

**NATIONAL BANK OF PAKISTAN**  
**LSS & E GROUP**  
(Engineering Wing)



**PREQUALIFICATION DOCUMENT**  
for  
**PEC LICENCED CONSTRUCTORS**

Engineering Wing, 3<sup>rd</sup> Floor, NBP Head Office Building, I.I Chundrigarh Road Karachi, Pakistan  
Tel: +92-21-99220766, Fax: +92-21-99220822



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

**Deputy Chief Engineer**  
Engineering Wing (North /South)  
Logistics Security & Engineering Group  
**National Bank of Pakistan,**  
Karachi /Lahore.

**Application for Participation in Prequalification Process**

Dear Sir,

With referent to advertisement on \_\_\_\_\_ - -2014 in newspapers as well as on Bank's website, I \_\_\_\_\_ working as \_\_\_\_\_ in M/s. \_\_\_\_\_ on behalf of my firm/company want to participate in the pre-qualification process. For this purpose, I am submitting this application with all relevant documents and will be available for any assistance if required.

Signature.  
Mr. \_\_\_\_\_  
Designation: \_\_\_\_\_



Official Stamp.

*\*Submission of this application on company **letterhead** is preferable.*

**Acknowledgements:**

Application Received on \_\_\_\_\_

\_\_\_\_\_

Application Received on \_\_\_\_\_

**CONSTRUCTOR INTRODUCTION FORM**

Ref: \_\_\_\_\_  
(For Bank Use Only)

1. NAME: \_\_\_\_\_
2. PEC LICENCE NO: \_\_\_\_\_ FINANCIAL CATEGORY: C- (Minimum C-6)
3. Constructors may have following fields of specializations in their licenses:
  - a. CE-10 ( Five PCP\*)
  - b. Or CE-10+ Electrical contractor as a sub-contractor (Six PCP)
  - c. Or CE-10+ EE-04 (Eight PCP)
  - d. Optional Field of Specialization: \_\_\_\_\_ ( One PCP)  
(ME-01, EE-02, EE-10)
4. Number of PEC registered Engineers employed with you: \_\_\_\_\_  
(Provide undertakings as per APPENDIX-A in this document)
5. NTN Certificate No: \_\_\_\_\_ Last year IT returned submitted: \_\_\_\_\_ (Yes/No)
6. PO No. \_\_\_\_\_ Date: \_\_\_\_\_ Bank Name: \_\_\_\_\_
7. Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_
8. Contractor Office:
  - a. Mailing Address: \_\_\_\_\_
  - b. Tel: \_\_\_\_\_ Fax: \_\_\_\_\_
  - c. E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_
9. Years of Experience as PEC licensed Constructor: \_\_\_\_\_ ( Minimum Five Years)  
(Submit at least a Work Completion Certificate older than five years)
10. Work Experience in Banking Industry or in Financial Institutions: \_\_\_\_\_ (Yes/No)
11. Tick Applicable:
  - a. If we approach your clients and ask for their satisfaction, do you have any objection? \_\_\_\_\_ (Yes/No)
  - b. Is your staff enough experienced in preparing documents according to PPRA guide lines: \_\_\_\_\_ (Yes/No)
  - c. Is your staff enough experienced in preparing documents in Urdu or English and both as per **PPRA Rule (6)**: \_\_\_\_\_ (Yes/No)
  - d. Do you operate as per " Construction and Operation of Engineering Works Bye-laws 1987": \_\_\_\_\_ (Yes/No)
  - e. Did you ever disqualified or black listed by any Government/Semi-Government or Provincial Government organization: \_\_\_\_\_ (Yes/No)

Extra Lines For Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. I.....holder of CNIC No. ....declare on behalf of M/s..... that all information provided is true, materially accurate and complete. If National Bank of Pakistan find any information false and materially inaccurate or incomplete can disqualify the M/s.....at any stage according to PPRA rule (18).

Sig. & Stamp \_\_\_\_\_

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

\*PCP means **Prequalification Credit Points**

\* Sr. No.9 one PCP for first five years' experience, one PCP for each additional year and maximum No. of PCP are five.

