

PRE-QUALIFICATION DOCUMENT FOR

**SELECTION OF CONTRACTORS FOR ESTABLISHMENT
OF CANTEENS ON BOT BASIS IN SUNDAR INDUSTRIAL
ESTATE**



**BOARD OF MANAGEMENT
SUNDAR INDUSTRIAL ESTATE**

MARCH, 2017

Gate # 2, Sundar Industrial Estate, Sundar Road, Lahore
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ABBREVIATIONS

Term	Definition
BOM-SIE	Board of Management Sundar Industrial Estate
SIE	Sundar Industrial Estate
PQ	Pre-qualification
ITB	Invitation to Bid
BOOT	Build-Own-Operate-Transfer
BOT	Build-Operate-Transfer
COB	Close of Business
PRA	Punjab Revenue Authority



**BOARD OF MANAGEMENT
SUNDAR INDUSTRIAL ESTATE**



**PRE-QUALIFICATION FOR ESTABLISHMENT OF CANTEENS IN SUNDAR
INDUSTRIAL ESTATE ON BUILD-OPERATE-TRANSFER BASIS**

Board of Management Sundar Industrial Estate is the flagship of Punjab Industrial Estates Development & Management Company established by the Government of the Punjab under Public Private Partnership for the planned rapid industrial growth in the province of Punjab.

1. BOM-SIE invites applications for Pre-Qualification from the companies / firms registered with Income Tax, Sales Tax & Punjab Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, Punjab Revenue Authority and other relevant requirements as per Federal and Provincial Laws as / if applicable to:
 - a. **pre-qualify eligible applicant(s) capable of planning, designing, constructing and running nine (9) canteens for workers and staff on Build-Operate-Transfer Basis.**
 - b. **Provision of high-quality food and delivery services**
2. Pre-Qualification (PQ) Documents containing the complete scope of works and other terms and conditions can be obtained from the office of the undersign during the office hours on working days.
3. **The application for pre-qualification prepared in accordance with the instructions in the PQ document, must reach at BOM-SIE Office; not later than 11.00 am on 3rd April, 2017. This advertisement is also available on PPRA website “www.ppra.punjab.gov.pk” as well as BOM-SIE website “www.sie.com.pk”.**
4. Invitation to Bid documents will be issued after pre-qualification to pre-qualified applicants only.

**Dy. Manager Marketing & BD
+923007662640**

OFFICE

BOARD OF MANAGEMENT SUNDAR INDUSTRIAL ESTATE
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1. GENERAL

Board of Management Sundar Industrial Estate intends to invite for Pre-qualification, applications from interested applicant(s) for the establishment of canteens on BOT Basis for Sundar Industrial Estate.

Accordingly, interested companies / firms registered with Income Tax, Sales Tax & Punjab Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, Punjab Revenue Authority and other relevant requirements as per Federal and Provincial Laws as / if applicable, having requisite Technical, Financial and Managerial capabilities are invited to participate in the PQ process for the above said Project through submission of their documents to be considered for pre-qualification.

2. PURPOSE OF THIS DOCUMENT

- **The purpose of this document is to prequalify eligible applicant(s) capable of planning, designing, constructing and running nine (9) canteens for workers and staff on Build-Operate-Transfer Basis.**
- **Provision of high-quality food and delivery services**

The applicants are required to provide profiles of their firms comprising experience, personnel and financial strength along with proposed technical solutions including but not limited to the firm's concept for integration of proposed project components and resultant operations.

