

PRE-QUALIFICATION DOCUMENT

AUGUST 2020

FOR PURCHASE OF FURNITURE FOR WELFARE FUNDED
PROJECTS



**Punjab Police Department,
Welfare branch
Government of Punjab**

CPO Complex, Lahore Punjab, 1st Floor Room No.102,
Bank Road, Near Old Anarkali, Lahore
Tel: 042-99212327
URL: www.punjabpolice.gov.pk

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1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2020-21

Punjab Police, Welfare Branch, CPO intends to Pre-Qualify Contractors for procurement of **furniture** for welfare funded projects, complete in all respects. A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified contractor shall be invited to get involved in further Procurement Procedures. Performance of each contractor in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (<https://punjabpolice.gov.pk> & <https://ppra.punjab.gov.pk>) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the AIG Development Punjab, Lahore. The contractor should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency (as per subsequent purchase order/contract).

The Procuring Agency will not be responsible for any costs or expenses incurred by Contractor in connection with the preparation or delivery of Applications.

Under Punjab Procurement Rules 2014., the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring Agency or the Seller.
- II. "Procuring Agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.

- III. "Work Order" means a document issued by the Procuring Agency to the Contractor for Services required by the Procuring Agency.
- IV. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Contractor.
- V. "Contract" means the agreement entered into between the Procuring Agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VI. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
- VII. "Day" means calendar day.
- VIII. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- IX. "Prescribed" means prescribed in the Pre-Qualification Document.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "**ORIGINAL**". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. **The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY"**. In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the Advertisement and this document. The Procuring Agency will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring Agency including a description of the inquiry but without identifying its source. **The Procuring Agency reserves the right to amend the Pre-Qualification Document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.**

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.8 Submission of Pre-Qualification Application

Application for Prequalification (**One original and One Copy**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before ----- **as per advertisement date and time**----- at the following address:

**Upgradation / Renovation of Police Club Committee,
Govt: of the Punjab, Police Department,
CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore.**

Envelope should be clearly marked "**Application for Pre- Qualification for Purchase of Furniture for Welfare Funded Projects**".

4.9 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. ----- **as per advertisement date and time**----- in presence of Applicant's representative who choose be present in the conference room of POLICE DEPARTMENT at the address given under **Clause 4.9**.

According to PPRA Rules 2014, Procuring Agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.10 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement shall not be entertained.

4.11 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring Agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules, 2014**.



4.12 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring Agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring Agency.

4.13 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.14 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring Agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.15 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/ Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.16 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility: –
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: - A Procuring Agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:
 - a) acted in a manner detrimental to the public interest or good practices;
 - b) consistently failed to perform his obligation under the contract;

not performed the contract up to the mark; or indulged in any corrupt practice

4.17 No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

4.18.1 Applicant have common controlling shareholders or other ownership interest.

4.18.2 Applicant is also a constituent of another applicant.

4.18.3 Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant

4.18.4 Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.18 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide".

4.19 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5.1 Address of Procuring Agency

**Upgradation / Renovation of Police Club Committee,
Govt: of the Punjab, Police Department,
CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore.**

CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and other relevant information as demonstrated by the applicant's response in the Pre- Qualification Forms attached to the

Submission Form (Annex-1). Successful applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors
1	Financial Soundness
2	Relevant Experience
3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms, registration of sole proprietorship.
- Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law).
- Last Year Bank Statement (for the period July 01, 2019 to June 30, 2020), verified by respective Bank and three years Annual Turn Over.
- Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization". Provide separate undertaking that the information supplied by the firm is correct.

