

**MNS UNIVERSITY OF ENGINEERING & TECHNOLOGY,
MULTAN**



PREQUALIFICATION DOCUMENTS FOR

**SHORT LISTING OF CONSULTANTS IN RESPECT OF
RESIDENT CONSTRUCTION SUPERVISION
FOR**

**“CONSTRUCTION OF BUILDING OF MNS UNIVERSITY
OF ENGINEERING & TECHNOLOGY, MULTAN”
ADP 2020-21 AT GS NO 72**

Tentative Cost Rs. 13.911 (Million)

Name of Firm / Association	

20/05/20
UNIVERSITY ENGINEER
MNS-UET, MULTAN

[Signature]
REGISTRAR
MNS-UET, MULTAN

MNS UNIVERSITY OF ENGINEERING & TECHNOLOGY, MULTAN

C/o Govt. College of Technology, BCG Chowk, Bahawalpur Road, Multan, Pakistan

Ph: +92-61-9330590, Fax: +92-61-4482351, Web: www.mnsuet.edu.pk

20/05/20

DISCLAIMER

1. The information contained in this Shortlisting document or subsequently provided to Applicant(s), whether verbally or in written form by or on behalf of the Vice Chancellor, MNS University of Engineering & Technology Multan (the Client) or any of their employees or advisors, shall be subject to the terms and conditions set out in this shortlisting document and any other terms and conditions subject to which such information is provided.
2. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this short-listing document and obtain independent advice from appropriate sources. The Client, its representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the shortlisting document.
3. The Client may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this document or cancel the present Expression of Interest (EOI) and call for fresh Invitations under PPRA, 2014. Such changes would be intimated to all Applicants through its website.
4. The Client reserves the right to reject the EOIs submitted in response to this shortlisting document at any stage under PPRA 2014. The Client also reserves the right to hold or withdraw or cancel the process at any stage up to the final shortlisting under PPRA, 2014. The Client may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this document.
5. The issue of this shortlisting document does not imply that the Client is bound to select and shortlist applications for Bid Stage or to appoint the selected Applicant, as the case may be, for the project and the Client reserves the right to reject the Applications with assigning reasons whatsoever under PPRA, 2014.
6. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Application.
7. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the process.
8. Neither the Client nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
9. Mere submission of Application / EOI or issuance of RFP does not vest any right in the Applicant for being selected for the project.

SECTION I: INSTRUCTION TO APPLICANTS

A. Scope of Application

1. The Client invites Expression of Interests (EOIs) proposals to shortlist experienced and capable Applicants/firms for the Request for Proposals (RFPs) stage through Quality & Cost Based Selection (QCBS) under PPRA, 2014.
2. Shortlisted Applicants would be subsequently invited to submit the technical and financial proposals in respect of the “Resident Supervision for Construction of Building of MNS University of Engineering & Technology, Multan” under Vice Chancellor, MNS University of Engineering & Technology Multan.

B. Eligible Applicants

1. A single firm/entity/company or a group of firms/entity/companies (the Joint Venture), coming together to perform the “Consultancy Services for Resident Supervision for Construction of Building of MNS University of Engineering & Technology, Multan”. The term Applicant used hereinafter would therefore apply to a single firm/entity and/or an Association. The Joint venture should be meaningful partnership and should have at least one relevant assignment from each firm.
2. The Applicant should submit a Power of Attorney as per the format enclosed at **Annexure-3**, authorizing the signatory of the EOI for submission.
3. Notwithstanding anything stated elsewhere in this document, the Client shall have the right to seek updated information and supplementary information from the Applicant to ensure their continued eligibility. Applicant(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to the Client. Applicant may be disqualified if it is determined by the Client, at any stage of the process, that the Applicant will be unable to fulfil the requirements of the Project or fails to continue to satisfy the Eligibility Criteria.
4. A firm which has been barred or blacklist either by any department /agencies/donors/Ministries of the Government of Pakistan / Punjab or Government departments/agencies of their respective country, in case of Applicant(s) would not be eligible to submit an EOI Application, either individually or as member of a Consortium. Applicant to submit an affidavit to this effect.

C. Number of EOIs

Each Applicant shall submit only one (1) EOI Application, with two (2) copies, in response to this shortlisting document. Any Applicant, which submits or participates in more than one EOI Application will be disqualified and will also cause the disqualification of the J.V of which it is a member as the case may be.

D. EOI Preparation Cost

The Applicant shall be responsible for all of the costs associated with the preparation of its EOI and its participation in the shortlisting process. The Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the shortlisting process.