3. INSTRUCTIONS TO APPLICANTS

3.1 Submission of Applications

- 3.1.1 Applications for PQ (one original and two copies) must be submitted in sealed envelopes to be delivered by hand, through registered mail or courier service to Primary Contact (BOM-SIE Office: Gate # 2, Sundar Industrial Estate, Sundar Road, Lahore) for PQ not later than 11.00 am on April 03, 2017 and be clearly marked "Application for PQ" for **Establishment of Canteens on BOT Basis**. The Pre-Qualification documents will be opened in front of representatives of interested participants at 12:30 p.m.
- 3.1.2 BOM-SIE reserves the right to reject the late applications.
- 3.1.3 The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.
- 3.1.4 The applications shall be prepared in the English language.
- 3.1.5 BOM-SIE reserves the rights to dis-qualify in case of non-compliance of the above requirement.
- 3.1.6 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
- 3.1.7 If required, relevant queries and clarifications needed, may be submitted by COB till **March 23th, 2017** to the Primary Contact at BOM-SIE.

3.2 Qualification Criteria

3.2.1 General

Pre-qualification will be based on the criteria given in succeeding paras 3.2.2 to 3.2.6 regarding the Applicant's Experience, Past Performance, Financial Soundness, Resources & Capabilities and Proposed Solution as demonstrated by the Applicant's responses.

BOM-SIE reserves the right to waive minor deviations, if these do not materially affect the capability of an applicant to perform the contract.

Joint Venture experience & resources shall be considered collectively. However, sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria.

Sr. No.	Category	Weightage / Marks
1	General / Relevant Experience	20
2	Past Performance and Managerial Competencies	20
3	Resources and Capabilities	25
4	Financial Position	25
5	Project Plan	10
Total		100

Note: Pre-qualification status shall be decided on Pass / Fail basis. The applicant must secure at least 60% marks in total and 50% marks in each category.

Further detailed criteria for each category is given under each head as follows:

3.2.2 General / Relevant Experience

Credit Marks for experience shall be awarded on the basis of following qualifications:

Sr. No.	Description	Weightage / Marks
i)	Years of incorporation / registration of company: a) 5 years or more [5 marks] b) 4 years or more but less than 5 years [4 marks] c) 3 years or more but less than 4 years [3 marks] d) 2 years or more but less than 3 years [2 marks] e) 1 year or more but less than 2 years [1 mark] (Please attach all relevant evidences / documents)	5

ii)	<p>Experience in Canteen/Restaurants or relevant projects of similar nature and complexity:</p> <p>a) 5 or more projects [10 marks]</p> <p>b) 4 projects [8 marks]</p> <p>c) 3 projects [6 marks]</p> <p>d) 2 projects [4 marks]</p> <p>e) 1 project [2 mark]</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	10
iv)	<p>BOOT / BOT Experience in relevant business areas:</p> <p>a) Two or more BOOT / BOT Projects [5 marks]</p> <p>b) One BOOT / BOT Project [2.5 marks]</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	5
Total		20

3.2.3 Past Performance and Managerial Competencies

Credit Marks for past performance and managerial competencies shall be awarded on the basis of following qualifications:

Sr. No.	Description	Weightage/ Marks
i)	<p>Timely construction of canteen/restaurant premises over last 10 years:</p> <p>a) 5 or more projects [5 marks]</p> <p>b) 4 projects [4 marks]</p> <p>c) 3 projects [3 marks]</p> <p>d) 2 projects [2 marks]</p> <p>e) 1 project [1 mark]</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	5

iii)	<p>Experience of working with Government, Semi-Government, Autonomous organization and other public sector agencies:</p> <p>a) 5 or more projects [5 marks] b) 4 projects [4 marks] c) 3 projects [3 marks] d) 2 projects [2 marks] e) 1 project [1 mark]</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	5
iv)	<p>Satisfactory Reports of completed projects from previous employers:</p> <p>a) 5 reports [10 marks] b) 4 reports [8 marks] c) 3 reports [6 marks] d) 2 reports [4 marks] e) 1 report [2 marks]</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	10
Total		20

3.2.4 Resources and Capabilities

Credit Marks for resources and capabilities shall be awarded on the basis of following criteria:

