



**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

## **STATE LIFE TOWER**

61 – JINNAH AVENUE  
ISLAMABAD

**PREQUALIFICATION DOCUMENT OF  
FIRMS FOR SUPPLY, INSTALLATION,  
TESTING & COMMISSIONING OF 04 NOS.  
NEW LIFTS AT STATE LIFE TOWER,  
ISLAMABAD**

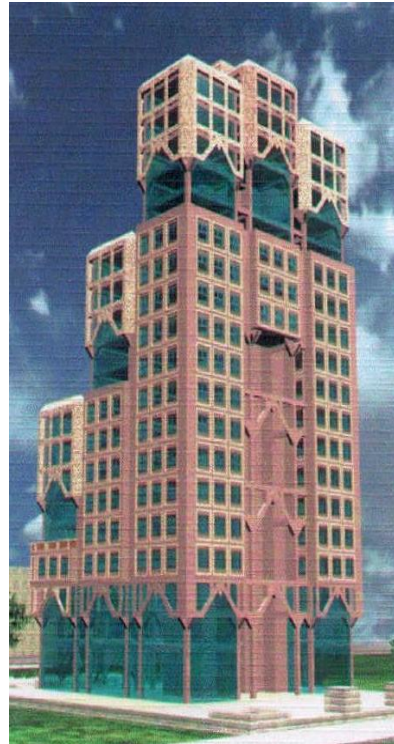
CONSULTANT

**SUHAIL & PASHA**

Architects & Planning Consultants

Camp Office- 319, Nazimuddin Road F-11/1, Islamabad

Ph: 051-2292706- Fax: 051-2290770



**PRE QUALIFICATION DOCUMENT**

**GENERAL**

**WORK:** SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF  
04 NOS. NEW LIFTS

**LOCATION OF WORKS:** STATE LIFE TOWER, PLOT NO. 61, JINNAH AVENUE,  
ISLAMABAD, PAKISTAN

**BUILDING TYPE &  
NO . OF FLOORS:** 22 STOREYED OFFICE BUILDING  
(GROUND + 18 FLOORS + 3 BASEMENTS)

**EMPLOYER'S NAME:  
& ADDRESS** STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
5<sup>th</sup> FLOOR REAL ESTATE DIVISION, STATE LIFE  
09, DR. ZIAUDDIN AHMED ROAD, KARACHI  
PHONE: +9221-99204520 Fax: +9221-99202877

**AE CONSULTANT &  
IT'S ADDRESS:** M/S SUHAIL & PASHA, ARCHITECTS & PLANNING  
CONSULTANTS, CAMP OFFICE- 319 NAZIMUDDIN ROAD,  
F-11/1, ISLAMABAD - PH: +9251-2292706 FAX +9251-2290770

**ENGINEER & IT'S :  
ADDRESS:** M/s NESPAK  
M/s NESPAK, A&P DIVISION, 4<sup>TH</sup> FLOOR, NIC  
BUILDING, ABBASI SHAHEED ROAD, KARACHI.  
TEL: +9221-99225430-34, FAX NO: +9221-99225424

## STATE LIFE TOWER, ISLAMABAD

### INSTRUCTIONS TO PREQUALIFICATION APPLICANTS

All original manufacturers/authorized distributors/agents/ contractors desiring to qualify to participate in tender for this contract should complete and submit the Pre qualification Form by or before .....2018 to:

The Divisional Head,  
5<sup>th</sup> floor, Real Estate Division,  
State Life Building No. 09,  
Dr. Ziauddin Ahmed Road, Karachi  
Phone No. 021-99204520

All inquires relative to this document and/or pre-qualification forms should be addressed in writing to **The Divisional Head, State Life Insurance Corporation of Pakistan, 5<sup>th</sup> floor, Real Estate Division, State Life Building No. 09, Dr. Ziauddin Ahmed Road, Karachi.**