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	30
B	Relevant Experience	30
C	Manufacturing Facility	20
D	Personnel Capabilities	20
Total		100

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s) / relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks for *last three financial years shall be submitted.*

No marks shall be given if letter from Banks (In case of Credit Line) of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria:

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Annual Turnover /Bank Credit Limit (For last Three Years)	30	Criteria of awarding marks: - <ul style="list-style-type: none"> • Marks shall be given as: • Annual Turnover/bank credit limit is 100 million or above • For less than 100 million, marks shall be awarded as: Amount/100*30
Total Marks		30	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Completed Project of similar nature executed through welfare funds in Government Departments	30	<ul style="list-style-type: none"> • 30 marks will be given if applicant firm has project having total value of 25 Million and above in last three years. • Formula= (Accumulated Total Cost of Project(s) in last three years) (in million) /25 *30 <p>* <u>For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Completion Certificate indicating cost of respective project is Not attached along with relevant annexures.</u></p>
Total Marks		30	

6.2.3 Manufacturing/Production Capabilities

Sr. No.	Description	Marks	Explanation for Marks Obtained		
				Quantity	Marks
a)	Assembling unit with allied skilled staff.	20	CNC Machine	1	1
			Saw Machine	2	2
			Spindle Machine	3	3
			Wood Plainer	3	3
			Wood Cutter	3	3
			Wood Gauge	3	3
			Wood Finishing Motors	5	5
			Total	20	20
Total Marks		20			

6.2.4. Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

***authentic details must be attached.**

Sr. No.	Description	Number of Workers	Marks	Explanation for Marks Obtained
a	Carpenter	25	03	Minimum 03 years of relevant experience
b	Designer	05	03	Minimum 03 years of relevant experience
c	Machine Operators	10	03	Minimum 03 years of relevant experience
d	Fitters	05	03	Minimum 03 years of relevant experience
e	Polishers/ Finishing Man	20	03	Minimum 03 years of relevant experience
f	Support Staff	20	03	
g	Quality Certification and any other certification		02	<ul style="list-style-type: none"> • 02 Marks will be given if applicant firm has Quality Certification (relevant category). No mark if applicant firm has not provided quality Certification
Total Marks			20	

Annex 1: Cover Letter

To

**Upgradation / Renovation of Police Club Committee,
Govt: of the Punjab, Police Department,
CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore.**

Subject: _____

Respected Sir,

Being duly authorized to represent and act on behalf of _____,
and having reviewed and fully understood all of the terms and condition set forth in the PQD and
attached annexes.

We hereby express our interest and apply for the Pre-Qualification of **item**
_____ for Police Department.

Attached to this letter are copies of original documents defining:

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

1. The Procuring Agency 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.
2. The Procuring Agency and its authorized representatives may contact the following inquiry numbers:

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

3. 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. The Procuring Agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring Agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
[Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. 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.
5. 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 members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.
1. Signed for and on behalf of [Name of the Lead Member] _____

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Seal: _____

Annex 2: General Information



PARTICULARS

Company Name	_____		
Abbreviated Name	_____		
National Tax No.	_____	Sales Tax Registration No.	_____
No. of Employees	_____	Company's Formation Date	_____
Registered Office Address	_____		
State/Province	_____		
City/Town	_____	Postal Code	_____
Phone	_____	Fax	_____
Email Address	_____	Website Address	_____
Branch Office Address	_____		
City/Town	_____	State/Province	_____
Country	_____	Postal Code	_____
Phone	_____	Fax	_____
Factory/Workshop Office Address	_____		
City/Town	_____	State/Province	_____
Country	_____	Postal Code	_____
Phone	_____	Fax	_____

**Please attach copies of NTN, GST Registration & Professional Tax Certificate*

***Name, Signature, Stamp and Designation of the focal person nominated by Applicant**

Annex-3: Financial Soundness

Name of Applicant

Financial Soundness

Applicant applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. **A copy of the audited financial statements of the past three (3) financial years must be attached.**

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Three years annual Turn over	
Telephone	
Fax	



Annex-4: Similar Projects
Summary of Similar Nature Project Completed

Name: _____
(Applicant)

Project Name	Year of Completion	Location	Value in PKR (Million)

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.



Annex-5: Undertaking
Affidavit for Correctness of Information
(To be printed on PKR 100 Stamp Paper)

Name: _____
(Applicant or member of Joint Venture)

The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the **PUNJAB POLICE**.

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____



***Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV**

Annex-6: Personnel Capabilities
Short CV

1. Name :
2. Profession/Expertise :
3. Date of Birth :
4. Years with the Firm :
5. Nature of experience in this firm and others :
6. Education :
7. Other Training :
8. Key Qualifications (Maximum ¼ of a page) :



***Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV**

Annex-7: Manufacturing/Production Capabilities

Sr.No	Name of Machine/Tool	Quantity