Sr. No.	Description	Weightage / Marks
i)	<p>Total Staff Strength of permanent employees:</p> <p>a) Above 50 Employees [9 marks] b) 41 to 50 Employees [8 marks] c) 31 to 40 Employees [6 marks] d) 30 or less Employees [4 mark]</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	9

ii)	Number of Technical and Skilled staff with applicable qualifications and certifications: a) 1x Project manager = 4 marks b) 1x Canteen Manager = 4 marks c) 2x Cook with 10 Years Min. Exp.= 4 marks d) 1x Cook with 10 Years Min. Exp.= 2 marks e) 2x Cook with 5 Years Min. Exp = 4 marks f) 1x Cook with 5 Years Min. Exp = 2 marks <i>(Please attach all relevant evidences / documents)</i>	16
Total		25

3.2.5 Financial Position

Credit Marks for financial position shall be awarded on the basis of the following criteria:

Sr. No.	Description	Weightage/ Marks
i)	Average Annual Turnover for last three years: a) Above PKR 5 Million [10 marks] b) Above PKR 4 Million [8 marks] c) Above PKR 3 Million [6 marks] d) Above PKR 2 Million [4 marks] e) Above PKR 1 Million [2 marks] <i>(Please attach all relevant evidences / documents)</i>	10
ii)	Net Worth with available Credit Line: a) Above PKR 50 Million [10 marks] b) Above PKR 40 Million [8 marks] c) Above PKR 30 Million [6 marks] d) Above PKR 20 Million [4 marks] e) PKR 10 Million or less [2 marks] <i>(Please attach all relevant evidences / documents / Letters from Banks)</i>	10
iii)	Audited Financial Statement: a) Last 5 years [5 marks] b) Last 4 years [4 marks] c) Last 3 years [3 marks] d) Last 2 years [2 marks] e) Last 1 year [1 mark] <i>(Please attach all relevant evidences / documents)</i>	5
Total		25

3.2.6 Project Plan

Credit Marks for project plan shall be granted on the basis of the following criteria including details of methodology, approach, work plan and innovation introduced for the project.

Sr. No.	Description	Weightage / Marks
i)	Methodology: a) Use of project management standards in plan = 2 mark <i>(Please attach all relevant evidences / documents)</i>	2

ii)	<p>Approach:</p> <p>a) Scope coverage = 1 mark</p> <p>b) Work breakdown indicating priority items = 1 mark</p> <p>c) Identification of risks and mitigations = 1 mark</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	3
iii)	<p>Work Plan:</p> <p>a) Project Lifecycle Timeline with milestones = 1 mark</p> <p>b) Identification of deliverables = 1 mark</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	2
iv)	<p>Innovation</p> <p>a) Support ECO / Green Procurement = 2 mark</p> <p>b) Minimize project duration to start operation = 1 mark</p> <p><i>(Please attach all relevant evidences / documents)</i></p>	3
Total		10

3.3 Eligibility Criteria

Only those applicants fulfilling the following basic requirements shall be considered for evaluation;

- a) Certificate of Company / Firm Registration / Incorporation under the laws of Pakistan.
- b) Valid Income Tax Registration.
- c) Valid General Sales Tax Registration.
- d) Valid Registration with PRA.
- e) Valid Registration in respective categories with PEC.
- f) Undertaking on legal valid and attested Stamp Paper that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.

3.4 Joint Venture (JV)

3.4.1 Joint Venture must comply with the following requirements.

- a) Following are minimum qualification requirements:
 - i) The qualification criteria for JV is the same as stated in paras 3.2, qualification criteria will be collectively applied to the JV members.
 - ii) The joint venture must collectively satisfy the criteria of paras 3.2, 3.3, 3.4 and 3.5, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV's total

capacity. Individual members must satisfy each of the requirements of paras 3.6 and 3.7 heretofore.

- b) Any change in a pre-qualified JV after pre-qualification, shall be subject to the written approval of the BOM-SIE prior to the deadline for submission of bids. Such approval may be denied if:
 - i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
 - iii) In the opinion of the BOM-SIE, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

3.4.2 The pre-qualification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the pre-qualification requirements and any partner of JV has requested / shall request for the same and then his pre-qualification shall be subject to the written approval of BOM-SIE.

