

NATIONAL BANK OF PAKISTAN

Logistic Support Group

(Engineering Division)



PREQUALIFICATION DOCUMENT

For

Refurbishment of Branches Under New Standardization Project-2018

Engineering Division, 3rd Floor, NBP Head Office Building, I.I Chundrigarh Road Karachi, Pakistan

Tel: +92-21-9922 0766, Fax: +92-21-99220822

APPLICATION DRAFT

Ref: _____

Date: _____
(For Bank Use Only)

Deputy Chief Engineer
Engineering Division
Logistics Support Group
National Bank of Pakistan,
Karachi.

Application for Participation in Prequalification Process

Dear Sir,

With referent to advertisement on ___ - ___-2018 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 mandatory.

PRE-QUALIFICATION FORM

Subject: Refurbishment of Branches Under New Standardization Project-2017

ELIGIBILITY CRITERIA

1. Business ID / Name: _____
2. Tax Registration No. _____ relevant to your current business for verification to the FBR Active Tax Payer List. (Non-Filers will not be considered eligible)

Verifications (bank mandate only)

- a. Serial No. 2 Eligible / Not Eligible

(Signature & Stamp of Verifier)

3. Pakistan Engineering Council Registration Details:

i	*PEC Registration No.	_____ \ Renewed up till: 31-12-2018
ii	Financial Category	Minimum. C-6
ii	Fields of specializations	CE-10+EE-04

*Provide an endorsed (by firm Engineer) copy of registration certificate.

4. Pakistan Council of Architect & Town Planner Registration Details:

i	**Member Registration No.	_____ \ Renewed up till: 31-12-2018
ii	*Firm Registration No.	_____ \ Renewed up till: 31-12-2018
ii	Registration Category	Minimum. A-4

*Provide an endorsed (by firm Architect) copy of registration certificate.

***"Member Registration" is applicable where firm maintains internal design section

5. In case of sub-contract fill particulars of sub-contractor where applicable (sr.3 & sr.4) and provide an endorsed (by firm Architect/Engineer) copy of sub-contract.

Definations.

Performance Certificate.

Performance Certificate/Completion Certificate means certificate issued by an employer to the contractor on completion of her bided works in compliance with "Construction and Operation of Engineering Works Bye-laws, 1987". Draft of that Performance Certificate is attached to this form.

Certificate of Each Work in Hand.

Certificate of each work in hand means certificate issued by an employer to the contractor during execution of bided works in Compliance with "**Construction and Operation of Engineering Works Bye-laws, 1987**". Draft of that "**Certificate of each work in hand**" is attached to this form.

Attachments Instructions and Order:

- a. Label each copy with instructed No. and place them in order and at the end of this document.
- b. Do not attach Un-necessary papers or company Profile
- c. Standard Project Folio/Company Profile are not required at this stage.
- d. Mark endorsed sub-contract copy (1)
- e. Mark PCATP Certificates (2) and Mark PEC Certificate (2a)
- f. Mark Affidavit (3)

EVALUATION CRITERIA.

- a. Minimum 10 points are required form each section described in Sr. 1 to Sr. 5
- b. Minimum 50 point are required to qualify
- c. Contractor will submit an Affidavit on non-judicial paper, stating therein all information requisite provided to NBP in sections to qualify is true. In case at any stage and time any information submitted by you found incorrect/ false the necessary legal action including criminal proceedings will be as per the law of land including cancellation of contract/ black listing of the firm etc.

1. **Experience.1**

Quote renovation/refurbishment projects (Minimum Five) other than banks valuing from 5 million & above you have finished during last three years (2015 to 2017).

Provide endorsed copies of completion / performance certificates.

- a. Project Completed in scheduled time = 4 Points
- b. Project Completed after the scheduled time = 2 Points
- c. No Performance Certificate No Marks

Sr.	Attachment No.	Project Name	Points (For Bank Use)
1	④		
2	⑤		
3	⑥		
4	⑦		
5	⑧		

Total: ___/20

2. **Experience.2**

Quote renovation/refurbishment projects (Minimum Five) banks branches valuing from 5 million & above you have finished during last three years (2015 to 2017).

Provide endorsed copies of completion / performance certificates.