**UNDERTAKING BY AN EMPLOYED ENGINEER**

I \_\_\_\_\_, adult, resident of \_\_\_\_\_do hereby solemnly declare as under:-

1. That I am registered as a \_\_\_\_\_ and a certificate of registration bearing No. \_\_\_\_\_ dated \_\_\_\_\_ has been issued by the Pakistan Engineering Council which has been renewed up to \_\_\_\_\_
2. That I am presently employed on regular / fulltime basis with \_\_\_\_\_ since \_\_\_\_\_ and presently hold the position of \_\_\_\_\_. I further state that I am not employed on any other assignment with any other private firm, government agency, office or bureau of any other consulting engineer.
3. That I have enclosed with this undertaking my following document:-
  - a. Copy of National Identity Card
  - b. Copy of PEC Registration Card (Renewed)
  - c. Curriculum vitae
  - d. Copy of appointment letter of the Firm/Company
  - e. Proof of monthly salary received from the firm
4. That I have not ever incurred any disqualification in any manner under the Pakistan Engineering Council Act and Bye-laws (if in the past any disqualification was incurred please mention material detail).
5. That the contents of the above mentioned undertaking are true to the best of my knowledge, belief and information received and nothing has been concealed therefrom.

\_\_\_\_\_  
DEPONENT  
CNIC No. \_\_\_\_\_  
Date. \_\_\_\_\_  
Place. \_\_\_\_\_

**Employer Acknowledgement.**

We undertake to intimate the National Bank of Pakistan about the replacement of the above mentioned employee within three working days in case of his/her disassociation with the works if works are awarded to us. In case of non-compliance Bank reserves the right to secure its interests in any manner.

We also undertake that above mention employee will perform his/her duties as per established engineering norms-

Sig. \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

\*Two PCP for one engineer submission. Maximum limit of PCP is four (4)

**BRANCH OFFICES**

- 1. Branch Office Name:
  - a. Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_
  - b. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  - c. Tel: \_\_\_\_\_
  - d. Fax: \_\_\_\_\_
  - e. E-mail: \_\_\_\_\_
  - f. Web site: \_\_\_\_\_
  
- 2. Branch Office Name:
  - a. Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_
  - b. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  - c. Tel: \_\_\_\_\_
  - d. Fax: \_\_\_\_\_
  - e. E-mail: \_\_\_\_\_
  - f. Web site: \_\_\_\_\_
  
- 3. Branch Office Name:
  - a. Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_
  - b. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  - c. Tel: \_\_\_\_\_
  - d. Fax: \_\_\_\_\_
  - e. E-mail: \_\_\_\_\_
  - f. Web site: \_\_\_\_\_
  
- 4. Branch Office Name:
  - a. Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_
  - b. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  - c. Tel: \_\_\_\_\_
  - d. Fax: \_\_\_\_\_
  - e. E-mail: \_\_\_\_\_
  - f. Web site: \_\_\_\_\_

Sig. \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

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

\*One PCP for one branch submission. Maximum limit of PCP is Three (3)

**PROJECTS COMPLETED IN LAST THREE YEARS**

Project 1.

- a. Employer Name: \_\_\_\_\_
- b. Project / Site Address: \_\_\_\_\_
- c. Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Period: \_\_\_\_ Months & \_\_\_\_ Years
- d. Tender Cost: \_\_\_\_\_ Finish Cost: \_\_\_\_\_
- e. Completed in Time : \_\_\_\_\_ (Yes/No.) Litigation: \_\_\_\_\_ (Yes/No.)
- f. Your Comments: \_\_\_\_\_

Project 2.

- a. Employer Name: \_\_\_\_\_
- b. Project / Site Address: \_\_\_\_\_
- c. Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Period: \_\_\_\_ Months & \_\_\_\_ Years
- d. Tender Cost: \_\_\_\_\_ Finish Cost: \_\_\_\_\_
- e. Completed in Time: \_\_\_\_\_ (Yes/No.) Litigation: \_\_\_\_\_ (Yes/No.)
- f. Your Comments: \_\_\_\_\_

Project 3.