3.5 Conflict of Interest

The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other pre-qualification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant.

3.6 Updating Pre-Qualification Information

Bidders shall be required to update the financial, personnel and equipment information used for pre-qualification at the time of submitting their proposals, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification. A proposal shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

3.7 Other Factors

3.7.1 Only firms and JVs that have been pre-qualified under this procedure shall be invited to participate further in the procurement process through ITB.

3.7.2 BOM-SIE reserves the right to:

- a) Amend the scope and value of any contract to be bid, in which event the bidder(s) will only bid among those pre-qualified bidders who meet the requirements of the contract as amended.
- b) Cancel the pre-qualification process and reject all applications as per PP Rule 35. BOM-SIE shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection, however, may be debriefed if solicited.
- c) This PQ Document for “Establishment of Canteens on BOT Basis” (‘the Project’) contains brief information about the Project and qualification process for pre-qualification of applicants for ITB stage. The purpose of the Document is to provide the applicants with information to assist the formulation of their PQ proposal and to pre-qualify Interested applicants for the ITB Stage.

3.7.3 Applicants will be informed in writing of the result of their applications and may be debriefed if solicited.

4. PROJECT BACKGROUND

The overall aim of the project is to provide quality food for the workers of the industrial estate. This labour workforce currently tallies at 30,000 and is expected to increase to 70,000 over the next two years.

BRIEF SCOPE OF WORK

- 4.1 The standard proposed floor plan of the canteen(s) is as per attached Annex-A. Interested parties may suggest alterations as well as alternative plans during the Pre-qualification stage.
- 4.2 The canteens shall be established at various areas of the estate. The nine (9) proposed locations of the canteen are as per attached Annex-B.
- 4.3 BOM-SIE will allocate sufficient space and facilitate provision of water, electric and sewerage connections for this purpose as per the rules in vogue whereas chosen contractor will pay all bills for electricity, water and gas connections as well as O&M charges.
- 4.4 Investment will be safeguarded to protect investor through formal agreement.
- 4.5 More than one canteen can be offered to a party provided contractor maintains and manages each canteen as per our regulations and byelaws.
- 4.6 All expenditure will be done in a transparent manner whereby Bill of Quantities shall be submitted to BOM-SIE ensuring that actual expenditure meets budget as per approved plan.

5. PROJECT MANAGEMENT

The proposed canteen locations are listed on the map below. Contractors may choose one or more canteen areas for their bid(s).

6. CONTACT DETAILS

PRIMARY CONTACT

Ali Umair Chaudhry
Dy. Manager Marketing & Business Development
BOM-SIE

Gate # 2, Sundar Industrial Estate, Sundar Road, Lahore

Email: ali.umair.ch@gmail.com

Cell No: +92 300 7662640

Phone: +92 42 35297291-3

Interested Parties should note that during the period from the receipt of the proposal and till further notice from the Primary Contact, all queries should be communicated via the Primary Contact in writing or email only.

Interested Parties are also required to state in their documents, the name, title, fax number and email address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

BOM-SIE will not be responsible for any costs or expenses incurred by Interested Parties in connection with the preparation or delivery of proposals.

7. Annexures

Annexures are provided for guidance purpose and indicate information required in response to this Pre-Qualification document, applicant response must cover but not limited to provide additional supporting documents.

