

**NOTICE FOR PRE-QUALIFICATION OF FIRMS/CONTRACTORS FOR SUPPLY,  
INSTALLATION TESTING AND COMMISSIONING OF LIFTS**

Oil and Gas Regulatory Authority (OGRA) intends to invite the applications for pre-qualification of financially and technically capable Firms/Contractors for supply, installation, testing and commissioning of Lifts in its Office Building (under-construction) at Mauve Area, G-10/4, Islamabad.

Description of Works	PEC's Category
Supply, Installation, Testing and Commissioning of 3 No. Lifts (1000 Kg each) in OGRA Office with 2-Basements +Ground+4 Storey Building at G-10/4, Islamabad.	C-4 or above with specialization in ME-03,

2. Firms/Contractors should be registered with Pakistan Engineering Council (PEC) in the above-mentioned category with specialization in ME-03 for execution of Lift works supported with PEC latest valid registration certificate.
3. The Foreign Firms/Contractors not registered/licensed by Pakistan Engineering Council (PEC) will only be considered for pre-qualification if they have a joint venture with a Pakistani Firm/Contractor (registered/licensed by PEC) in relevant category (mentioned above). In such cases, duly executed Agreement between partners must be submitted by the Foreign Firm/Contractor, which should be legally binding on both partners with share of Pakistani Firm/Contractor in joint venture not less than 33 % (thirty three percent.)
4. An original and latest undertaking / affidavit on Judicial paper stating that the Firm/Contractor has never been blacklisted by any Government, Semi-Government, Autonomous or State-owned Organization and its cases regarding blacklisting are not under trial in any Court of Law.
5. Firms/Contractors should be registered with Income Tax/Sales Tax Dept. and should have valid Tax Numbers (NTN/STN).
6. The Firms/Contractors fulfilling the above criteria /conditions may obtain the TORs for pre-qualification and evaluation criteria from the office of undersigned free of cost upto April 12, 2021 during the working hours. (9:00 a.m to 5:00 p.m ) or can be downloaded from the website of PPRA [www.ppra.org.pk](http://www.ppra.org.pk) and OGRA [www.ogra.org.pk](http://www.ogra.org.pk)
7. Applications for pre-qualification alongwith all the supporting documents, complete in all respects, should reach on the below mentioned address in a sealed envelope, clearly marked as "Pre-qualification of Contractors/Firms for supply and installation of Lifts at OGRA Office Building G-10/4, Islamabad" not later than April 13, 2021 by 1100 hrs. Pre-qualification applications will be opened on the same day at 1130 hrs. in the presence of applicants who opt to be present.
8. Applications received after due date and time shall not be considered for pre-qualification.
9. OGRA reserves the right to disqualify any Firm/Contractor if it finds, at any time, that the information submitted by the Firm/Contractor regarding its pre-qualification was false and inaccurate.
10. OGRA also reserves the right to extend the deadline for submission of pre-qualification applications, cancel or reject any or all the applications prior to their acceptance as per PPRA Rules, 2004.

**(EXECUTIVE DIRECTOR (P&C)/BUILDING PROJECT)**

Oil and Gas Regulatory Authority,  
54-B, Fazal-e-Haq Road, Blue Area, Islamabad.  
Ph: (051)9244028 Website: [www.ogra.org.pk](http://www.ogra.org.pk)

**TORs for Lift Works  
for  
OGRA Office Building,  
Sector G-10/4, Islamabad.**

**PRE-QUALIFICATION OF CONTRACTORS/FIRMS FOR LIFT WORKS AT OGRA OFFICE**  
**BUILDING SECTOR G-10/4, ISLAMABAD**

Issued to M/s.

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(Name of Contractor's/Firm's Representative)

Issued by:

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(Date)

(Time)

**April 13, 2021 by 1100 Hours**  
(Last Date of Submission)

## INSTRUCTIONS TO APPLICANTS

### 1.1 Submission of Applications

- 1.1.1 Applications for pre-qualification must be received in sealed envelope to be delivered by hand or through registered mail

To :—

**Executive Director (P&C)/B.P**  
Oil and Gas Regulatory Authority (OGRA),  
54-B, Fazal-e-Haq Road, Blue Area,  
Islamabad.  
Phone No. 92-51-9244090-98

Not later than **April 13, 2021 by 11:00 hrs.** and be clearly marked “**Application for Pre-qualification of Contractors/Firms for Lift Works at OGRA Office Building Sector G-10/4, Islamabad.**”

The Pre-qualification applications will be opened by the Building Steering Committee in the presence of the representatives of Contractors/Firms on same day **at 1130 hrs.**, in the Conference Room, Oil and Gas Regulatory Authority (OGRA), 54-B, Fazal-e-Haq Road, Blue Area, Islamabad. OGRA reserves the right to accept or reject any application as per PPRA Rules, 2004.

- 1.1.2 The name and mailing address of the Applicant shall be clearly marked at bottom left of the envelope.
- 1.1.3 The applications and documents should be prepared in English language only.
- 1.1.4 The applicants must provide complete information as advised in this document.