- a. Employer Name: \_\_\_\_\_
- b. Project / Site Address: \_\_\_\_\_
- c. Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Period: \_\_\_\_ Months & \_\_\_\_ Years
- d. Tender Cost: \_\_\_\_\_ Finish Cost: \_\_\_\_\_
- e. Completed in Time: \_\_\_\_\_ (Yes/No.) Litigation: \_\_\_\_\_ (Yes/No.)
- f. Your Comments: \_\_\_\_\_

Project 4.

- a. Employer Name: \_\_\_\_\_
- b. Project / Site Address: \_\_\_\_\_
- c. Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Period: \_\_\_\_ Months & \_\_\_\_ Years
- d. Tender Cost: \_\_\_\_\_ Finish Cost: \_\_\_\_\_
- e. Completed in Time: \_\_\_\_\_ (Yes/No.) Litigation: \_\_\_\_\_ (Yes/No.)
- f. Your Comments: \_\_\_\_\_

Sig. \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

\* Two PCP for one completed project. Maximum limit of PCP is Four (8)

\*Three PCP in case of any bank branch refurbishment project. Maximum limit of PCP is Four (12)

\* Copy of **Completion Certificate** for each project for claimed projects.

**PROJECTS IN PROGRESS**

Project 1.

- a. Employer Name: \_\_\_\_\_
- b. Project / Site Address: \_\_\_\_\_  
\_\_\_\_\_
- c. Start Date: \_\_\_\_\_ Target Date: \_\_\_\_\_ Period: \_\_\_ Months & \_\_\_ Years
- d. Tender Cost: \_\_\_\_\_ Expected Finish Cost: \_\_\_\_\_
- e. Completed in Time : \_\_\_\_\_ (Yes/No.) Progress: \_\_\_\_\_ ( % Complete)
- f. Your Comments: \_\_\_\_\_  
\_\_\_\_\_

Project 2.

- a. Employer Name: \_\_\_\_\_
- b. Project / Site Address: \_\_\_\_\_  
\_\_\_\_\_
- c. Start Date: \_\_\_\_\_ Target Date: \_\_\_\_\_ Period: \_\_\_ Months & \_\_\_ Years
- d. Tender Cost: \_\_\_\_\_ Expected Finish Cost: \_\_\_\_\_
- e. Completed in Time : \_\_\_\_\_ (Yes/No.) Progress: \_\_\_\_\_ ( % Complete)
- f. Your Comments: \_\_\_\_\_  
\_\_\_\_\_

Project 3.

- a. Employer Name: \_\_\_\_\_
- b. Project / Site Address: \_\_\_\_\_  
\_\_\_\_\_
- c. Start Date: \_\_\_\_\_ Target Date: \_\_\_\_\_ Period: \_\_\_ Months & \_\_\_ Years
- d. Tender Cost: \_\_\_\_\_ Expected Finish Cost: \_\_\_\_\_
- e. Completed in Time : \_\_\_\_\_ (Yes/No.) Progress: \_\_\_\_\_ ( % Complete)
- f. Your Comments: \_\_\_\_\_  
\_\_\_\_\_

Project 4.

- a. Employer Name: \_\_\_\_\_
- b. Project / Site Address: \_\_\_\_\_  
\_\_\_\_\_
- c. Start Date: \_\_\_\_\_ Target Date: \_\_\_\_\_ Period: \_\_\_ Months & \_\_\_ Years
- d. Tender Cost: \_\_\_\_\_ Expected Finish Cost: \_\_\_\_\_
- e. Completed in Time : \_\_\_\_\_ (Yes/No.) Progress: \_\_\_\_\_ ( % Complete)
- f. Your Comments: \_\_\_\_\_  
\_\_\_\_\_

Sig. \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

\*Half PCP for 50% or more completed project. Maximum limit of PCP is two (2)







**PAST PERFORMANCE EVALUATION**

\*\*This form is mandatory for the constructors who have worked on Engineering Projects pertain to National Bank of Pakistan whether they were prequalified constructors or not in last five years.