E. Examination of Shortlisting Document

1. It would be deemed that by submitting the EOI, Applicant has:
 - a. Made a complete and careful examination of the shortlisting document; and
 - b. Received all relevant information requested from the Client.
2. A receipt of submission of Rs. 1000/- in lieu of prequalification documents must be attached with the application.
3. The Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

F. Right to Accept or Reject all Applications

1. Notwithstanding anything contained in this shortlisting document, the Client reserves the right to accept or reject EOI and to annul the shortlisting process and reject all EOIs / proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, under PPRA, 2014.
2. The Client reserves the right to not to shortlist Application if:
 - a. At any time, a material mis-representation is made or uncovered, or
 - b. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.
3. Such misrepresentation / improper response would lead to the disqualification of the Applicant. If the Applicant is a Consortium, then the entire Consortium would be disqualified / rejected.

G. Contents of Shortlisting Document

The Shortlisting Document comprises the contents as given in the Table of Contents and would additionally include any Addenda issued in accordance with the provisions of this Document.

H. Clarifications

Interested parties may address their queries relating to the shortlisting process to the Office of the Client mentioning email and contact number. The queries should reach the above within ten (10) days of publishing of this EOI. The Client would endeavor to respond to the queries. The responses will be sent by email/courier. The delivery of clarifications to the Applicant shall not be responsibility of the Client. A communication of clarification is considered to be made by the Client if transmittal of email/courier has been made to the Applicant from the Client.

I. Amendment of Shortlisting Document

1. At any time prior to the deadline for submission of EOI Application, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the shortlisting Document by the issuance of an Addendum.
2. Any Addendum thus issued will be sent in writing to all those who have sent queries to the Document, and shall also be uploaded on the website of Client and Punjab Procurement Regulatory Authority.

J. Language

The EOI and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the EOIs should also be in English language.

K. Validity of EOIs

EOIs shall remain valid for a period not less than 120 days from the EOI Application Due Date. The Client reserves the right to reject any EOI Application, which does not meet this requirement.

L. Format and Signing of EOI Application

1. The Applicant would provide all the information as per this shortlisting document. The Client would evaluate only those EOIs that are received in the required format and are complete in all respects.
2. The Applicant shall prepare one original of the documents comprising the EOI Application and clearly marked "ORIGINAL". In addition, the Applicant shall make two copies of the EOI Application, clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
3. The EOI Application and its copies shall be typed or written in indelible ink and each page shall be initialed and stamped by the Applicant. All the alterations, omissions, additions, or any other amendments made to the EOI Application shall be initiated by the person(s) signing the EOI Application.

M. Sealing and Marking of EOI Applications

1. The Applicant shall seal the original and copy duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope super scribing 'EOI for "Consultancy Services for Resident Supervision for Construction of Building of MNS University of Engineering & Technology, Multan" under Vice Chancellor, MNS University of Engineering & Technology Multan' and also the name(s) of Applicant / association.
2. The envelope shall be addressed to: "Director General Public Relations Punjab Lahore".
3. If the envelope is not sealed and marked as instructed above, the Client assumes no responsibility for the misplacement or premature opening of the contents of the EOI Application submitted.

N. EOI Application Due Date

EOI Applications should be submitted by 01:00 PM on the above-mentioned office address (mentioned on the title page) on or before 27th February 2021, at the address provided above in the manner and form as detailed in this shortlisting document. EOI Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and shortlisting. However, the Client reserves the right to extend the EOI Application Due Date and Time, at any time prior to closing/opening of EOIs in response to this shortlisting document. In such cases the EOI applications received prior to such extension shall not be opened. Further, if the document is materially modified during such extended period, the EOI application received prior to extension shall be returned to the Applicants and appropriate time shall be allowed for resubmission of the EOI applications.

O. Late EOI Applications

EOI Applications received after the Due Date and time shall not be considered.

P. Modifications/ Substitution/ Withdrawal of EOIs

The Applicant may modify, substitute or withdraw its EOIs after submission, provided that written notice of the modification, substitution or withdrawal is received by the Client before the EOI's Due Date. No EOI shall be modified or substituted or withdrawn by the Applicant after the EOI Due Date and time.

Q. Evaluation of EOI – Criteria

The Client would subsequently examine and evaluate EOIs in Accordance with the criteria set out in Section 3.