## 1.2 Pre-qualification of Applicants

### 1.2.1 General

Pre-qualification of the applicants will be based on the criteria given below i.e. details of Financial Soundness, Experience in relevant field, Personnel Capabilities and Equipments as provided by the Applicant in the attached Forms. Sub-contractor's experience and resources shall not be taken into account for determining the Applicant's qualifying marks however, Joint Venture experience & resources shall be considered.

Category	Maximum Marks
Financial Soundness	40
Experience /Projects	30
Personnel Capabilities	20
Detail of Equipments owned by the Firm	10
<b>Total:</b>	<b>100</b>

#### a) Financial Soundness (40 Marks)

The Applicant shall submit copies of annual account/audit reports for the last three consecutive years duly certified by the Chartered Accountant. The minimum annual volume of the work (Annual Turn-Over) shall be above minimum limits mentioned below during any of the last three years.

Annual turnover for the last three years	Maximum Marks
<ul style="list-style-type: none"><li>Rs. 150 million or above for the last three years</li></ul>	20
<ul style="list-style-type: none"><li>Less than Rs. 150 million and greater than Rs. 100 million</li></ul>	15
<ul style="list-style-type: none"><li>Less than Rs. 100 million and greater than Rs. 75 million</li></ul>	10
<ul style="list-style-type: none"><li>Less than Rs. 75 million</li></ul>	0

The minimum amount of liquid assets shall be above minimum limits mentioned below during the current year. Firms shall submit copies of Bank Statement of last three years and Bank Credit Line Facility.

Liquid Assets	Max. Marks
<ul style="list-style-type: none"><li>Rs. 50 million or above</li></ul>	15
<ul style="list-style-type: none"><li>Rs. 30 million or above, &amp; below Rs. 50 million</li></ul>	10
<ul style="list-style-type: none"><li>Below Rs. 30 million</li></ul>	05

ISO certification	Max. Marks
<ul style="list-style-type: none"><li>ISO/TC 178</li></ul>	05

**b) Experience/Projects (30 Marks)**

Marks for experience/Projects shall be awarded on the basis of the followings: -

<b>Lift Projects of similar nature and complexity successfully completed over the last 3-years (Minimum Capacity of Lifts 1000 Kg in each case)</b>	<b>Max. Marks</b>
5 and above Projects	20
4 Projects	16
3 Project	12
Less than 3 Projects	0

<b>Lift Projects of similar nature and complexity in hand/in progress (Minimum Capacity of Lifts 1000 Kg in each case)</b>	<b>Max. Marks</b>
3 and above Projects	10
2 Projects	7
Less than 2 Projects	0

**Note:**

The applicants must provide “**Letter of Award**” mentioning the capacity of Lifts for in-hand/in progress projects and “**Taking Over/Completion Certificate**” of completed projects. No marks will be given to the projects for which above letter/certificate are not provided and capacity not mentioned.

c) **Personnel Experience (20 Marks)**

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

Description	Maximum Marks
Mechanical/Electrical Engineer must be graduate and registered with PEC with minimum 5-year experience in relevant field employed by the firm (02 No.)	10
Supervisor, (DAE) with minimum 5-year experience in relevant field employed by the firm (02 No.)	6
Technician/Certification in relevant field with minimum 5-year experience in relevant field (2 Nos.)	4
<b>Total:</b>	<b>20</b>

**Note:**

The applicant must provide verifiable proof of employment of the staff and attach detailed CVs & **valid PEC Registration Certificates** of the B.Sc. Engineers; and detailed CVs and **Diploma Certificates of DAEs**. Provide affidavit of employment of staff with the firm.

d) **Equipment of details owned by the firm (10 Marks)**

Marks shall be awarded on the basis of the following criteria for various kinds of equipment relevant for the Project:

Sr. No	Equipment Type and Characteristics	Minimum Qty required	Maximum Marks
1	Drilling Machine of Different sizes/ types	1	1
2	Grinder 12" Wheel Size	1	1
3	Grinder 9" Wheel Size	1	1
4	Grinder 4" Wheel Size	1	1
5	Welding Plant	1	1
6	Generator Set	1	1
7	Scaffolding Pipes with Joints	1	1
8	Portable ladders	1	1
9	Hilti machine	1	1
10	Gas Welding Plant	1	1
	<b>Total</b>		<b>10</b>

## 1.2.2 EVALUATION CRITERIA

- Minimum requirement to, secure at least 50% marks in each category.
- Minimum requirement, to secure overall 75% marks for pre-qualification.

### 1.2.3 Financial Soundness

- a) The Applicant firms/contractors shall submit copies of annual account/audited reports for the last three consecutive years FY 2016-17, FY 2017-18 and FY 2018-19 duly certified by the Chartered Accountant Firm .
- b) Firm's/Contractor's valid registration with Income Tax/Sales Tax Dept., with NTN / Sales Tax/Professional Tax Nos. along with proof of payment of Income Tax, Sales Tax and Professional Tax during the last three consecutive financial years i.e. (FY 2016-17 to FY 2018-19)
- c) Firm's/Contractor's detailed Audited Reports for the last three consecutive financial years including Balance Sheets, Profit and Loss Account Statements and Cash Flows, Annual Turnover etc. duly audited by a Chartered Accountant Firm.
- d) Certificate of "Sound Financial Stability" of Firm/Contractor from a Schedule Bank of Pakistan and Letter of Credit (LC) limits.

