

**PRE-QUALIFICATION**

**FOR**

**ELECTRICAL, MECHANICAL AND CIVIL WORKS MAINTENANCE SERVICES IN PESHAWAR BRT  
SYSTEM**

**TPC/Operations/Services/PQ/2021-22/004**

**Date: April 01, 2022**



**TransPeshawar (The Urban Mobility Company)**

**1<sup>st</sup> Floor, TransPeshawar Head Office, Main BRT Depot, Opposite NHA Complex, GT Road Chamkani,  
Peshawar**

**[URL: http://www.transpeshawar.pk](http://www.transpeshawar.pk)**

## TABLE OF CONTENTS

1	Definitions and Interpretations .....	4
2	Headings and Titles .....	4
3	Notice .....	5
4	Invitation for Pre-Qualification .....	5
5	Instructions to Applicants.....	6
5.1	Submission of Applications.....	6
5.2	Eligibility Criteria .....	7
5.3	Pre-Qualification Criteria .....	8
5.4	Evaluation Criteria for Category-1 .....	8
5.5	Evaluation Criteria for Category-2 .....	10
6	Joint Venture (JV).....	13
7	Conflict of Interest .....	13
8	Updating Prequalification Information.....	13
9	Other Factors .....	13
10	Invitation for Bids.....	14
11	Document Checklist.....	15
11.1	Category-1.....	15
11.2	Category-2.....	16
	Letter of Application.....	18
	Application Form A1.....	20
	Application Form A2.....	21
	Application Form A-3 .....	22
	Application Form A-4 .....	24

**Important:**

- Sole Proprietors, Association of Persons (AOP), or Companies complying with criteria given in this Pre-Qualification document (hereinafter called "the PQ document) are eligible for prequalification in Category-1 & Category-2, hereafter referred to as "Applicants". Joint Ventures of Sole Proprietors, AoPs or Companies are however, allowed under Category-2 only;
- The PQ document does not constitute a binding agreement or an offer or an invitation by the TransPeshawar to enter into any contract. The principal purpose of the PQ document is to seek applications from parties desiring to obtain prequalification status with the TransPeshawar for Electrical, Mechanical and Civil Works Maintenance Services in Peshawar BRT System;
- The PQ document contains the minimum requirements and information desired by the TransPeshawar. The contents hereof may be supplemented by the TransPeshawar as it deems appropriate. Each applicant may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in the PQ document to its satisfaction. TransPeshawar makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the PQ document. TransPeshawar may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information contained in the PQ document;
- Applicants must ensure that they submit all the required documents indicated in the PQ document without fail. Applications received without valid documentary evidence, supporting documents and various requirements mentioned in the PQ document are liable to be rejected at the initial stage itself. It is intimated that no objection/revision/supplement shall be entertained regarding the terms and conditions of the PQ document submitted by any Applicant. In case the information / evidence provided by the Applicant is incomplete, TransPeshawar may seek clarification and relevant information / evidence. All such cases shall be communicated in writing;
- The Applicants are requested to access the websites of the TransPeshawar (<http://www.transpeshawar.pk>), and/or KPPRA (<http://www.kppra.gov.pk>) for all updates on the pre-qualification process such as addendum/corrigendum, if any, or selection under prequalification etc.;
- Each Applicant is deemed to have inspected the BRT corridors and the allied facilities in addition to all necessary documentation prior to filing the application. The Applicants must satisfy himself/herself/themselves that the BRT corridor space is suitable/viable/feasible for carrying out maintenance services;
- The Applicants shall furnish all details including their experience in the prescribed application format.
- The Applicants shall bear all costs/expenses associated with the preparation and submission of the Application/PQ documents, obtaining clarifications and conducting site visits. TransPeshawar shall in no case be responsible/liable for these costs/expenses;
- The Applicants shall furnish documentary proof with respect to the prequalification criteria along with the application form;
- The authorized persons of the Applicants shall sign all the pages of the prequalification's application and attached proof/annexures;

- The pre-qualification shall not be considered as selection for award of the contract.

## 1 Definitions and Interpretations

In the PQ document (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the context requires otherwise:

- 1.1. **Applicable Laws** shall mean laws of the Government of Pakistan and the Government of KP;
- 1.2. **BRT** shall mean Bus Rapid Transit of Peshawar;
- 1.3. **Employer** shall mean TransPeshawar (The Urban Mobility Company);
- 1.4. **Applicant** shall mean a Sole Proprietor, Association of Persons (AOP), Company or a Joint Venture (for Category-2 only) that has submitted the application for pre-qualification as per the criteria/specifications listed;
- 1.5. **Company** shall mean a company registered with the Securities & Exchange Commission of Pakistan (SECP);
- 1.6. **Application Categories** means the category in which the Applicant shall be prequalified. There are two categories: -  
  
Category 1: Short Maintenance Services Contracts each not exceeding one million Pak Rupees (PKR.1,000,000);  
  
Category 2: General Maintenance Services Contracts each of value more than one million Pak Rupees (PKR.1,000,000) up to fifty million Pak Rupees (PKR.50,000,000).  
  
