



## DHA MULTAN

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### EXPRESSION OF INTEREST (EOI) GUIDELINES & CRITERIA

#### FOR PRE-QUALIFICATION OF ELECTRICAL CONTRACTORS



**MAY 2018**



### LETTER OF INVITATION

Dear Sir/Madam;

This is with reference to the advertisement published by **DHA Multan** for inviting **Expression of Interest (EOI)/Pre-qualification Applications** from reputable **Electrical Contracting Firms** that are interested to be qualified to bid for the **Electrical Infrastructure Development Works** of **DHA Multan**.

These '**EOI Guidelines/Criteria**' are being issued for the purpose of pre-qualification of interested Contracting firms that have requisite financial strength, technical capability, and relevant experience to undertake the construction of major Electrical Infrastructure Development Works of the project.

The following Pre-qualification/Short-listing procedure will be adopted:

- *These EOI Guidelines for Pre-qualification of Contracting Firms are provided with a detailed document outlining the Criteria based on which these EOI/ Pre-Qualification Applications will be evaluated.*
- *Interested firms whose Pre-qualification Applications are determined to be substantially responsive to the requirements and criteria of the Pre-qualification process shall be designated as "Pre-qualified/Short-listed Firms".*
- *Only Pre-qualified/Short-listed Firms shall be invited to participate in the bidding process for the Project through issuance of Tender Documents for various packages, as per the project implementation program of the Employer/Client.*
- *Each submission should also be accompanied by the EOI Forms attached as Appendix 1A to 1G, duly completed as required and submitted in 'Duplicate' i.e. One (1) Original, and One (1) Copy, along with all necessary supporting documents.*

Expression of Interest (EOI)/Pre-qualification Applications compiled in the manner/format instructed in this Document must be delivered by the date and at the address as indicated in the advertisement.

DHA Multan reserves the right to accept or reject any or all applications as per policy.

Sincerely,

DIRECTOR (PLANNING & DEVELOPMENT),  
DEFENCE HOUSING AUTHORITY MULTAN,  
1, Multan Public School Road, Multan  
Ph: +92-61-111 111 189 w: [www.dhamultan.org](http://www.dhamultan.org)

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_



**EXPRESSION OF INTEREST**  
**FOR PRE-QUALIFICATION OF ELECTRICAL CONTRACTORS**  
**(EOI GUIDELINES & EVALUATION CRITERIA)**

The Qualification Requirements on the basis of which the Contracting Firms shall be evaluated for the instant project are all as given hereunder. These Qualification Documents, besides specified mandatory requirements, shall also include the past track record, the technical capability, and financial capability.

**1) MANDATORY REQUIREMENTS/CRITERIA:**

S.NO.	DESCRIPTION	CRITERIA
I	Valid PEC Registration	Qualified/ Disqualified
II	Valid Undertaking/Declaration of No Litigation/Blacklisting	Qualified/ Disqualified
III	A Copy of Valid NTN Certificate	Qualified/ Disqualified
IV	Registration with MEPCO/WAPDA/NTDC	Qualified/ Disqualified

The Contracting Firms will advance to the Scoring-based Evaluation stage only if **All** Mandatory Requirements/Criteria have been successfully met with.

**2) REQUIREMENTS/CRITERIA FOR SCORING BASED EVALUATION:**

S.NO.	DESCRIPTION	TOTAL POINTS
A	Track Record of Completed & Ongoing Projects	50
B	Contractor's Technical Capability & Resources (Equipment/Machinery & Manpower Resources)	30
C	Contractor's Financial Capability & Resources	20
Total Points		100

**PRE-QUALIFICATION EVALUATION CRITERIA**

**1) MANDATORY REQUIREMENTS/CRITERIA**

Description	Evaluation Criteria	Result
<b>I) Valid PEC Registration</b>		
The Contractor must have a valid Pakistan Engineering Council (PEC) Registration, under C4 Category or above, as well as Registration under EE-04, EE-05 and EE-06 specialization codes. (This is a mandatory requirement).	Qualified/ Disqualified	