1. Constructor Name: \_\_\_\_\_ PEC License No. \_\_\_\_\_

2. Details of participations in Bidding Process during last year;

a. Project Name: \_\_\_\_\_ Your Bid Rating. \_\_\_\_\_

b. Project Name: \_\_\_\_\_ Your Bid Rating. \_\_\_\_\_

c. Project Name: \_\_\_\_\_ Your Bid Rating. \_\_\_\_\_

d. Project Name: \_\_\_\_\_ Your Bid Rating. \_\_\_\_\_

(One PCP for each participation. Maximum PCP are 5)

3. If you did not participated in the Bidding Process, Let us know the reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. If you have worked with National Bank of Pakistan then provide us details as described under.  
Project 1.

a. Project: \_\_\_\_\_

b. Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Period: \_\_\_ Months & \_\_\_ Years

c. Tender Cost: \_\_\_\_\_ Finish Cost: \_\_\_\_\_

d. Completed in Time: \_\_\_\_\_ (Yes/No.) Litigation: \_\_\_\_\_ (Yes/No.)

e. Project Engineer Comments: \_\_\_\_\_

\_\_\_\_\_ PCP given: \* \_\_\_\_\_

Stamp & Sig. \_\_\_\_\_

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

Project 2.

a. Project: \_\_\_\_\_

b. Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Period: \_\_\_ Months & \_\_\_ Years

c. Tender Cost: \_\_\_\_\_ Finish Cost: \_\_\_\_\_

d. Completed in Time: \_\_\_\_\_ (Yes/No.) Litigation: \_\_\_\_\_ (Yes/No.)

e. Project Engineer Comments: \_\_\_\_\_

\_\_\_\_\_ PCP given: \* \_\_\_\_\_

Stamp & Sig. \_\_\_\_\_

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

\* Use photocopy of APPENDIX-G for more projects

\*Maximum three PCP for one satisfactory completed project. Maximum limit of PCP is fifteen (15)

## **EVALUATION CRITERIA**

All the applications will be scrutinized strictly on **merit** and **Prequalification Credit Point (PCP)** basis of which details are given in this document. This is worthy mention that doing of prequalification or not is the sole discretion of **National Bank of Pakistan** as per **PPRA Rule 16**. In addition to this, the Bank may accept or reject any application in her own interest subject to the findings revealed during prequalification process, or revise evaluation criteria after receiving applications if need arose.

### **Prequalification Credit Points (PCP)Details:**

<b>S. No</b>	<b>Description</b>	<b>*PCP</b>	<b>PCP (Max)</b>	<b>PCP (Min)</b>	<b>PCP Gain</b>
1	Field of Specialization	See Page 2 Sr#3	10	5	
2	Last Year IT-2	See Page 2 Sr#5 If yes	1	Nil	
3	Experience More Than Five Years	See Page 2 Sr#9	5	1	
4	Experience In Banks/Financial Institution	See Page 2 Sr#10	2	Nil	
5	APPENDIX-A	See Page 3	4	2	
6	APPENDIX-B	See Page 4	3	Nil	
7	APPENDIX-C	See Page 3	12	4	
8	APPENDIX-D	See Page 3	2	0.5	
9	APPENDIX-E	See Page 3	6	4	
10	APPENDIX-F	See Page 3	2.5+2.5=5	1	
11	APPENDIX-G	See Page 3	20	4	
12	Company Profile Assessment	By two engineer	2.5+2.5=5	2	
13	Interview & technical Assessment	BY Committee	25	15	
<b>Total PCP Gain:</b>					

Recommendations by Bank's Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures & Stamps.

## CHECK LIST

S No.	Document Name	No of Copies	Remarks
1	PEC Constructor License	1	Valid up to 31-12-2014
2	NTN Certificate	1	Issued on:
3	PO No.	1	Issued on:
4	APPENDIX-A		
5	APPENDIX-B		
6	APPENDIX-C		
7	APPENDIX-D		
8	APPENDIX-E		
9	APPENDIX-F		
10	APPENDIX-G		
11	*Profile		
12	Litigation Details / Certificate		
13	One Year Bank Account Statement		

\*All the copies should have an endorsement with “**For National Bank of Pakistan**”

\* You may also submit a company profile in addition to these documents if you consider it necessary and mentioned it in checklist.

Sig. \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**Received:**  
(For Bank Use Only)