Applicant can apply in Category-1, or Category-2 or both by stating in Letter of Application (**Annex A**).
- 1.7. **Joint Venture (JV)** shall mean an association of business entities formed as per requirements listed in the PQ document eligible for Category 2 only;
- 1.8. **Association of Persons (AOP)** shall mean a firm registered under the Partnership Act;
- 1.9. **Clarification Conference** shall mean the meeting conducted by the Employer on the given date and time prior to the actual date of submission of applications;
- 1.14. **Services** shall mean the tasks to be performed by the pre-qualified applicant(s);
- 1.15. **GoKP** shall mean The Government of Khyber Pakhtunkhwa;
- 1.16. **GoP** shall mean The Government of Pakistan;
- 1.17. **At grade** shall mean at ground level;
- 1.18. **Elevated** shall mean above the ground level.

## 2 Headings and Titles

In the PQ document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the PQ document and words importing the singular only shall also include the plural and vice versa where the context so requires.

### **3 Notice**

- 3.1. In the PQ document, unless otherwise provided, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Applicant and the Employer, the same shall be:
- a) In writing;
  - b) Issued within reasonable time;
  - c) served by sending the same by courier or registered post or email to their principal office in Pakistan or such other address as they shall notify for the purpose; and
  - d) The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

### **4 Invitation for Pre-Qualification**

4.1. The Employer is a company set up under Section 42 of the Companies Act, 2017, and is responsible for project implementation, management and maintenance of urban rapid transit projects assigned by the Khyber Pakhtunkhwa Urban Mobility Authority.

4.2. The Employer intends to pre-qualify service providers for electrical, mechanical and civil works maintenance services for Peshawar BRT System for a period till June 30, 2023.

4.3. PROJECT LOCATION:

4.3.1. Peshawar BRT System comprises of the following: -

- a) 28 Km corridor from Chamkani to Hayatabad comprises of 8 KM elevated 3 Km of underpasses and 16 KM at grade portions;
- b) 30 stations out of which 21 stations are at-grade while 09 stations are elevated;
- c) Two (02) Depots i.e., Chamkani and Hayatabad;
- d) Command & Control Center located at Chamkani;
- e) Feeder routes and allied components.

4.4. SCOPE OF SERVICES

The Employer envisions provision of maintenance services in existing Electrical, Mechanical, and Civil works of Peshawar BRT amounting to approximately of seventy million Pak Rupees (PKR.70,000,000) in multiple contracts. Briefly, Electrical, Mechanical and Civil works maintenance services include but not limited to:

- a) Maintenance services for Paint work of fence and delineators along the corridor;
- b) Maintenance services of Asphalt/expansion joints, bearing pads and concrete work along the corridor;
- c) Installation of water pumps at stations including bore;
- d) Printing and installation of signage for BRT stations, bus stop post, and Direct feeder route stop;
- e) Repair work at direct route stop;
- f) Civil, electrical and mechanical service/maintenance works at KPUMA Building;

- g) Procurement, installation and maintenance services of manhole, covers, junction boxes etc.;
- h) Maintenance services at BRT station of complete paint, tiles replacement, etc.;
- i) Brickwork, tough tiles, concreting, landscaping, filling, compaction etc.;
- j) Electrical work such as cabling, pulling, installation of fans, pole light, exhaust, earthing, repair of DB's, electrical work rectification etc.;
- k) Installation, fabrication, and repair of steel works in Peshawar BRT such as speed board, fence, protection sheets, fiber sheets, etc.;
- l) Preventive and forced maintenance services;
- m) Roof structure of stations;
- n) Restoration/improvement of elevators and escalators;
- o) Any other services considered / declared by the Employer which falls in Electrical, Mechanical or civil works/services within above financial limits.

4.5. The Prequalification shall remain effective for a **period till June 30, 2023** from date of notification of prequalified service providers, may be extendible upon mutual consent with the prequalified service providers.

4.6. The Employer reserves the right to: -

- a) Define scope of services for subsequent contract/ bid and evaluation criteria according to the nature of services which is to be issued to prequalified bidders.
- b) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only qualify among those pre-qualified bidders who meet the requirements of the contract(s) as amended.
- c) Cancel/Annul the pre-qualification process and reject all applications. The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.
- d) Repeat the pre-qualification process and enlist more contractors.
- e) Adopt open competitive bidding for a particular project/contract in which case pre-qualified service providers may participate however competition shall not be restricted to pre-qualified service providers only.