- a. Project Completed in scheduled time = 4 Points
- b. Project Completed after the scheduled time = 2 Points
- c. No Performance Certificate No Marks

Sr.	Attachment No.	Project Name	Points (For Bank Use)
1	⑨		
2	⑩		
3	⑪		
4	⑫		
5	⑬		

Total: ___/20

3. Experience.3

Quote firm own designed & executed banks branches (Minimum Five) valuing from 5 million & above during last three years (2015 to 2017). Provide endorsed copies of completion / performance certificates.

- Project Completed in scheduled time = 4 Points
- Project Completed after the scheduled time = 2 Points
- No Performance Certificate No Marks.

Sr.	Attachment No.	Project Name	Points (For Bank Use)
1	⑭		
2	⑮		
3	⑯		
4	⑰		
5	⑱		

Total: ___/20

4. Work In Hand

Quote renovation/refurbishment works design & execution (Minimum Five) in hands valuing from 5 million & above. Provide endorsed copies of **Certificates of Each Work in Hand**,

- Project design approved and execution in progress = 4 Points
- Project design in progress = 2 Points
- No Certificate No Marks

Sr.	Attachment No.	Project Name	Points (For Bank Use)
1	⑲		
2	⑳		
3	㉑		
4	㉒		
5	㉓		

Total: ___/20

5. Documentation

Sr.	Attachment No.	Description	Point Details	Points (For Bank Use)
1	⑳	Company registration in SECP	Yes= 4 & No=0	
2	㉑	Period of registration with Pakistan Engineering Council	More than 10 Years=4 More than 5 Years=3 More than 3 Years=2	
3	㉒	Period of registration with PCATP	More than 10 Years=4 More than 5 Years=3 More than 3 Years=2	
4	㉓ ㉔ ㉕ ㉖	Projects completed(Project cost more than Rs. 50 Million, other than mentioned above) attach performance certificate	Each Project=1 Maximum Points=4	
5	㉗ ㉘ ㉙ ㉚	No. of architects & engineers employed in the firm	Each Engineer/Architect=1 Maximum Points=4	

Total: ___/20

6. **Conclusion** (bank mandate only)

a. Constructor / firm is dis-qualify due to _____ or

b. Constructor / firm is scoring Points _____/100.

c. **Pre-Qualifying Engineers Remarks:**

Signature & Stamp

CONSTRUCTOR CONTACTS

Please provide us your contacts. We will be needed them if you qualified for the upcoming bidding process.

1. Contact Person: _____ Designation: _____

2. Contact Person Cell No. _____

3. Contractor Office:

a. Mailing Address: _____

b. Tel: _____ Fax: _____

c. E-mail: _____ Web site: _____

Contractor's Signature & Stamp

PERFORMANCE CERTIFICATE(Draft)

NAME OF EMPLOYER

NAME OF PROJECT

STARTING DATE

ORIGINAL COMPLETION DATE

ACTUAL COMPLETION DATE

DELAY PERIOD

LIQUIDATED DAMAGES

ORIGINAL CONTRACT VALUE

VALUE OF WORK DONE UPTO FINAL BILL

ENGINEERS EMPLOYED DURING THE EXECUTION OF THE WORK
(Name including father's name and PEC Registration No.)

a.

b.

c.

d.

QUALITY OF WORK EXECUTED AND REMARKS BY EMPLOYER

CONTRACTOR

(Name of firm and category with official seal)

(Signatures of Chief Executive)

EMPLOYER

(Signatures, Name and official seal)

CERTIFICATE OF EACH WORK IN HAND(Draft)

NAME OF EMPLOYER

NAME OF PROJECT

STARTING DATE

PERCENTAGE OF WORK DONE WITH DATE

ACTUAL COMPLETION DATE

DELAY PERIOD

LIQUIDATED DAMAGES

ORIGINAL CONTRACT VALUE

VALUE OF WORK DONE UPTO FINAL BILL

ENGINEERS EMPLOYED DURING THE EXECUTION OF THIS WORK
(Name including father's name and PEC Registration No.)

a.

b.

c.

d.

QUALITY OF WORK EXECUTED AND REMARKS BY EMPLOYER

CONTRACTOR

(Name of firm and category with official seal)

(Signatures of Chief Executive)

EMPLOYER

(Signatures, Name and official seal)