Basic Conditions for Pre-Qualification

1. **Information supplied by the original manufacturers/authorized distributors/agents/contractors (applying for pre-qualification) must apply to the company/firm named in this document. The substitution of background information pertinent to pre-qualification will not be considered for another company related to the applicant company through a “Group Ownership”.**
2. The Consultant will review the information supplied by the firms submitting pre qualifications forms and will report to the **State Life Insurance Corporation of Pakistan** who will advise the applicants of their decision. The decision of **State Life Insurance Corporation of Pakistan** in this connection shall be final and binding on all the applicants.
3. Firms applying for pre-qualification individually are advised that any variation of constitution of membership from that put forward in response to this notice without prior approval of the **State Life Insurance Corporation of Pakistan** may result in disqualification of the firm or any tender it may submit.
4. The response to this notice must be sufficiently detailed to convince the **State Life Insurance Corporation of Pakistan** that the original manufacturers/authorized distributors/agents/ contractors applying for pre-qualification have the relevant experience as well as the technical administration and financial qualification necessary for the execution of the work. They must prove that they have carried out similar works (in their own country or abroad) and demonstrate the following capabilities:-
  - a. **Financial capability to sustain the work supported by bank statement of the last 05 (five) years period.**
  - b. **Availability of the execution staff (management, technical and others) and the equipment required to carry out the works in given time.**
  - c. **Capability to schedule the work, monitor progress against schedules and modify schedules on a current and up-dated basis.**

## STATE LIFE TOWER, ISLAMABAD

- d. **Capability to obtain and transport to the site all of the necessary materials required for execution.**
  - e. **Capability to manage, supervise and perform the work in a manner and quality commensurating with the highest level achievable in the industry.**
5. Original manufacturers/authorized distributors/agents/ contractors submitting pre-qualification applications may be required during the review process to make personal presentations of their qualifications to the **State Life Insurance Corporation of Pakistan**. If so, the management personnel of the firms will be required to be present.
  6. All pre-qualification statement documentation including financial statement(s), auditor's report(s) and bank references shall be in English language (a legally attested copy shall be required with the pre-qualification forms). No pre-qualification statement will be accepted for review by the **State Life Insurance Corporation of Pakistan** after the last day of the submission (of prequalification document/form) as given hereinbefore.

### NOTE(S):

- The proposal / document submitted by the firm should be comprehensive, complete in all respect, properly binded and without any loose papers placed. All the relevant documents / supporting information be properly annexed for ease of marking as per criteria to avoid insufficient information affecting the pre-qualification.
- It should be noted that no document shall be asked after opening of bids, therefore, all firms should carefully compile and prepare the document according to requirement of works / criteria.

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**APPLICATION FORM**

(To be filled in by Company/Firm applying for Pre-Qualification)

**RETURN TO:**

The Divisional Head,  
5<sup>th</sup> floor, Real Estate Division,  
State Life Building No. 09,  
Dr. Ziauddin Ahmed Road, Karachi  
Phone No. 021-99204520

Please complete the following:

- a. SUBMITTED BY: \_\_\_\_\_
- 1. b. REGISTERED ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**2. COMPANY INFORMATION**

- a. FULL NAME OF THE COMPANY/FIRM: \_\_\_\_\_
- b. REGISTERED OFFICE ADDRESS: \_\_\_\_\_
- c. DESCRIPTION OF COMPANY/ FIRM: \_\_\_\_\_
- d. TELEPHONE NUMBERS: \_\_\_\_\_
- e. E-mail: \_\_\_\_\_ FAX: \_\_\_\_\_
- f. NAMES OF PRESENT EXECUTIVES/  
DIRECTORS AND THEIR POSITIONS \_\_\_\_\_  
IN THE COMPANY WITH BIO-DATA: \_\_\_\_\_

PROVIDE COPY OF MEMORANDUM AND ARTICLE OF ASSOCIATION OR PARTNERSHIP DEED WHICH EVER IS APPLICABLE.

**3. CONTRACTOR'S LICENSES CURRENTLY VALID:**

- a. Are you registered with the Pakistan Engineering Council.  
Yes \_\_\_\_\_ No \_\_\_\_\_

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(Attach attested copy of the PEC registration together with type of registration)

**4. ORGANIZATION AND FINANCIAL DATA**

a. TYPE OF BUSINESS ORGANIZATION – PUBLIC LIMITED, PRIVATE LIMITED, JOINT VENTURE, PARTNERSHIP, CORPORATION, PROPRIETORSHIP ETC.

\_\_\_\_\_  
\_\_\_\_\_

b. IF JOINT VENTURE. NAMES OF THE JOINT VENTURE PARTNERS WITH NAME OF THE LEADING PARTNER.

\_\_\_\_\_  
\_\_\_\_\_

c. IF PARTNERSHIP. NAMES OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER.