4.7. It is expected that Invitation to Bid will be issued from time to time on need basis to the prequalified bidders.

4.8. The Employer envisions to award maintenance services contracts, duration of which **shall not exceed a period of one-year per contract** under two categories as follows:

4.8.1. **Category 1:** Short Maintenance Services Contracts each not exceeding PKR 01 million

4.8.2. **Category 2:** General Maintenance Services Contracts each of value more than PKR 01 million up to PKR 50 million.

4.8.3 Interested applicants may opt to be prequalified in any one or both categories.

The Applicant intending to apply for pre-qualification in both categories shall be considered under following conditionalities.

- Applicant has clearly stated in Letter of Application (**Annex A**).

- The eligibility and evaluation shall be conducted as per Category-2
- Joint Ventures are allowed. Joint Ventures are further detailed in Section 6 of the PQ document.

## 5 Instructions to Applicants

### 5.1 Submission of Applications

Applications shall be submitted by following the instructions as under for any one or both categories of maintenance services.

- 5.1.1 The applicant shall submit one original and one duplicate copy of the application, which are to be sealed in separate envelopes; each clearly marked "Original Application" and "Duplicate Application", respectively. Both envelopes shall be re-sealed in a single envelope clearly marked "Prequalification for Electrical, Mechanical and Civil Works Maintenance Services in Peshawar BRT System" along with category applied for. The Applicant's business name, address and contact details shall be marked on bottom right corner of both inner and outer envelope.
- 5.1.2 The sealed envelopes must reach the Employer at "First (1<sup>st</sup>) Floor, TransPeshawar Head Office, Main BRT Depot opposite NHA Complex GT Road Chamkani Peshawar" **no later than 11:00 AM Pakistan Standard Time (PST) on April 26, 2022**. Any application received by the Employer after the deadline prescribed above shall be returned unopened to such Applicant. Delays in the mail, delays of person in transit, delay due to security clearance, or delivery of an application to the wrong office shall not be accepted as an excuse for failure to deliver the application at the proper place and time. It shall be the Applicant's responsibility to determine the manner in which timely delivery of his application will be accomplished, either in person, by messenger, courier service or by mail.
- 5.1.3 Applicants will be notified, in due course, of the result of the evaluation of applications. Only the applicant (s) pre-qualified under this process shall be invited to bid.
- 5.1.4 All submitted documents shall be prepared in the English language. Information in any other language shall be accomplished by its certified translation in English. Employer reserves the right to reject any Pre-qualification application in case of non-compliance to this requirement.
- 5.1.5 The Applicants must respond to all questions and provide complete information as advised in the PQ document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
- 5.1.6 A clarification meeting will be held on the venue, date and time given below. All prospective applicants may request clarification about the procurement and the evaluation criteria during this meeting. The email for requesting information/clarification is [fayyaz.khan@transpeshawar.pk](mailto:fayyaz.khan@transpeshawar.pk), with CC. to [khalil.ahmed@transpeshawar.pk](mailto:khalil.ahmed@transpeshawar.pk) and [ashfaq.rauf@gmail.com](mailto:ashfaq.rauf@gmail.com)

Location:	TransPeshawar Head Office, First (1 <sup>st</sup> ) Floor, Main BRT Depot, opposite NHA Complex GT Road Chamkani Peshawar.
Time:	PST 11:00 AM (PST)
Date:	April 8, 2022

5.1.7 Clarification may be requested by post/email/ or other modes of communication. Any such clarification request shall reach the office before deadline for the clarification meeting.

## **5.2 Eligibility Criteria**

### **Category 1: -**

- a. Applicant must be registered as Sole Proprietor/Association of Persons (AOP)/Company. In case of AOP or Company, it shall be registered with Registrar of Firm or SECP, respectively;
- b. Applicant must be registered with Tax Authorities i.e., KPRA, FBR and reflected on the active tax payer of FBR;
- c. Applicant has never been black listed with any Government Organization.

### **Category 2: -**

- a. Applicant must be registered as Sole Proprietor/Association of Persons (AOP)/Company. In case of AOP or Company, it shall be registered with Registrar of Firm or SECP, respectively. In case of JV applies to all members;
- b. Must have relevant experience for at least two years. This applies to any one member in case of JV;
- c. Registration with Pakistan Engineering Council (PEC) in relevant category and financial limits having codes relevant to Civil, Electrical and/or Mechanical Works. This is mandatory for Lead member in case of Joint Venture (JV);
- d. Applicant must be registered with Tax Authorities i.e., KPRA, FBR and reflected on the active tax payer of FBR. This applies to all members in case of JV;
- e. Applicant has never been black listed with any Government Organization. This applies to all members in case of JV.