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_



Description	Evaluation Criteria	Result
<ul style="list-style-type: none"> <li>Valid PEC Certificate as per the above = Qualified</li> <li>Expired PEC Certificate of required categories (In the process of validation, with proof) = Last &amp; minimum consideration</li> <li>No PEC Certificate = Disqualification from the Pre-Qualification process</li> </ul>		
<b>II) Valid Undertaking/Declaration of No Litigation/Blacklisting</b>		
<p>A fresh/original Undertaking (On Stamp Paper, duly signed and stamped by the Firm and duly notarized) declaring that the Firm (Contractor) has not been involved in any kind of litigation process upto the present. The Undertaking should also mention that the Firm has also not been blacklisted by any government authority/agency, semi-government or any autonomous body to date. (This is a mandatory requirement).</p> <ul style="list-style-type: none"> <li>Valid Undertaking (as per above) duly signed and stamped = Qualified</li> <li>Invalid Undertaking Submitted = Disqualification from the Pre-Qualification process</li> </ul>	Qualified/ Disqualified	
<b>III) NTN Certificate</b>		
<p>A copy of NTN Certificate shall be provided by the Firm as a mandatory requirement.</p>	Qualified/ Disqualified	
<b>IV) Registration with Power Distribution Companies (MEPCO/WAPDA/NTDC)</b>		
<p>The Contractor must have a registration with Power Distribution Companies (MEPCO/WAPDA/NTDC) as an Approved Contractor.</p>	Qualified/ Disqualified	

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_



2) REQUIREMENTS/CRITERIA FOR SCORING BASED EVALUATION

Description	Evaluation Sub-Criteria	Total Points
<b>A) Track Record of Completed &amp; Ongoing Projects - (Refer Annexure-1B &amp; 1C)</b>	<b>Max. Points</b>	<b>50</b>
<p>a) <u>Overall Experience of the Contracting Firm in Undertaking/ Completing Large-scale Projects:</u></p> <p>(Electrical Works of Major Infrastructure and Building Projects undertaken and completed during last 10 Years)</p> <ul style="list-style-type: none"> <li>• &lt;1 = 0 Point</li> <li>• 3 Points for each project worth at least PKR 500 Million – successfully completed with acceptable proof; maximum upto 15 Points</li> <li>• 1 Point for each project worth between PKR 300 to 500 Million – successfully completed with acceptable proof; maximum upto 15 Points</li> </ul>	15	
<p>b) <u>Specific Experience of the Contracting Firm in Large-scale Infrastructure/ Housing Development Projects (Completed):</u></p> <p>(Electrical Infrastructure Works/ Grid Station/ Power Distribution/ Street Lighting/ Associated Works for Large-scale Infrastructure Developments Completed during last 10 Years)</p> <ul style="list-style-type: none"> <li>• &lt;1 = 0 Point</li> <li>• 5 Points for each project worth at least PKR 500 Million – successfully completed with an acceptable proof, maximum upto 15 Points</li> <li>• 1.75 Points for each project worth between PKR 300 to 500 Million – successfully completed with acceptable proof; maximum upto 15 Points</li> </ul>	15	
<p>c) <u>Specific Experience of the Contracting Firm in Large-scale Infrastructure/ Housing Development Projects (Ongoing/In-hand):</u></p> <p>(Electrical Infrastructure Works/ Grid Station/ Power Distribution/ Street Lighting/ Associated Works for Large-scale Infrastructure Developments Ongoing/In-hand)</p> <ul style="list-style-type: none"> <li>• &lt;1 = 0 Point</li> <li>• 5 Points for each project worth at least PKR 500 Million – in-hand with acceptable proof, maximum upto 10 Points</li> <li>• 1.75 Points for each project worth between PKR 300 to 500 Million – in-hand with acceptable proof; maximum upto 10 Points</li> </ul>	10	