\_\_\_\_\_  
\_\_\_\_\_

d. IF CORPORATION PROVIDE THE NAME AND THE TITLE OF PRINCIPALS: (PRESIDENT. VICE PRESIDENT ETC.)

\_\_\_\_\_  
\_\_\_\_\_

WHEN INCORPORATED: \_\_\_\_\_ WHERE: \_\_\_\_\_  
COUNTRY / STATE: \_\_\_\_\_

\_\_\_\_\_

e. DATE BUSINESS FOUNDED: \_\_\_\_\_

f. UNDER PRESENT MANAGEMENT SINCE: \_\_\_\_\_

g. NET WORTH: \_\_\_\_\_

h. ANNUAL VOLUME (TURNOVER) OF LAST FIVE YEARS IN PAK RUPEES:

2016 – 2017 \_\_\_\_\_

2015 – 2016 \_\_\_\_\_

2014 – 2015 \_\_\_\_\_

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2013 – 2014 \_\_\_\_\_  
2012 – 2013 \_\_\_\_\_

- h. ATTACH THE LATEST AUDITED FINANCIAL STATEMENT OF YOUR COMPANY WHICH SHOULD INCLUDE THE FOLLOWING DOCUMENTS:

- Officially attested latest Balance Sheet
- Latest Income Statement

If joint venture, financial statements of each firm must be submitted. No statements will be considered unless they are attested by a Competent Authority of the particular country and unless certified as being audited by an independent Public Accounting Firm.

### 5. **PERFORMANCE RECORD RELATED TO LIFTS**

**Provide:-**

- a. List of projects /works completed in the last five years (see attached Pq Form-1)
- b. List of projects / works currently in progress (see attached Pq Form – 2)

### 6. **ORGANIZATION**

- a. What is the size of your permanent full time work force?
- b. Provide organization chart of your firm. Indicate lines of communication and reporting responsibility.
- c. Details of key technical staff with their qualification and experience including of those who would be deputed for the proposed work.
- d. Details of execution equipment, plants, machinery and tools owned by the organization and to be utilized on the work (see attached Pq Form-3)
- e. Provide the list of subcontractors who you intend to assign work. Indicate their main area of experience the approximate amount of work to be assigned, their brief experience record and their organization and management staff (see attached Pq Form – 4).
- f. Name of Bankers to the organization with Account Number(s) and address(s), Bankers report on the credit worthiness of the organization must accompany under a sealed cover.

### 7. **LITIGATION ETC.**

Provide details of all cases, present and past under dispute / litigation / arbitration.

### 8. **LIST OF REFERENCES**

- a. Clients and/or Consultants [Attach certificate(s) from Clients and/or Consultants]

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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

b. Bankers [Attach Certificates]

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**9. CERTIFICATION – SIGNATURE**

I hereby certify to the best of my knowledge that the information hereby submitted in this document is correct.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATED: \_\_\_\_\_

SEAL: \_\_\_\_\_



## STATE LIFE TOWER, ISLAMABAD

### PREQUALIFICATION CRITERION

The following criterion will be followed for the evaluation of the contractors / firms who participate in the prequalification process.

Firms obtaining minimum 70% marks shall only be considered for prequalification.

#### Mandatory Requirements

S.NO.	Parameters
1.	Undertaking on stamp paper that Contractor / firm is not black-listed by any Government / Semi-Government organization?
2.	Contractor / firm should be registered with Pakistan Engineering Council in Category C-5 or above for specialization code ME-03 (Lifts & Escalators). Please attach proof.
3.	Contractor / firm should be authorized dealer / distributor of the offered brand of lifts. Please attach proof.
4.	The lifts proposed / offered shall comply with EN 81.1 or equivalent certification. Please attach proof.

#### Category Based Requirements

TYPE	Sr.	DESCRIPTION	SCORING BRACKET	MAX MARKS	MARKS OBTAINED
Status of Contractor / firm	5.1	<b>Head office &amp; Regional Offices:</b> <ul style="list-style-type: none"><li>Established office (with service staff &amp; maintenance equipment facilities) in project city i.e. Islamabad.</li><li>Established office (with service staff &amp; maintenance equipment facilities) in any other city</li></ul>	5 4	5	
	5.2.	<b>Average Annual Revenue in last 5 years</b> <ul style="list-style-type: none"><li>More than 200 Million</li><li>Between 100 to 199 Million</li><li>Between 50 to 99 Million</li><li>less than 50 Million</li></ul>	20 15 10 05	20	
	5.3	<b>Maximum Amount of Work done completed in any one year (of last 05 years)</b> <ul style="list-style-type: none"><li>Above 50 million</li><li>Up-to 40 million</li><li>Up-to 30 million</li><li>Up-to 20 million</li></ul>	10 7.5 5 2.5	10	