## **5.3 Pre-Qualification Criteria**

5.3.1 Pre-qualification will be based on the criteria given in succeeding paras regarding the Applicant's Legal Status, Financial Soundness, Experience Record, and Personnel Capabilities as demonstrated by the Applicant's responses in the forms attached to the PQ Document. The Employer reserves the right to waive minor deviations, if these deviations do not materially affect the capability of an applicant to perform the contract. Sub-contractors' experience and resources shall not be taken into account in determining the Applicant's compliance with the pre-qualification criteria. However, Joint Venture experience & resources shall be considered. Pre-qualification criteria is provided below and point distribution is further elaborated.

## **5.4 Evaluation Criteria for Category-1**

**Please Note:**



- a) Applicant has to score minimum 10 marks in Section B, 10 Marks in Section C and 15 Marks in Section D;
- b) Applicant has to score a minimum of 50 marks overall to get qualified;
- c) Applicant must provide all the required documents as evidence against each evaluation criteria details of which are provided in Section 10 (Document Checklist) of the PQ Document;
- d) Joint Ventures are not allowed in Category-1

Table 1: Distribution of Marks

Sr. No.	Category	Weightage/Marks
A.	Organization Profile	15
B.	Experience Record	35
C.	Personnel Capabilities	25
D.	Financial Soundness	25
	<b>Total:</b>	<b>100</b>

Table 2: Evaluation Criteria

Sr. No.	Description	Max Points	Details of points
<b>A</b>	<b>ORGANIZATIONAL/PERSONAL PROFILE</b>		
1	Years since Income Tax Payer	15	More than 2 years: 15 Points 1 to 2: 10 Points Less than 1 Year: 0 Points
	<b>Sub-total</b>	<b>15</b>	
<b>B</b>	<b>EXPERIENCE RECORD</b>		
1	Projects completed to the worth of PKR 0.5 million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) during the past 5 years.	20	5 or more projects: 20 Points 3 to 4 projects: 15 Points 1 to 2: 10 Points
2	Projects in hand to the worth of PKR 0.5 million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance Services)	10	3 or more projects: 10 Points 1 to 2 Projects: 5 Points
3	Experience as main or sub-contractor with BRT project Peshawar in Supply / Installation / Testing / Commissioning / Maintenance Services	5	Yes: 5 points No: 0 Points  (2 points only in case the project is included in Section B-Sr No 1 or 2)
	<b>Sub-total:</b>	<b>35</b>	
<b>C</b>	<b>PERSONNEL CAPABILITIES</b>		

1	Number of Diploma (DAE / B. Tech) Electrical/Mechanical/Civil Engineers in Employment of the Applicant	15	3 or more: 15 Points 2: 10 Points Less than 2: 0
2	Experience of Diploma (DAE / B. Tech) Electrical/Mechanical/Civil Engineers in number of Years (Lead engineer).	10	Two Years or more: 10 Points Less than two years: 0 Points
	<b>Sub-total:</b>	<b>25</b>	
<b>D</b>	<b>FINANCIAL SOUNDNESS</b>		
1	Average Annual Turnover in Millions in last three years (2019, 2020, 2021)	25	More than 2 M= 25 Points More than 1.5 to 2 = 20 Points More than 1 to 1.5 = 15 Points 1 or less = 0 Points
	<b>Sub-total:</b>	<b>25</b>	
	<b>TOTAL</b>	<b>100</b>	

### 5.5 Evaluation Criteria for Category-2

**Please Note:**

1. Applicant has to score minimum 10 marks in Section B, 8 Marks in Section C and 10 Marks in Section D;
2. Applicant has to score a minimum of 50 marks overall to get qualified;
3. Applicant must provide all the required documents as evidence against each evaluation criteria details of which are provided in Section 11 (Document Checklist) of the PQ document;
4. Joint Ventures are allowed, details of which are provided in Section 6 of the PQ document;
5. Joint Ventures shall be evaluated jointly unless specified otherwise.

Table 1: Distribution of Marks

Sr. No.	Category	Weightage/Marks
A.	Organization Profile	15
B.	Experience Record	38
C.	Personnel Capabilities	27
D.	Financial Soundness	20
	<b>Total:</b>	<b>100</b>