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_



Description	Evaluation Sub-Criteria	Total Points
<p>d) <u>Specific Largest Infrastructure/Housing Development Project Completed by the Contracting Firm during last 10 Years</u></p> <p>(Electrical Infrastructure Works/ Grid Station/ Power Distribution/ Street Lighting/ Associated Works for Large-scale Infrastructure Development) – (List One Specific Largest Infrastructure Project Only)</p> <ul style="list-style-type: none"> <li>• &lt; PKR 500 M = 0 Points</li> <li>• PKR 500 M to PKR 750 M = 02 Points</li> <li>• PKR 750 M to PKR 1,000 M = 04 Points</li> <li>• &gt; PKR 1,000 M = 05 Points</li> </ul>	5	
<p>e) <u>Registration/Enlistment of the Contracting Firm with Government Authorities/Agencies, Semi-Government or any Autonomous Body:</u></p> <ul style="list-style-type: none"> <li>• 1 Point for each enlistment record with Government Authority/Agency, Semi-Government or any Autonomous Body since last 5 years (upto maximum of five enlistments) with acceptable proof.</li> <li>• Registration with MEPCO/WAPDA/NTDC is mandatory, as stated above.</li> </ul>	5	
<p><b>B) Contractor's Technical Capability &amp; Resources (Equipment/Machinery &amp; Manpower Resources) - (Refer Annexure-1E &amp; 1F)</b></p>	<b>Max. Points</b>	<b>30</b>
<p><u>Adequate Equipment/Machinery Resources Available with the Contracting Firm</u> = 15 Points (Please refer Annexure 1-E for Submission Requirement &amp; Detailed Criteria)</p>	15	
<p>b) <u>Principal Technical Personnel &amp; their Qualification &amp; Experience (09 Points):</u></p> <ul style="list-style-type: none"> <li>• 9 Points will be given if the individual experience of at least 4 nos. of B.Sc Engineers (professional) is equal to 15 years or above.</li> <li>• For less than 4 nos. of B.Sc Engineers having individual experience of 15 years, points will be given as per following formulas: = (A/4) * 9; Where A = No. of B.Sc Engineers having individual experience of 15 years or above</li> </ul>	09	
<p>c) <u>Other Technical Personnel &amp; Strength of Engineers (06 Points):</u></p> <ul style="list-style-type: none"> <li>• 6 Points will be given if the individual experience of at least 10 nos. of B.Sc Engineers and/or Associates Engineers (DAE) employed with the Contractor is equal to 10 years or above.</li> <li>• For less than 10 nos. of B.Sc Engineers and/or Associates Engineers (DAE) having individual experience of 10 years, points will be given as per following formulas: = (A/10) * 6; where A = No. of Engineers/ DAE</li> </ul>	06	

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_



Description	Evaluation Sub-Criteria	Total Points
<b>C) Contractor's Financial Capability &amp; Resources - (Refer Annexure-1D)</b>	<b>Max. Points</b>	<b>20</b>
a) <u>Annual Turnover of the Contracting Firm</u> (Average of Last 3 Years, properly supported through Audited Accounts) <ul style="list-style-type: none"> <li>&lt; PKR 200 M = 0 Points</li> <li>PKR 200 M to PKR 400 M = 1.5 Points</li> <li>PKR 400 M to PKR 600 M = 3.5 Points</li> <li>&gt; PKR 600 M = 05 Points</li> </ul>	05	
b) <u>Net Worth (Total Assets – Total Liabilities) of the Contracting Firm</u> (Acceptably supported through Audited Accounts) <ul style="list-style-type: none"> <li>&lt; PKR 300 M = 0 Points</li> <li>PKR 300 M to PKR 500 M = 1.5 Points</li> <li>PKR 500 M to PKR 1000 M = 3.5 Points</li> <li>&gt; PKR 1000 M = 05 Points</li> </ul>	05	
c) <u>Credit Worthiness/Credit Lines with Banks of the Construction/Contracting Firm</u> (Acceptably supported through Bank Certificates) <ul style="list-style-type: none"> <li>&lt; PKR 100 M = 0 Points</li> <li>PKR 100 M to PKR 250 M = 1.5 Points</li> <li>PKR 250 M to PKR 500 M = 3.5 Points</li> <li>&gt; PKR 500 M = 05 Points</li> </ul>	05	
d) <u>Income Tax Returns of Last Three Years</u> <ul style="list-style-type: none"> <li>5 Points will be given if Income Tax Returns of last three (03) years are attached. 3.5 Points for two (02) years and 1.5 Points for one (01) year.</li> </ul>	05	
<b>Total Points:</b>	<b>100</b>	

**KEY NOTES ON EVALUATION CRITERIA:**

- For Pre-Qualification Assessment, the Firm/Contractor must secure an overall score of minimum **70 Points** out of Total 100 Points, in addition to meeting all Mandatory Requirements as stipulated in this Document.
- The Contractor must fill out all the appendices/annexures of this Document, with correct information, along with relevant acceptable supporting documents of proofs.