R. Evaluation of EOI - Supporting Documents

The Client reserves the right to call for supporting documentation to verify the data provided by Applicant, at any time during the shortlisting process. The Applicant in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Applicant is liable to be disqualified at any stage of the shortlisting process.

S. Evaluation of EOI - Right to Reject

The Client reserves the right to reject EOI Application if:

1. At any time, a material misrepresentation is made or uncovered; or
2. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.

T. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Applicants shall not be disclosed to any person not officially concerned with the process. The Client will treat all information submitted as part of EOI Application in confidence and would require all those who have access to such material to treat the same in confidence. The Client will not divulge any such information unless it is ordered to do so by higher authority that has the power under law to require its disclosure.

U. Clarifications

To facilitate evaluation of EOIs, the Client may at its sole discretion, seek clarifications in writing from any Applicant regarding its EOI or reject the incomplete EOI proposal.

V. Qualification and Notification

After the evaluation of EOIs, the Client would announce a list of shortlisted Applicants who meet the Qualification Criteria. At the same time, the Client would notify other Applicants that their EOI Applications have been unsuccessful. The shortlisted Applicants would then be requested by the Client to submit a detailed Proposal in the form and manner to be set out in the RFP Document.

**SECTION II: TERMS OF REFERENCE
FOR
RESIDENT CONSTRUCTION SUPERVISION OF
“CONSTRUCTION OF BUILDING OF MNS UNIVERSITY OF ENGINEERING & TECHNOLOGY,
MULTAN”**

A. PROJECT BRIEF:

MNS University of Engineering & Technology, Multan intends to hire the services of Engineering Consulting Firm(s) for Resident Supervision of project “Construction of Building of MNS University of Engineering & Technology, Multan” to be taken up under **Annual Development Program (ADP) 2020-21**. The scheme under the Annual Development Program (ADP) 2020-21 would be under the jurisdiction of Building Circle, Multan, District Multan Financial layout / estimated cost of the Civil Works would be around Rs.766.188 Million (Tentative Cost). Communication and Works (Building) Department, Multan is the executing the project. The Gestation Period of the project is 36 months.

B. SCOPE & OBJECTIVES OF CONSULTANCY

The scope of services would be to provide Resident Supervision of Civil Works for “Construction of Building of MNS University of Engineering & Technology, Multan” under “Annual Development Program (ADP) 2020-21”. Main objective of the Consultancy would be to ensure quality construction of civil works through Resident Construction Supervision as per internationally accepted engineering practices. Extent of timeline for the services would be three (03) years. Broadly the duties of the consultant would be as under: -

- i) The Consultants shall perform the duties of Representative of the Client as **“Resident Engineer”** under the general supervision and control of MNS University of Engineering & Technology, Multan.
- ii) The Consultants will deploy Field Engineering personnel of qualification and experience as described in the core team for resident supervision to monitor the output of all stages of construction and ensure that the works are executed in full compliance with the approved engineering design, drawings, agreed work schedule, technical specifications and with the terms & conditions of all the contract documents and sound engineering practices.
- iii) The Consultants will administer the Contractor’s Contract, make engineering decisions and ensure that all clauses of the contract agreement between the client and contractor are respected.
- iv) The Consultants will advise the Client on all matters relating to the efficient and successful execution of works.
- v) The Consultants will act at all time so as to protect the interest of client and will take all reasonable steps to keep all expenses to a minimum consistent with economic and engineering practices.
- vi) The Consultants will evaluate and finalize contractor’s work program, method statement, material sources, working/shop drawings and bar bending schedule prepared by the Contractor, setting out of works etc. and accord approval thereof.