Table 2: Evaluation Criteria

Sr. No	Description	Max Points	Details of points
<b>A</b>	<b>ORGANIZATIONA PROFILE</b>		
1	Registered as Sole Proprietor or with Registrar of Firms, or with SECP. (In case of JV mandatory for all members but particulars of Lead member shall be assessed.)	2	SECP: 2 Points Registrar of Firms or Sole Proprietor: 1 Points
2	Years of registration with PEC in relevant category and financial limits having codes relevant to Civil or Electrical and/or Mechanical Works (In case of JV lead member shall comply, and particulars of Lead member shall be assessed.)	8	4 years or more: 8 Points 2 to 3 years: 4 Points Less than 2 Years: 0 Points
3	Years since Income Tax Payer (In case of JV mandatory for all members but particulars of Lead member shall be assessed.)	5	More than 2 years: 5 Points 1 to 2: 3 Points Less than 1 Year: 0 Points
	<b>Sub-total</b>	<b>15</b>	
<b>B</b>	<b>EXPERIENCE RECORD</b>		
1	Projects completed to the worth of Two Million Pak Rupees (PKR 2,000,000) or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) in the last 5 years. (Projects shall be those which Applicant has executed as main contractor. OR performed as Joint Venture having equity share of PKR 2 million or more).	20	5 or more projects: 20 Points 3 to 4 projects: 15 Points 1 to 2: 10 Points
2	Projects in hand to the worth of Two Million Pak Rupees (PKR 2,000,000) or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance). (Projects shall be those which Applicant is executing as main contractor OR performing as Joint Venture having equity share of PKR . 2 million or more)	8	3 or more projects: 8 Points 1 to 2 Projects: 4 Points
3	Experience of Works/services as Main or Sub- Contractor on Peshawar BRT project for Supply / Installation / Testing / Commissioning / Maintenance.	5	Yes: 5 points No: 0 Points  (2 points only in case the project is included in Section B-Sr No 1 or 2)

4	Status of active enlistment with at least one other Government Organizations and agencies. (In case of JV, the particulars of lead member shall be assessed.)	5	Yes: 5 points No: 0 Points
	<b>Sub-total:</b>	<b>38</b>	
<b>C</b>	<b>PERSONNEL CAPABILITIES</b>		
1	Number of Graduate Civil/Electrical/Mechanical Engineers Registered with PEC in employment of the Applicant.	10	Three or more Engineers: 10 Points Less than 3: 0 Points
2	Experience of Graduate Civil/Electrical/Mechanical Engineers in number of years (lead engineer).	5	3 years or more: 5 Points Less than 3 years: 0 Points
3	Number of Diploma (DAE / B. Tech) Civil/Electrical/Mechanical Engineers in Employment of the Applicant.	8	5 or more Diploma Engineers: 8 Points 3 to 4 Diploma Engineers: 4 Points Less than 3: 0
4	Experience of Diploma (DAE / B. Tech) Civil/Electrical/Mechanical Engineers in number of Years (Lead engineer).	4	Two years or more: 4 Points Less than two years: 0 Points
	<b>Sub-total:</b>	<b>27</b>	
<b>D</b>	<b>FINANCIAL SOUNDNESS</b>		
1	Average Annual Turnover in last 3 years (2019, 2020, 2021)	20	More than 20 million = 20 Points More than 15 to 20 million = 15 Points More than 10 to 15 million = 10 Points 10 million or less = 0 Points
	<b>Sub-total:</b>	<b>20</b>	
	<b>TOTAL</b>	<b>100</b>	

## **6 Joint Venture (JV)**

- 6.1. Joint Venture must comply with the following requirements: -
- a. A joint venture of up to 3 members can apply;
  - b. Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Employer. Such approval may be denied if: -
    - i) Partner(s) withdraws from a JV and remaining partners do not meet the qualifying requirements;
    - ii) The new partner (s) to a JV is/are qualified in another JV; or
    - iii) In the opinion of the Employer, a substantial reduction in competition would result.
  - c. Letter of Application shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and shall be submitted with a copy of the MOU.
- 6.2. The pre-qualification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent applicants may pre-qualify if it meets all the prequalification requirements and any partner of JV has requested/shall request for the same and then his pre-qualification will be subject to the written approval of the Employer.

## **7 Conflict of Interest**

- 7.1. 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 prequalification and bidding documents for the project, or was proposed as Engineer for the contract, in the past. Any such association may result in disqualification of the Applicant.

## **8 Updating Prequalification Information**

- 8.1. Applicants shall update the financial, personnel and equipment information used for pre-qualification at the time of submitting their bids, if so required by the Employer, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification. An application shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding. At the time of Invitation for Bids from the prequalified bidders can ask additional information in evaluation criteria based on nature of work.

## **9 Other Factors**

- 9.1. Only Sole Proprietors, Association of Persons, Companies and JVs that have been pre-qualified under this procedure shall be invited to bid. A prequalified applicant or a member of a qualified JV may participate only in one bid for a single contract. If a prequalified applicant submits more than one bid for a single contract, singly or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

- 9.2. The Employer reserves the right to: -
- a. Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only qualify among those pre-qualified bidders who meet the requirements of the contract(s) as amended as listed in evaluation criteria.
  - b. Cancel/Annul 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.