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_





**ANNEXURE-1A**

**BASIC INFORMATION – CONTRACTOR**

a)	Name of Firm	<i>(Indicate complete legal name of the firm)</i>
b)	Operating name of the Firm	<i>(if different from legal name)</i>
c)	Ownership of the Firm	<i>(Indicate Sole Proprietorship/ Partnership/ Private Limited Company/ Public Unlisted/ Public Listed Company/ Other )</i>
d)	Date of establishment/incorporation	<i>(Attach proof- Memorandum &amp; Article of Association/ Partnership Deed)</i>
e)	Brief description of the business	
f)	Details of main business lines/services	
g)	Communication address along with telephone, fax numbers and email address	
h)	Website	
i)	Firm's Organizational Structure/ Organogram	<i>(Attach separately)</i>
j)	List of current directors/ partners	
k)	Other key management personnel	
l)	List of Engineer's/DAE's Employed with Name, Designation, CVs, relevant work experience, and years with the Company and PEC Registration Numbers.	<i>(Attach as per Annexure-1F)</i>
m)	Key Contact Person	<i>(Indicate their name, designation and contact address along with telephone, fax and email address)</i>
n)	International Affiliations/Certifications, if any	
o)	Professional Membership(s), if any	
p)	PEC Registration Certificate	<i>(Attach a copy of PEC Certificate)</i>
q)	Tax Registration Number (NTN)	<i>(Attach a copy of NTN)</i>
r)	An Affidavit on Stamp Paper confirming that the firm has never been blacklisted nor involved in any litigation upto the present	<i>(Attach separately)</i>
s)	Enlistment Record with Government & other Agencies and Power Distribution Companies	<i>(Attach separately)</i>
t)	List of Sub-contractors, if any	<i>(Attach as per Annexure-1G)</i>
u)	Any Additional Information which is deemed relevant to meet the criteria stated for Pre-qualification	<i>(Attach separately)</i>

**Notes:**

- 1 In addition, Firms should also attach their 'Company Profile' for general reference.
- 2 All separately attached documents must also bear the Sign and Official Stamp of the Firm.

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_





**ANNEXURE-1B**

**CAPABILITY AND TRACK RECORD –  
PROJECT EXPERIENCE SUMMARY**

S. No.	Details of Projects Undertaken with Name of Project Sponsor/ Owner	Type of Project with Brief Description (including Area, Components, Facilities)	Role of the Firm on the Project	Start Date/ Completion Date	Size/ Scale/ Area/ Elect. (MV/LV) of the Project	Total Project Cost (PKR Million)	Location	Present Status
<b>Overall Experience of the Contracting Firm in Undertaking/Completing Electrical Works of Large-scale Infrastructure &amp; Building Projects in Last 10 Years</b>								
1)								
2)								
3)								
4)								
....								
<b>Specific Experience of the Contracting Firm in Electrical Works of Large-scale Infrastructure/Housing Development Projects (Completed in Last 10 Years)</b>								
1)								
2)								
3)								
4)								
....								
<b>Specific Experience of the Contracting Firm in Electrical Works of Large-scale Infrastructure/Housing Development Projects (Ongoing/ In-hand)</b>								
1)								
2)								
3)								
....								
<b>Specific Largest Infrastructure/Housing Development Project (Electrical Works) Completed by the Firm during last 10 Years</b>								
1)								

**Notes:**

1. The above is a Summary of Project Experience of the Firm. In addition, further project details should also be provided on the format as given in Annexure-1C for each project separately.
2. Provide copies of relevant proof (e.g. Valid Work Orders and/or Completion Certificates, as relevant) for all entries in order to legitimize them.
3. If necessary, additional pages may be added to provide required information.

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_

**ANNEXURE-1C****CAPABILITY AND TRACK RECORD –  
INDIVIDUAL PROJECT REFERENCE SHEET**

<b>Name of Project</b>	Details including official project name
<b>Location of Project</b>	Country, city, site or project extents
<b>Contract Value</b>	PKR
<b>Owner/Client Organization</b>	Organization name
<b>Reference Contact Details</b>	Key client contacts (individuals), name, title, telephone numbers, fax number, email addresses, and mailing address.  By providing this information, the Firm is authorizing DHA Multan to contact these individuals for all purposes, including gathering information and documentation, in connection with this Submission, if required.
<b>Project Period/ Contract Period</b>	Project/Contract commencement date, end of construction date and contract end date
<b>Time Period of Firm's Involvement</b>	Commencement date and duration
<b>Description of Project</b>	Project areas, scope, complexity, electrical works details (MV/LV), etc
<b>Current Status of Project</b>	Describe the current status of project relative to key milestone events
<b>Contract Model/Type</b>	Contract Structure/Type
<b>Role(s) on Project</b>	Role, duties and responsibilities – (Lead Contractor or Sub-Contractor)
<b>Project Photographs</b>	(Attach on separate sheets, as appropriate)
<b>Other information</b>	Any information the Firm considers relevant to the Evaluation Criteria prescribed in this Document.

Note:

1. The above shall be filled in for all the projects included in the Project Experience Summary (Annexure-1B), each on a separate sheet.