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- vii) The Consultants will inspect and evaluate the Contractor's resources regarding construction machinery, manpower, office/site staff establishment and laboratory facilities on regular basis to ensure their compliance with respect to the approved Construction Schedule.
- viii) The Consultants will be 100% responsible for quality & quantity and ensure that all works are executed as per approved specifications and standards.
- ix) Keep client informed of the progress at site, any existing impediments sustained in progress of likely to appear in the foreseeable future which might arise and cause delay in implementation. In view of the foregoing, the Consultants will prepare and issue progress on monthly basis.
- x) Recommend corrective actions and measures that need to be taken to ensure progress leading to a timely completion of works.
- xi) The Consultants shall provide general guidance, furnish timely assistance to the Contractor in all matters relating to the execution of works and facilitate the Contractor by providing necessary details of minor design changes as and when required during Construction of the project.
- xii) The Consultants will check, inspect, advise, approve and report on materials being used by the Contractor and give comments in writing to the Client on quality of works. The Consultants will order for testing of materials to ensure adherence to Specifications.
- xiii) The Consultants will attend and make measurements and computation of quantities of the completed works or any work which is about to be covered, and maintain permanent records of all such measurements as a basis of progressive payments to the contractor and keep the measurement documents and records in a safe custody.
- xiv) The Consultants will maintain daily records of checks & approval, correspondence and site diaries supported with digital photographs. Submit the record of daily inspection reports, all the tests made, to the Client on fortnight basis in an electronic form as well as in hard copy.
- xv) The Consultants will ensure and certify that the works executed by the Contractor are as per approved design, drawings, standards, specifications & within the provisions of the Contract Agreement.
- xvi) The Consultants will ensure and certify the running / interim certificates for progressive payments based on approved / tendered rates and final payments to the Contractor that the works executed by the contractor has been completed in all respects.
- xvii) The Consultants will assure the receipt of all warranties of materials / installations accepted and incorporated in project, required under the terms & conditions of the Contract Agreement and handover the same to the Client upon completion of the project.
- xviii) The Consultants will give notice to the Contractor of any defects and deficiencies, and if required, order suspension of the work(s) and ensure removal and substitution of the improper works and recommend any additional appropriate actions against the Contractor to the Client.

- xix) The Consultants will assist Client in settling disputes (if any) with the contractor and make recommendations to client for resolving the contractor's claims regarding time extensions and additional cost.
- xx) The Consultants will assist Client in coordinating with other agencies concerned related to the implementation of the project and assist the client in settling any disputes with affected parties.
- xxi) The Consultants will jointly inspect with Client the completed works and assist informal taking over of the project.
- xxii) The Consultants will provide the Client with complete records, reports and review "As built" drawings & plans prepared by the Contractor and provide a completion report testifying to the satisfactory completion of the works including the measurement of final quantities and certifications for final payments due to the Contractor.
- xxiii) Inspect the completed works periodically during the defect liability period, prepare list of deficiencies (if any), design and plan remedial works and carry out their supervision and issue the defect liability certificates after the rectification of defects by the Contractor.
- xxiv) The Consultants will assist Client in settlement of audit paras and objection raised (if any) and prepare replies related to the project and provide all the relevant documents / papers / letters etc.; to support the replies and shall intimate the Client accordingly.
- xxv) The Consultants will be responsible for providing all necessary services required for the efficient, effective and timely execution of the Consultancy Services.

Section 3: QUALIFICATION CRITERIA

The minimum qualifying marks is 65

A. Eligibility Criteria

Following are the details on the basis of which firms will be shortlisted:

B. Mandatory or Pre-requisite criteria

Intending consulting firms must be registered with Pakistan Engineering Council and shall provide following information / documents along with their applications: -

- 1) Certificate of registration with Pakistan Engineering Council, renewed for the year **2020-21 (relevant code)**.
- 2) Copy of Registration with Securities & Exchange Commission of Pakistan or Registrar of Firms.
- 3) Copy of Registration with Income Tax Department and Punjab Revenue Authority (PRA).
- 4) List of permanent professional staff along with CVs of relevant core staff, showing project wise experience with exact time duration for each project supported with appointment letters and pay slips / salary vouchers to authenticate employment of the personnel with the applicant firm.
- 5) List of similar works supervised by the firm, during last ten **(10) years** and of similar works in hand, indicating cost of each work supervised by the firm and cost of consultancy services received against the assignment along with date of start and completion or expected date of completion supported with performance certificate(s) from the employer(s).
- 6) Financial position of the firm supported with authenticated financial statement(s) from Financial Institutions / Regulatory Bodies. Audited statements of accounts of the firm for the last three **(3) years**.
- 7) The Applicant/Partner of the JV shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:
 - i. is not in *bankruptcy* or liquidation proceedings;
 - ii. has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons;
 - iii. is not making any *misrepresentations* or concealing any material fact and detail;
 - iv. has not been convicted of, fraud, *corruption*, collusion or money laundering;
 - v. is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
 - vi. does not fall within any of the circumstances for *ineligibility* or disqualifications.

C. Shortlisting criteria

The short-listing criteria for evaluation of application those are responsive and fulfill pre-requisite/mandatory requirements, are given below:

SN	Description	Marks (%)
1	Financial Capability / Position	10
2	Relevant and Past Experience	30
3	Personnel / HR Capabilities	50
4	Managerial Capability	10
Total		100

The Company / JV securing 65% marks collectively will qualify.