- 9.3. Applicants will be informed in writing by fax or mail within 60 days of the date for submission of applications of the result of their applications and may be debriefed if solicited.
- 9.4. The Employer shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the application, from any or all the Applicant(s) and the applicant shall be liable to furnish the same in stipulated days. The failure will lead to disqualification of applicant. Employer has the right to waive off minor non-conformities that does not substantially change the nature of application.

#### **10. Invitations for Bids**

- a) After announcement or notification of prequalified bidder by the Employer, the Employer may issue bidding documents for services when need arise;
- b) Bidding may be conducted by following Single Stage- Single Envelope or Single Stage Two-envelope procedure as deem appropriate by the Employer;
- c) Bidding documents may include revised evaluation criteria and agreement;
- d) The Employer may issue /send tender documents to prequalified bidder on the address or email mentioned in their pre-qualification documents.
- e) The Employer reserve the right to adopt Open Tendering Process for a particular project/contact in which case prequalified applicants may participate however competition shall not be restricted to prequalified applicants only.

## 11 Document Checklist

### 11.1 Category-1

1	<b>Letter of Application</b> (Annex A)	
<b>APPLICANT's ELIGIBILITY</b>		
	<b>ELIGIBILITY CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
2	Applicant registration as Sole Proprietor/AOP/Company.	Applicant's Registration Record.
3	Applicant registration with Tax Authorities.	Applicant's Income & Sales Tax Registration Certificates and certificate of registration with KPRA.
4	Applicant declaration that it has never been black listed with any Government Organization.	Applicant's Declaration on 100 Rs Stamp Paper.
<b>APPLICANT's EVALUATION</b>		
5	<b>Form A1</b>	
	<b>EVALUATION CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
<b>ORGANIZATIONAL PROFILE</b>		
6	<i>Income Tax Payer since number of years</i>	Income Tax Returns against quoted number of years
<b>EXPERIENCE RECORD</b>		
7	<i>Projects completed to the worth of PKR 0.5 million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) completed in the last 5 years.</i>	Completion Certificate / Letter of Acceptance / Contract Agreement/Certificate of Payment or any other valid evidence
8	<i>Projects in hand to the worth of PKR 0.5 million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance)</i>	Letter of Award / Purchase Order/Contract Agreement from the Client or any other valid evidence
9	<i>Experience of as Main or Sub-Contractor on BRT Peshawar Project (Supply / Installation / Testing / Commissioning / Maintenance)</i>	Completion Certificate / Letter of Acceptance / Contract Agreement/Certificate of Payment or any other valid evidence.
<b>PERSONNEL CAPABILITIES</b>		
10	<i>Number of Diploma (DAE / B. Tech) Civil/Electrical/Mechanical Engineers in Employment of the applicant.</i>	1) Diploma certificate of each Diploma Engineer

11	<i>Experience of Diploma (DAE / B. Tech) Civil/Electrical/Mechanical Engineers in number of Years (Lead engineer).</i>	2) Appointment Letter from the Applicant against each Diploma Engineer.
<b>FINANCIAL SOUNDNESS</b>		
12	<i>Average Annual Turnover in last 3 years</i>	Income Tax Returns/audited financial statements for the last 3 years (2019, 2020, 2021)

**Note:** The applicant(s) shall place tags on documents of relevant serial number

### 11.2 Category-2

1	<b>Letter of Application</b> (Annex A)	
<b>APPLICANT'S ELIGIBILITY</b>		
	<b>ELIGIBILITY CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
2	<i>Sole Proprietor or AOP or Company</i>	Applicant Registration Record or Registration Certificate with SECP or Registrar of Firms. (In case of JV record of all members be submitted.)
3	<i>Must have relevant experience for at least two years</i>	Relevant Completion Certificate / Letter of Acceptance/Contract Agreement. (In case of JV, any one member meeting the requirement is acceptable.)
4	<i>Years of registration with PEC in relevant category and financial limits having codes relevant to Civil or Electrical and/or Mechanical Works.</i>	Applicant's Registration Certificate with PEC. (In case of JV, the particulars of lead member shall be assessed.)
5	<i>Applicant registration with Tax Authorities.</i>	Applicant's Income & Sales Tax Registration Certificates and certificate of registration with KPRA. (In case of JV record of all members be submitted.)
6	<i>Applicant declaration that it has never been black listed with any Government Organization.</i>	Applicant's Declaration on 100 Rs Stamp Paper. (In case of JV, each member has to provide separate declaration.)
<b>APPLICANT'S EVALUATION</b>		
7	<b>Form A2</b>	
	<b>EVALUATION CRITERIA</b>	<b>DOCUMENTS REQUIRED</b>
<b>ORGANIZATIONAL PROFILE</b>		
8	<i>Registered as Sole Proprietor/AOP/Company</i>	Record of Registration or Certificate of Registration with SECP or Registrar of Firms (In case of JV record of all members be submitted.)
9	<i>Years of Registration of the Applicant with PEC</i>	Registration Certificates with PEC. (In case of JV, the lead member shall submit the certificate.)
10	<i>Applicant registration with Tax Authorities.</i>	Applicant's Income & Sales Tax Registration Certificates and certificate of registration with KPRA. (In case of JV record of all members be submitted.)