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_



## ANNEXURE-1D

## FINANCIAL INFORMATION SUMMARY

Banking Details (Bank name and branch)		
Paid up Capital <sup>1</sup>		
Net Worth <sup>1</sup>		
Balance Sheet Totals <sup>1</sup>		
Annual Turnover <sup>2</sup> <i>Past three years</i>	Year	PKR
Credit Worthiness/Credit Lines Available with Banks		PKR
Aggregate Capital Cost of the Infrastructure & Housing Projects (Electrical Works) undertaken over the last 10 years by the Firm	Year	PKR
<b>Total</b>		

## Notes:

1. Based on latest Audited Financial Statements.
2. Please attach Audited Financial Statements for the last three years.
3. Please attach a copy of Valid NTN Certificate.
4. The Firms are required to show Credit Worthiness and Credit Lines available with Banks through appropriate Bank Certificates.

Firm's Authorized Signature: \_\_\_\_\_

Firm's Official Stamp/Seal: \_\_\_\_\_

**ANNEXURE-1E****LIST OF MAJOR EQUIPMENT/MACHINERY - (PRESENT STATUS)**

The Firm will provide a list of all major equipment/machinery and related items, under separate heading for items owned/purchased or arranged on lease by them to carry out the Works. The information shall include make, type, capacity and numbers available in total for existing and for a new project which shall be in sufficient detail to demonstrate fully that the equipment will meet all requirements of the relevant Specifications.

<b>Owned/ Purchased or Leased</b>	<b>Description of Unit (Make, Model, Year)</b>	<b>Capacity HP, Cuft Rating</b>	<b>Condition</b>	<b>Number of Equipment (Operational Only)</b>	<b>Present Locations or Source</b>	<b>Expected Availability for a New Project</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
a. Owned						
b. On Lease						

**Notes:**

1. Major Equipment generally include but not limited to Diesel Generators, Compressors, Welding Plant, Insulation Tester, Cable Cutter, Cable Pulling Machine, Electrical Tool Box, Survey Equipment, Moisture Testing Equipment, Digital Tong Testers, Drill Machines, Earth Resistance Tester, Hydraulic Lugs Punching Machine, Ratchet Handle Set, Conductor Stringing Pulley Set, Hydraulic Crane, Truck Mounted Sky Lift, Excavators, Concrete Mixer, Concrete Vibrators, Mobile Generators, etc. This list of equipment is given only as an example.
2. Kindly provide proof of Ownership/Lease (whatever is applicable) for all entries in this form.
3. If necessary, additional pages may be added to provide required information.

*Firm's Authorized Signature:*\_\_\_\_\_*Firm's Official Stamp/Seal:*\_\_\_\_\_



**ANNEXURE-1F**

**LIST OF PERSONNEL WITH QUALIFICATION AND YEARS OF EXPERIENCE**

**1) Principal Technical Personnel**

Name of Personnel	Designation	Qualification	Years of Experience	Number of Years With Firm	PEC Registration Number

**2) Other Technical Personnel**

Name of Personnel	Designation	Qualification	Years of Experience	Number of Years With Firm	PEC Registration Number

Note:

1. If necessary, additional pages may be added to provide required information.

*Firm's Authorized Signature:*\_\_\_\_\_

*Firm's Official Stamp/Seal:*\_\_\_\_\_



**ANNEXURE-1G**

**LIST OF SUBCONTRACTORS**

If the Firm intends to subcontract any parts of the works to Sub-contractors, the same should be mentioned in the table given hereunder, keeping in view that such sub-contractors fully meet the acceptability criteria of the Employer/Client which shall be got verified and confirmed in detail before employment and the consent of the Employer/Client obtained.

In case of the Firm opting to choose sub-contractor(s), it shall be assumed that the Firm is of the opinion, that the sub-contractors named hereunder are reliable and competent to perform that part of the Work against which they are listed.

Documentation outlining experience of sub-contractors should be enclosed, also the curriculum vitae and experience of their key personnel who will be assigned to the Contract, equipment to be supplied by them, size, location and type of Construction Projects/Contracts carried out in the past along with the names and addresses of those Employers/Clients also need be enclosed herewith.

(Use additional sheets, as required)

<b>Part of Works (Given Details)</b>	<b>Sub-Contractor (With Complete Address)</b>
<b>1</b>	<b>2</b>

*Firm's Authorized Signature:*\_\_\_\_\_

*Firm's Official Stamp/Seal:*\_\_\_\_\_