Annexure-1	:	Checklist for Documents to be Attached
Annexure-2	:	Details of Contracts of Similar Nature and Complexity
Annexure-3	:	Candidate Profile
Annexure-4	:	Equipment Capabilities
Annexure-5	:	Floor Map of Canteen
Annexure-6	:	Designated Locations of Canteens

9.1 Annexure-1:

Checklist of Documents to be Attached

Sr. No.	List of documents to be attached	Attached
1.	Certificate of Company / Firm Registration / Incorporation under the laws of Pakistan.	
2.	Valid Income Tax Registration.	
3.	Valid General Sales Tax Registration.	
4.	Valid Registration with Punjab Revenue Authority.	
7.	Undertaking on legal valid and attested Stamp Paper that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.	
8.	Evidence of previous and current canteen/restaurant projects with all relevant data.	
10.	Project Completion Certificates of previous canteen/restaurant construction projects (Start date, expected completion and actual completion date to be mentioned).	
11.	Proof of projects with government organization and agencies.	
12.	Satisfactory Reports from Employers.	
13.	EOBI Reports / Statements, applicant must have regular employees registered with EOBI and their regular monthly contributions must be paid to EOBI.	
14.	List of personnel essential for project execution including technical, skilled, managerial and others as applicable (list should specify Name, Title / Position, Qualification & Certifications).	
15.	Profiles of Skilled Staff with qualification, certifications, experience, along with copies of degrees / diplomas / certificates.	
16.	List of major essential equipment and machinery to be used in the project.	
17.	Proof of available credit line approved by concerning bank.	
18.	Audited Financial Statements (all members of a JV must provide their Audited Financial Statements).	
19.	Comprehensive Menu with separate tentative prices for workers / management of Sundar Industrial Estate	
20.	Proposed solution covering methodology, approach and construction plan for Canteen as per Annexure-5 alongside any suggested amendments/variations	

9.2 Annexure-2:

Details of Contracts of Similar Nature and Complexity

Name of Applicant or partner of a joint venture:

Use a separate sheet for each contract.

1.	Number of contract:	
	Name of contract:	
	Country:	
2.	Name of Employer:	
3.	Employer address:	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to bid:	
5.	Contract role (check one): ____ Sole contractor ____ Management Contractor ____ Subcontractor ____ Partner in a joint venture	
6.	Value in specified currencies at completion, or at date of award for current contracts,	
	* Total Contract Amount: _____ (Rs. Million)	
	* Sub-Contract Amount (if the role was sub contractor): _____ (Rs. Million)	
	* Responsible Contract Amount (if the role was partner in a joint venture): _____ (Rs. Million) _____ (percentage of share)%	
7.	Rs. Million	
8.	Date of award:	
9.	Date of completion:	
	Expected date of Completion: _____ Actual date of completion: _____ (Please attach related evidence)	
10.	Contract / subcontract duration (years and months):	
	_____ years _____ months	
11.	Nature of contract (Build-Own-Operate-Transfer / Build-Operate-Transfer / Other) please specify: _____	
	(Please attach related evidence)	

12.	Specified requirements ¹
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9.3 Annexure-3:

Candidate Profile

Name of Applicant or partner of a joint venture:
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Position:	Candidate: Prime Alternate	
<i>Candidate information</i>	1. Name of candidate:	2. Date of birth:
	3.a. Professional qualifications (please attach copies of degrees / certificates): _____	
	3.b. Professional certifications (please attach copies of degrees / certificates): _____	
<i>Present employment</i>	4. Name of Employer:	
	Address of Employer:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	Telex:
	Job title of candidate:	Years with present Employer:

<i>Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.</i>

¹ The Applicant should insert any specific contractual criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete.

From	To	Company / Project / Position / Relevant technical and management experience

9.4 Annexure-4:

Equipment Capabilities

Name of Applicant or partner of a joint venture:

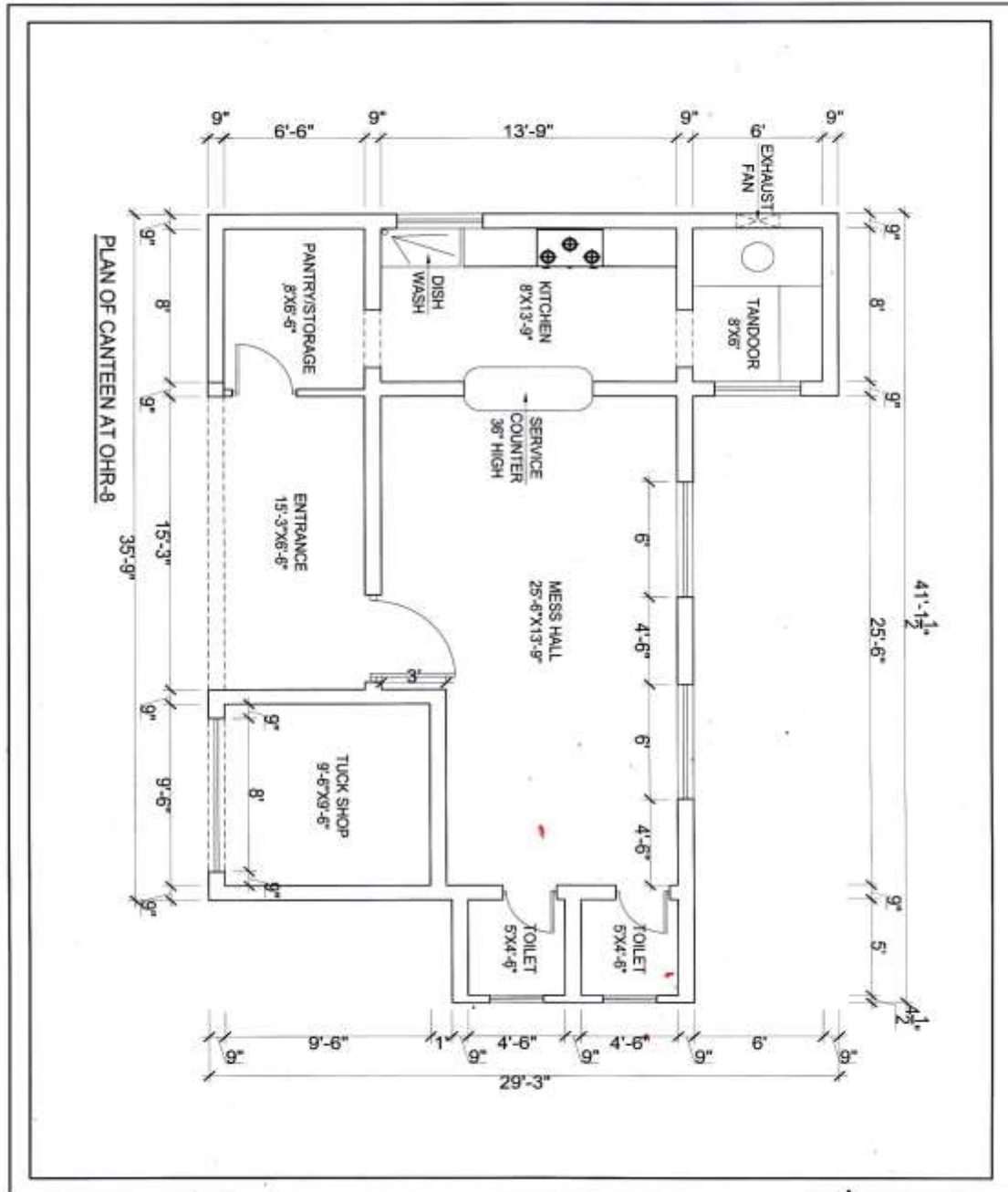
The Applicant shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for each and all items of equipment required to perform the works.

Item of equipment:

<i>Equipment information</i>	1. Name of manufacturer:	2. Model and power rating:
	3. Capacity:	4. Year of manufacture:
<i>Current status</i>	5. Current location:	
	6. Details of current commitments:	
<i>Source</i>	7. Indicate source of the equipment: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

9.4 Annexure-5:

Floor Map of Canteen



9.6 Annexure-6:

Designated Locations of Canteens

High resolution map can be downloaded from <http://www.sie.com.pk/downloads>.