<b>EXPERIENCE RECORD</b>		
11	Projects completed to the worth of Two Million Pak Rupees (PKR 2,000,000) or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) in the last 5 years. (Projects shall be those which Applicant has executed as main contractor. OR in Joint Venture having equity share of PKR 2 million or more)	1) Form A3 mentioning each Project details. Use additional forms incase projects are more than 1. 2) Completion Certificate / Letter of Acceptance / Certificate of Payment/contract agreement or any other valid evidence. 3) In case of quoted projects executed as JV, provide JV Agreement / Memorandum of Understanding / Any other Valid evidence showing equity share worth 2 million or More.
12	Projects in hand to the worth of Two Million Pak Rupees (PKR 2,000,000) or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance). (Projects shall be those which Applicant is executing as main contractor. OR in Joint Venture having equity share of PKR 2 million or more.)	1) Form A3 mentioning each Project details. Use additional forms incase projects are more than 1. 2) Letter of Award/Contract Agreement from the Client or any other valid evidence 3) In case of quoted projects being executed as JV, provide JV Agreement / Memorandum of Understanding / Any other Valid evidence showing equity share worth 2 million or more.
13	Experience of Works as Main or Sub-Contractor in Peshawar BRT project (Supply / Installation / Testing / Commissioning / Maintenance)	1) Form A3 mentioning each Project details. Use additional forms incase projects are more than 1 2) Completion Certificate / Letter of Acceptance / Certificate of Payment/contract Agreement or any other valid evidence.
14	Status of active enlistment with at least one other Government Organizations and agencies.	Intimation Letter from the Government Organization or any other valid evidence. (In case of JV, the lead member shall submit the evidence.)
<b>PERSONNEL CAPABILITIES</b>		
15	Number of Graduate Civil/Electrical/Mechanical Engineers Registered with PEC in employment of the firm	1) Form A4 mentioning each Engineer details. Use additional forms incase Engineers are more than 1. 2) PEC registration of each Engineer 3) Appointment Letter/Experience Certificate from the Applicant against each Engineer.
16	Experience of Graduate Civil/Electrical/Mechanical Engineers in number of years (lead engineer)	
17	Number of Diploma (DAE / B. Tech) Civil/Electrical/Mechanical Engineers in Employment of the Firm	1) Form A4 mentioning each Diploma Engineer details. Use additional forms incase Engineers are more than 1 2) Diploma certificate of each Diploma Engineer 3) Appointment Letter/ Experience Certificate from the Applicant against each Diploma Engineer.
18	Experience of Diploma (DAE / B. Tech) Civil/Electrical/Mechanical Engineers in number of Years (Lead engineer).	
<b>FINANCIAL SOUNDNESS</b>		
19	Average Annual Turnover in last 3 years	Income Tax Returns/Audited Financial Statements for the last three years. (2019, 2020, 2021).

**Note**The applicant(s) shall place tags on documents of relevant serial number

**Letter of Application**

*[Letterhead paper of the Applicant, or partner responsible for a joint venture (lead), including full postal address, telephone no., fax no., telex no., cable and e- mail address]*

Date: .....

To: Chief Executive Officer (CEO),  
TransPeshawar Head Office, First Floor, Main BRT Depot opposite NHA Complex,  
GT Road Chamkani Peshawar.

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 as a bidder for the contract(s) under the **"Electrical, Mechanical and Civil Works Maintenance Services in Peshawar BRT System"**:

2. The category of Services applied for is checked here as under: -

- Category 1 only
- Category 2 only
- Category 1&2 Both

3. TransPeshawar 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. TransPeshawar and its authorized representatives may contact the following persons for further information, if needed.

**Name:**  
**Detail address:**  
**E-mail:**  
**Phone number:**

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) TransPeshawar reserves the right to:

- (i) amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and
- (ii) reject all application, cancel the prequalification process, and
- (c) TransPeshawar 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) hereabove.

**Applicants who are not joint ventures should ignore para 6&7**

- 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 (each) contract, and the responsibilities for execution of the (each) contract.
- 7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
  - (a) signed so as to legally bind all partners, jointly and severally; and
  - (b) submitted with a Joint Venture agreement providing the joint and several liabilities 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 with Business Address:	Name with Business Address:
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)

### Application Form A1

All individual applicants applying under category-1 are requested to complete the information in this form. Evidence is to be provided against each criterion as required in Section 11 (Document Checklist).