### 1.2.4 Experience/Projects of the Firm/Contractor

Detail of projects having capacity of 1000 kg Lifts of similar nature in-hand, completed and commissioned by the Firm/Contractor during the last three years. Satisfactory completion certificate from the clients to be provided. These certificates are mandatory.

**Note:**

The applicants must provide "**Letter of Award**" of in-hand projects and "**Taking Over/Completion Certificate**" of completed projects. No marks will be given to the projects for which above letter/certificate is not provided.

### 1.2.5 Personnel Capabilities

The applicant must provide verifiable proof of employment of the staff and attach detailed CVs & valid PEC Registration Certificates of the Engineers and detailed CVs and Diploma Certificates of DAEs. Also provide affidavit of employment of Engineers/ other staff working with the firm/contractor.

### 1.2.6 Detail of Ownership of Equipment

Detail of ownership (verifiable) and location of Equipment, Tools, Plants, Machinery, Manufacturing Facility with the Firm/Contractor.

## 1.3 Joint Venture (JV)

1.3.1 Joint Venture on stamp paper must comply with the following requirements: -

- a) Following are minimum qualification requirements: -
  - i) The lead partner shall meet not less than 45% of all the qualifying criteria
  - ii) The lead firm shall register with PEC in relevant category.
  - ii) Each of the partners shall meet not less than 25% percent of all the qualifying criteria.



- iii) The joint venture must collectively satisfy the criteria of paras 1.2, 1.3 and 1.4, for which purpose the relevant marks for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras 1.5 and 1.6 thereto.
- b) Any change in a pre-qualified JV after pre-qualification, 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) withdrawal from a JV and remaining partners do not meet the qualifying requirements;
  - ii) The new partner(s) to a JV is/are not qualified individually or in another JV;
- c) Bid shall be signed by all members in the JV so as to legally bind them to adhere all Standard Procedure for Pre-Qualification of Constructors partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

#### **1.4 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 dis-qualification of the applicant.

#### **1.5 Confirmation of Pre-qualification Information**

Bidders shall be required to confirm their financial soundness, personnel capabilities, experience and equipment details used for prequalification at the time of submitting their bids, continued compliance with the pre-qualification criteria and re-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.

#### **1.6 Other Factors**

1.6.1 The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which case the bidder(s) will only bid among those pre-qualified bidders who meet the requirements of the contract(s) as amended.
- b) Reject or accept any application; and
- c) Cancel the prequalification 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.

## 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:

**Executive Director (P&C)/B.P**

Oil and Gas Regulatory Authority (OGRA),  
54-B, Fazal-e-Haq Road, Blue Area,  
Islamabad.  
Phone No. 92-51-9244090-98

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 pre-qualified as a bidder for the contract for Lift Works at OGRA Office Building Sector G-10/4, ISLAMABAD"
2. Attached to this letter 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. Employer/OGRA 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 employer 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. OGRA and its authorized representatives may contact the following persons for further information 2, if needed.

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

Personnel Inquiries	
Contact 1	Telephone 1

Contact 2	Telephone 2
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i) For applications by joint ventures, all the information requested in the pre-qualification documents is to be provided for the joint venture. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

iii) Application by joint ventures should provide information on separate sheets.

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) OGRA 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 pre-qualified bidders who meet the revised requirements; and

(ii) reject or accept any application, cancel the prequalification process, and reject applications as per PPRA Rules, 2004.

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.

(a) Signed so as to legally bind all partners, jointly and severally; and

(b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
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)

## General Information

All individual firms and each partner of a joint venture applying for pre-qualification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.

Where the Applicant proposes to use named sub-contractors 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

Name of Owners	
1	
2	
3	
4	
5	

In addition to information / documents submitted, the Contractors/Firms should also submit the following information / documents:

1. Name of the Firm with full address, telephone & fax No. of Head office and Branch offices.
2. A copy of articles and memorandum of association of Firm/partnership deed.
3. Registration with Pakistan Engineering Council at least having registered in category **C-4** Category or above, with renewal upto 2021 having field of specialization **ME03**, in relevant code of specialization.
4. Work experience of similar nature works successfully carried out during the last 03 years with cost and satisfactory certificate from the concerned authorities.
5. Similar nature of projects in hand.
6. Detail of qualified Engineering staff presently employed with the firm along with their registration Nos. with Pakistan Engineering Council.
7. Detail of machinery, testing equipment and other tools and plant that would specifically be made available for the project.
8. Documents to substantiate annual turnover (defined as billing for works in progress and completed) over last 03 years and banker confirmed line of credit that may be available.
9. Detail of litigation and arbitration cases, if any, in which the Contractor/Firm has been involved.
10. Evidence of registration with Income Tax Department.
11. Affidavit on stamp paper that firm is not blacklisted/disqualified by any Government, Semi-Government or any autonomous Department.
12. Any other document or information, which is considered necessary for prequalification.