of Joint Venture**

*[To be printed on a PKR 100 stamp paper]*

Whereas the Khwaja Fareed University of Engineering & Information Technology has invited Application for Prequalification for Design & Resident Construction Supervision for Establishment Khwaja Fareed University of Engineering & Information Technology University, Rahim Yar Khan.

Whereas, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (collectively the **“Joint Venture”** and individually as the **“Member”**) being members of the Joint Venture are interested in Prequalification in accordance with the terms and conditions of the Prequalification Document and:

Whereas, it is necessary for the JV to designate one of the JV Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV’s Prequalification Application for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, \_\_\_\_\_ having our registered office at \_\_\_\_\_, M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, and M/s. \_\_\_\_\_, having our registered office at \_\_\_\_\_, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_, being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the “Attorney”) and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us during the Prequalification process and, in the event the Joint Venture is awarded the Contract, during the execution of the contract, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders’ and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ JV.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\*\*.

For: \_\_\_\_\_  
(Signature)  
(Name, Title and Address)

For: \_\_\_\_\_  
(Signature)  
(Name, Title and Address)

For: \_\_\_\_\_  
(Signature)  
(Name, Title and Address)

Witnesses:

- 1.
- 2.

(Executants)

(To be executed by all the Members of the Joint Venture)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

### General Information

*Applicant (or each Member of a Joint Venture) applying for prequalification is required to complete the information in this form. Nationality information is also to be provided for foreign owners or Firms who are forming part of the Joint Venture as required under the PEC Bye-Laws for Joint Venture.*

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	
4.	Fax	
5.	Type of Organization	
6.	Place of Incorporation/Registration	Year of incorporation/registration
7.	PEC/PCATP Registration No:	Validity:
8.	NTN#	
9.	Name, Designation and Mobile Number of Firm's Representative	

### Detail of Owners/ Directors

	Name	Designation	Nationality
1.			
2.			
3.			
4.			
5.			

**Joint Venture Summary**

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

**Financial Soundness**

Name of Applicant (Lead Member of a Joint Venture, in case of JV)
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Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. **A copy of the audited financial statements of the past three (3) financial years must be attached.**

Year	Turnover (in Actual Currency)	Rupees in Million
2016 – 2017		
2015 – 2016		
2014 – 2015		
<b>Average of above</b>		

**Summary of Similar Nature Project Completed in Last Ten (10) Years**

Name of Applicant or Member of a Joint Venture
--

*Applicant and each Member of a Joint Venture applying for prequalification is required to complete the information in this form.*

*Use a separate sheet for each Member of a Joint Venture.*

<b>Project Name</b>	<b>Year of Completion</b>	<b>Location</b>	<b>Value in PKR (Million)</b>

*\*Each project provided in this form requires a corresponding **Form PQ-5** and adequate documentary evidence in order to be eligible for consideration.*

**Details of Similar Nature Projects Completed in Last Ten (10) Years**

Name of Applicant or Member of a Joint Venture
--

A separate form with adequate documentary evidence (**Completion Certificate/ Contract Agreement indicating Consultancy Cost**) shall be provided for each project in **Form PQ-4**.

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of Works and special features of the consultancy Assignment ..... .....
5.	Contract Role (Tick One) (a) Sole Consultant    (b) Sub- Consultant    (c) Member in a JV
6.	Total Project Cost PKR _____                      USD _____
7.	Value of the total Consultancy contract PKR.....                      USD.....
8.	Date of Award
9.	Date of Completion

**Summary of Similar Nature Project in hand**

Name of Applicant or Member of a Joint Venture
--

*Applicant and each Member of a Joint Venture applying for prequalification is required to complete the information in this form.*

*Use a separate sheet for each Member of a Joint Venture.*

<b>Project Name</b>	<b>Date of Award</b>	<b>Expected Date of Completion</b>	<b>Location</b>	<b>Value in PKR (Million)</b>

*\*Each project provided in this form requires a corresponding **Form PQ-7** and adequate documentary evidence in order to be eligible for consideration.*