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TYPE	Sr.	DESCRIPTION	SCORING BRACKET	MAX MARKS	MARKS OBTAINED
Past Experience	6.1	<b>Work Experience ( lifts )</b> <ul style="list-style-type: none"> <li>• Over 20 Years</li> <li>• Between 15 to 20 Years</li> <li>• Between 10 to 15 Years</li> <li>• Less than 10 years</li> </ul>	20 15 10 05	20	
	6.2	<b>Work Done in last 3 years for orders above Rs. 40 million successfully completed</b> <ul style="list-style-type: none"> <li>• More than 10 works</li> <li>• 06-10 works.</li> <li>• 03 –06 works.</li> </ul>	15 10 05	15	
	6.3	<b>Experience in the following fields</b> <ul style="list-style-type: none"> <li>• Lifts supply &amp; Installation</li> <li>• Lifts supply only</li> </ul>	05 2.5	05	
Human Resources	7.1	<b>Qualification of Engineers</b> <ul style="list-style-type: none"> <li>• Bachelor Level</li> <li>• Less than Bachelor</li> </ul> <i>(Please provide list of Electro Mechanical engineers on company letter head duly signed by company official)</i>	5 2.5	05	
	7.2	<b>Number of Engineers(B.E / B.Sc or above)</b> <ul style="list-style-type: none"> <li>• More than 02</li> <li>• 1 to 2</li> </ul>	05 2.5	05	
	7.3	<b>Average Experience of Engineers</b> <ul style="list-style-type: none"> <li>• More than 20 years</li> <li>• 15-20</li> <li>• 10-14</li> <li>• Less than 10</li> </ul>	05 04 03 02	05	
	7.4	<b>Number of Technical staff (supervisors/ D.A.E.)</b> <ul style="list-style-type: none"> <li>• 05 or more</li> <li>• 03 to 04</li> <li>• Less than 3</li> </ul>	05 04 03	05	
	7.5	<b>Average Installation Experience by Technicians with D.A.E. Diploma</b> <ul style="list-style-type: none"> <li>• More than 20 years</li> <li>• 15-20</li> <li>• 10-14</li> <li>• Less than 10</li> </ul>	05 04 03 02	05	
		<b>TOTAL</b>		<b>100</b>	

**MINIMUM MARKS FOR PRE-QUALIFICATION = 70**

**PRE-QUALIFICATION FORM – 1**

**Previous Experience of Works in the last 5 years**

Name of Project & Location	Full Name & Address of Client	Full Name of Contract & Period of Contract	Contract Value (Indicate Currency in Pak Rs. only)	State any Penalties, Claims & Arbitrations	Description of Work	Carried out alone or in Partnership (if in Partnership State Shares & Name of Partners)	Start Date	Completion Date	Annexure / Page No.

**PRE-QUALIFICATION FORM – 2**

**List all Works which your firm has under way at this time**

Name of Project & Location	Full Name & Address of Client	Full Name of Contract & Period of Contract	Contract Value (Indicate Currency in Pak Rs. only)	State any Penalties, Claims & Arbitrations	Description of Work	Being Carried out alone or in Partnership (if in Partnership State Shares & Name of Partners)	Start Date	Completion Date	Annexure / Page No.

**PRE-QUALIFICATION FORM – 3**

List of Plant and Equipment items owned and/or Equipment to be leased or purchased to be used for this work if awarded this contract.

Description of Equipment	Equipment owned and Years of Services	Equipment to be Purchased or Leased	Give Specifications of Equipment

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**PRE-QUALIFICATION FORM – 4**

List of Sub-Contractors

(Prepare a Separate Page for Each Sub-Contractor)

	<b>1</b>	<b>2</b>	<b>3</b>
<b>NAME AND ADDRESS OF SUB-CONTRACTOR:</b>			
<b>MAIN AREA OF EXPERIENCE GIVE DETAILS:</b>			
<b>AMOUNT OF WORK TO BE ASSIGNED:</b>			
<b>BRIEF HISTORY OF PROJECTS WORKED ON:</b>			
<b>ORGANIZATION &amp; MANAGEMENT STAFF:</b>			