C.1 Financial Capability / Position

EOI evaluation will be based on the criteria given in succeeding paras in line with PPRA rules and as demonstrated by the Applicant's responses in the forms given in this document.

- Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria.
- Joint Venture may meet the following criteria jointly.

#	Criteria	Maximum Marks	Detail Marks
	Average turnover during last three financial years supported with verified annual financial statements	10	a. Turnover from Rs. 5 Million to 10 Million = 5 b. Turnover from Rs.11 Million to 15 Million = 8 c. Turnover from above than Rs. 15 million =10

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C.2 Relevant and Past Experience

Firm should provide information regarding:

Sr. No	Criteria	Maximum Marks	Detail Marks
	Relevant experience in the subject field by submitting the details of 02 No. most relevant projects as per Annex-4	30	Relevant Experience of 2 projects = 30

	Relative Size of Assignment			
		80% or More	50% - 80%	Less than 50%
Similarity	Strong	1.00	0.650	0.300
	Medium	0.65	0.4225	0.195
	Weak	0.30	0.195	0.090

C.3. Personnel / HR Capabilities

Sr. No	Description	Maximum Marks	Marks
1	Project Manager / Resident Engineer	50	
2	Assistant Resident Engineer / Assistant Material Engineer		
3	Sub Engineer Civil (2 Nos.)		
4	Quantity Surveyor / Computer Operator		

Note: Provide information of personnel on the format given at Annex 5& 6.

- 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.

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- Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.

	Max Score
Educational qualifications	30
Number of years working on similar assignments	40
Number of projects on which similar tasks have been undertaken	30

For educational qualifications, 30 points / score will be awarded for a post-graduate or equivalent, 20 points / score for Bachelor's degree or equivalent. 0 points will be given for any degree below Bachelors.

A maximum of 40 points / score will be awarded for 10 years' experience in the relevant field, i.e., 4 per year.

A maximum of 30 score points will be awarded for working in 10 projects of a similar nature, i.e., 3 marks per project.

The total score for the CV is added up to get T, after which the component score is calculated as follows:

$$\text{Component Score} = \frac{T}{100} \times 50$$

C. 4 Managerial Capability (Annex-2)

#	Criteria	Maximum Marks	Detail Marks
	Detailed description of the Firm Profile by providing its organizational structure, list of permanent staff, quality management system and list of relevant equipment / machinery.	10	i. Organization structure = 3 ii. List of permanent staff = 3 iii. Quality management systems = 2 iv. list of testing equipment/machinery = 2

Appendix-1

FORMAT FOR LETTER OF EOI APPLICATION

[On the Letter Head of the Applicant's Firm (in case of Single or Lead Member (in case of a Consortium))]

Date: -----

The Director General,
Public Relations Punjab.
Lahore

[Insert name of Project]

Sir,

Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for the [insert name of Project].

We are enclosing our Expression of Interests (EOIs), in one Original and one Copy, with the details as per the requirements of the EOI, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the EOIs are complete, true and correct in every detail.

We confirm that the EOI application is valid for a period of 90 days from the due date of submission of EOI application and is unconditional.

Yours faithfully,

(Signature of Authorized Signatory) (Name, Title and Address of the Applicant)

Applicant seal & stamp

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Annex-1 (Firm Detail)

Name of Firm	Address	Contact No.	Authorized Personnel Name	Authorized Personnel Contact No.
Lead Firm				
Joint Venture Firm(s)				
Associate Firm(s)				

1. In order to assess JVs, pre-requisites must be fulfilled by the lead and as well as partner firms separately.
2. In case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin.
3. JV firms need to qualify the criteria of Projects and Human Resource Collectively.

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- A. ORGANIZATION STRUCTURE**
- B. LIST OF PERMANENT STAFF**
- C. QUALITY MANAGEMENT SYSTEMS**
- D. LIST OF RELEVANT EQUIPMENT/MACHINERY**

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ANNEXURE-3: FORMAT FOR POWER OF ATTORNEY

*(On a Notary / Stamp Paper of
Appropriate Value)*

Know all men by these presents, we _____(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. ____ (name and address of residence) who is presently employed with us and holding the position of __ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI for the Punjab Green Development Program, including signing and submission of all documents and providing information/ responses to Director General Public Relations Punjab Lahore, representing us in all matters and generally dealing in all matters in connection with our proposal for the said project.