**Details of Similar Nature Projects in hand**

Name of Applicant or Member of a Joint Venture
--

*A separate form with adequate documentary evidence (**Letter of Award/ Agreement indicating Consultancy Cost**) shall be provided for each project in Form PQ-6.*

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of Works and special features of the consultancy Assignment ..... .....
5.	Contract Role (Tick One) (a) Sole Consultant    (b) Sub- Consultant    (c) Member in a JV
6.	Total Project Cost PKR _____                      USD _____
7.	Value of the total contract PKR.....                      USD.....
8.	Date of Award
9.	Planned Date of Completion

**Summary of Civil Works Consultancy & Resident Construction Supervision Projects Completed in last 10 Years**

Name of Applicant or Member of a Joint Venture
--

*Applicant and each Member of a Joint Venture applying for prequalification is required to complete the information in this form.*

*Use a separate sheet for each Member of a Joint Venture.*

<b>Project Name</b>	<b>Year of Completion</b>	<b>Location</b>	<b>Value in PKR (Million)</b>

*\*Each project provided in this form requires a corresponding **Form PQ-9** and adequate documentary evidence in order to be eligible for consideration.*

**Details of Civil Works Consultancy & Resident Construction Supervision Projects Completed in Last 10 years**

Name of Applicant or Member of a Joint Venture
--

A separate form with adequate documentary evidence (**Completion Certificate/ Contract Agreement indicating Consultancy Cost**) shall be provided for each project in **Form PQ-8**.

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of Works and special features of the consultancy Assignment ..... .....
5.	Contract Role (Tick One)  (a) Sole Consultant    (b) Sub- Consultant    (c) Member in a JV
6.	Total Project Cost  PKR _____                      USD _____
7.	Value of the total Consultancy contract  PKR.....                      USD.....
8.	Date of Award
9.	Date of Completion

**Personnel Capabilities****Name of Applicant:**

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*(Applicant or Member of Joint Venture)*

1	Title of Position	
	Name of Candidate	
2	Title of Position	
	Name of Candidate	
3	Title of Position	
	Name of Candidate	
4	Title of Position	
	Name of Candidate	
5	Title of Position	
	Name of Candidate	

### Candidate Summary

**Name of Applicant:** \_\_\_\_\_  
*(Applicant or Member of Joint Venture)*

Position	Candidate	
	Prime	Alternate
Candidate Information	Name of Candidate	Date of Birth
	Professional Qualification:	
PEC Registration No.	<b>(Attach Copy of PEC/ PCATP Certificate)</b>	
Present Employer	Name of Employer:	
	Address of Employer	
	Telephone:	Fax:
	Job Title of Candidate	Years with Present Employer

Summarize professional experience in reverse chronological order.

From	To	Company	Project	Position	Relevant Technical & Management Experience

**DECLARATION OF PROFESSIONAL STAFF EMPLOYMENT**  
[To be submitted on Company Letterhead]

**TO WHOM IT MAY CONCERN**

**PROJECT: Pre-qualification for Design & Construction Supervision for Khwaja Fareed University of Engineering & Information Technology**

**SUBJECT: DECLARATION OF PROFESSIONAL STAFF EMPLOYMENT & AVAILABILITY**

We hereby certify that the personnel nominated in PQ Form # 10 are employed by our firm and are available for the above mentioned Assignment.

***Yours Sincerely,***

**COMPANY NAME:**

\_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE**



**AFFIDAVIT FOR CORRECTNESS OF  
INFORMATION** *(To be printed on PKR 100  
Stamp Paper)*

**Name:**

\_\_\_\_\_ *(Applicant or member of Joint Venture)*

I, the undersigned, do hereby certify that all the statements made in the Pre- Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Khwaja Fareed University of Engineering & Information Technology (KFUEIT) deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the KFUEIT.

IDAP undertakes to treat all information provided as confidential.

*Signed by an authorized  
Officer  
of the firm*

Title of Officer

\_\_\_\_\_

Name of Firm

\_\_\_\_\_

Date

\_\_\_\_\_