#### Category-1

<b>Sr.no</b>	<b>Description</b>	
1	Income Tax Payer since number of years	<i>State Number of Years</i>
2	Projects completed to the worth of PKR 0.5 million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) in the last 5 years.	<i>State Number of Projects</i>
3	Projects in hand to the worth PKR 0.5 million or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance)	<i>State Number of Projects</i>
4	Experience of Works as Main or Sub-Contractor with Peshawar BRT Project (Supply / Installation / Testing / Commissioning / Maintenance)	<i>State (Yes/No)</i>
5	Number of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in Employment of the Firm	<i>State Number of Diploma Engineer</i>
6	Experience of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in number of Years (Lead engineer).	<i>State Name and Years of Experience of Lead Diploma</i>
7	Average Annual Turnover in last 3 years (2019, 2020, 2021)	<i>State Avg. Annual Turnover (PKR)</i>

### Application-Form A2

*All individuals, firms, Companies and joint ventures interested in category-2 are requested to complete the information in this form. Evidence is to be provided against each criterion in accordance with Section 11 (Document Checklist).*

#### CATEGORY-2

<b>Sr.no</b>	<b>Description</b>	
1	Registered as Sole Proprietor or registered as AOP or Firm or Company. (In case JV, state in context of Lead Member.)	<i>State (Yes/No)</i>
2	Years of Registration of firm with PEC. (In case JV, state in context of Lead Member.)	<i>State Number of Years</i>
3	Income Tax Payer since number of years. (In case JV, state in context of Lead Member.)	<i>State Number of Years</i>
4	Projects completed to the worth of Two Million Pak Rupees (PKR 2,000,000) or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance) in the last 5 years. (Projects shall be those which Applicant has executed as main contractor OR in Joint Venture having equity share of PKR 2 million or more.) (In case JV, state in context of all the members collectively.)	<i>State Number of Projects</i>
5	Projects in hand to the worth of Two Million Pak Rupees (PKR 2,000,000) or more, of similar nature (Supply / Installation / Testing / Commissioning / Maintenance). (Projects shall be those which Applicant is executing as main contractor OR in Joint Venture having equity share of PKR 2 million or more.) (In case JV, state in context of all the members collectively.)	<i>State Number of Projects</i>
6	Experience of Works as Main or Sub-Contractor with Peshawar BRT Project (Supply / Installation / Testing / Commissioning / Maintenance) (In case of JV, state in the context of any one member of JV)	<i>State (Yes/No)</i>
7	Status of active enlistment with at least one other Government Organizations and agencies. (In case JV, state in context of Lead Member only.)	<i>State (Yes/No)</i>
8	Number of Graduate Electrical/Mechanical/Civil Engineers Registered with PEC in employment of the applicant. (In case JV, state in context of all the members collectively.)	<i>State Number of Engineers</i>
9	Experience of Graduate Civil/Electrical/Mechanical Engineer in number of years (lead engineer)	<i>State Name and Years of Experience of Lead Engineer</i>
10	Number of Diploma (DAE / B. Tech) Electrical/Mechanical/Civil Engineers in Employment of the applicant. (In case JV, state in context of all the members collectively.)	<i>State Number of Lead Diploma Engineer</i>

11	Experience of Diploma (DAE / B. Tech) Electrical/Mechanical Engineers in number of Years (Lead engineer).	<i>State Name and Years of Experience of Lead Diploma Engineer</i>
12	Average Annual Turnover in last 3 years (2019, 2020, 2021)	<i>Average Turnover in Last three Years in PKR</i>

Experience Record

Name of Applicant or partner of a joint venture

(To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: Instructions to Applicants".

On a separate page, using the format of Application Form A-3, each applicant or partner of a Joint Venture is required to list the projects)

i. Details of Contracts of Similar Nature (Completed Contracts)

Name of Applicant or partner of a joint venture

(Use a separate sheet for each contract.)

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address .....
4.	Nature of works/services and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
5.	Contract Role (Tick One)  (a) Sole Contractor      (b) Sub- Contractor      (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract  Currency.....                      Total Value of Contract.....
7.	Date of Award
8.	Date of Completion
9.	Contract Duration (Years and Months)  ___ Years                      ___ Months

<b>10</b>	<b>Specified Requirements-1</b>
-----------	---------------------------------

ii. Current Contract Commitments/Works/Services in Progress

<i>Name of Applicant or partner of a joint venture</i>
--

*Applicants and each partner of JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.*

Name of Contract	Total Value of Contract (Equivalent Pak Rs. Millions)	Value of Outstanding work (Equivalent Pak Rs. Millions)	Estimated Completion Date
1.			
2.			
3.			
4.			
5.			



**Candidate Summary**

<i>Name of Applicant / Partner of JV</i>
--

Position		Candidate [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	

*Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.*

Month/ Dates/Years		Company / Project / Position / Relevant technical and management experience
From	To	