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature) (Name, Title and Address) Applicant seal & stamp

Important Notes:

- 1. To be executed by all members of the Consortium duly supported .by a valid & legal document.*
- 2. 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 executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

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ANNEX-4: EXPERIENCE FORM

[Using the format below for relevant experience, provide information on each project for which you, and each associate for each project, was legally contracted as a corporate entity Use maximum 10 pages. Please provide Client's certification and/or evidence of the contract agreement.]

Firm's Experience (Relevant)

S. No	Name of Project	Location (Country/ Province/ Division)	Client	Project Description	Implementation		Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Services Provided by the Consultant
					Start	Completion			
1									
2									
-									
-									
-									
-									

Provide list of 2 No. relevant projects.

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Annex-5 (List of Personnel)

S. No	Name	Qualification	Total Experience in Years	Position Held	Current Responsibilities
1					
2					
3					
4					
5					
6					
7					

- i. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
- ii. 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
- iii. Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.

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Annex-6 (CVs of Key Personnel)

CURRICULUM VITAE (CV)

- 1. **Name of Personnel:**
- 2. **Current Position in the Firm:**
- 3. **Date of Birth:**
- 4. **Nationality**
- 5. **CNIC No (if Pakistani): _____ or Passport No:**
- 6. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

- 7. **Membership of Professional Associations:** _____
- 8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:
- 9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
- 10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)*]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken

Name of assignment or project: _____
Cost of Project _____ Location: _____
Date of Start: _____ Date of Completion: _____
Client: _____ Main project features: _____
Positions held: Activities performed: _____
Actual time spent on the project: _____ in months.

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experiences. I understand that

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any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date:

[Signature of the proposed staff] Day/Month/Year

_____ Date:

*[Counter Signature of authorized signatory]
Day/Month/Year*

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Annex-7 (Financial Capabilities)

Year	Annual turnover
2016-2017	
2017-2018	
2018-2019	

1. Data provided under the head of financial capabilities must be supported by the Annual Financial Statements & reports duly certified.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 years.
3. JV's partner's / associates shall also provide authenticated Audited Annual Financial Statements & reports duly certified. Bank statement shall not be considered in this regard.

Affidavit for Non-Blacklisting of Firm

[PRINT ON STAMP PAPER]
Non-judicial stamp paper (with a value of Rs. 100)

Date: _____

AFFIDAVIT

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- is not in bankruptcy or liquidation proceedings;
- has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any misrepresentations or concealing any material fact and detail;
- has not been convicted of, fraud, corruption, collusion or money laundering;
- is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for ineligibility or disqualifications

(Stamp of Company)
(Signatures of Authorized Rep)

Company Name

Attestation by Oath Commissioner and/or Notary Public

20-10-2020

Annex-9

Affidavit for Correctness of Information

[PRINT ON STAMP PAPER]

AFFIDAVIT of MR. _____ S/o Mr. _____, CNIC No. _____ Resident of _____, Pakistan and authorized representative of XYZ company name, _____(address)_(**Company**”).

I, the above-named deponent, do hereby solemnly affirm and declare that:

1. I am the [Designation...] of the Company.
2. I am the authorized representative of the Company by virtue of [Board Resolution No., Letter No. etc.....] _____ dated _____.
3. The contents of accompanying [document...] dated along with the supporting documents are true and correct to the best of my knowledge and belief and nothing material or relevant thereto has been concealed or withheld therefrom.
4. I also affirm that all further documentation and information to be provided by me in connection with the aforesaid [document...] shall be true and correct to the best of my knowledge and belief.

DEPONENT

VERIFICATION

It is hereby verified on solemn affirmation at _____, Pakistan on the [date...] that the contents of the above Affidavit are true and correct to the best of my knowledge and belief and that nothing, material or relevant thereto, has been concealed or withheld therefrom.

DEPONENT

2022/07/05

CHECKLIST FOR DOCUMENTS

Sr. No.	Document	Checked
1.	Complete Application form with all annexures (Annex-1 to 9)	
2.	Proof of registration with relevant Professional Body i.e., PEC / ICAP etc.	
3.	Proof of registration with FBR (NTN) and PRA (PST)	
4.	Proof of registration of firm with SECP/ Registrar of Firms etc.	
5.	Annual Turn Over supported by the Annual Financial Statements & reports duly certified.	
6.	List of relevant past experiences	
7.	List of Personnel along with CVs of key relevant staff mentioned in shortlisting criteria (B.3. Personnel / HR Capabilities)	
8.	Power of Attorney for Representative	
9.	Affidavit regarding Non-Blacklisting of Firm	
10.	Affidavit for Correctness of Information	