

DHA KARACHI

REGISTRATION OF CONSTRUCTORS

November 2016



Pakistan Defence Officers Housing Authority

2/B, East Street, Phase-I, DHA, Karachi-75500 (Pakistan)

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- Constructors are requested to submit their credentials as per sample application at Annex “A” alongwith data forms A1 to A7 of Section – III.

IMPORTANT

- Please Do not attach Company Profile/Brochures. Only relevant informations as per forms attached is required.

SECTION I

1. Introduction

1.1 Defence Housing Authority Karachi plans to under take Civil, Electrical, Mechanical and Maintenance works for its development projects. In order to harmonize its procedures with Pakistan Engineering Council (PEC) guide lines DHA invites constructors to apply for registration for the intended works for the Financial Years 2016 – 2017 on biennial basis. All categories of PEC registered firms are eligible to apply. Application forms and detail instructions can be obtained from the office of Director Design & Contract DHA on making payment of Rs 500 in the form of Pay Order in favor of Defense Housing Authority Karachi.

1.2. Constructors already registered with DHA should submit their fresh credentials as mentioned in the application form. Non submittal of fresh documents will render disqualification.

1.3. Source of Funds

The Source of funds shall be Defence Housing Authority on self-finance basis.

1.4. Sections of the Registration Document

The Registration Document consists of following sections as indicated below.

- Section I. Instructions to Applicants (ITA)
- Section II. Qualification Criteria (QLC)
- Section III Application Forms (APF)

2. Instructions to Applicants (ITA)

2.1 **Eligible Applicants.** An Applicant registered with PEC shall be a private or government-owned legal entity, Government-owned enterprises in the Employer's country shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law.

2.2 An applicant shall have been registered with **Pakistan Engineering Council (PEC)** in the relevant field of activity in which the applicant is applying and shall have a valid registration certificate in the relevant category as mentioned in the ITA and QLC.

3. Conflict of Interest.

The Applicant 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 prequalification 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.

4. An Applicant shall submit only one application, all information will be given on the Registration Documents

5. Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

6. The 'Invitation for Registration' issued by the Employer is not part of the Registration Document.
7. The Employer accepts no responsibility for the completeness of the Registration Document and its addenda unless they were obtained directly from the Employer.
8. The Applicant is expected to examine all instructions, forms, and terms in the Registration Document and to furnish all information or documentation required by the Registration Document.
9. **Cost of Applications.** The Applicant shall bear all costs associated with the preparation and submission of its application, and the Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.
10. **Language of Application.** The application, as well as all correspondence and documents relating to the Registration exchanged by the Applicant and the Employer, shall be written in the English language. Supporting documents and printed literature that are part of the application shall also be in English language.
11. **Documents Comprising the Application.** The Application shall comprise the following:
 - a. Application Submission Sheet.
 - b. Documentary evidence establishing the Applicant's eligibility to prequalify,
 - c. Documentary evidence establishing the Applicant's qualifications.
 - d. Any other document required as specified in the ITA.
12. **Application Submission Sheet.** The Applicant shall prepare an Application Submission Sheet using the form furnished in Section III, Application Forms. This form must be completed without any alteration to its format.
13. **Documents Establishing the Eligibility of the Applicant.** To establish its eligibility in accordance with ITA Clause 21, the Applicant shall complete the eligibility declarations in the Application Submission Sheet as included in Section III, Application Forms. Copy of valid PEC Registration certificate to be attached.
14. **Documents Establishing the Qualifications of the Applicant.** To establish its qualifications to perform the contract in accordance with Section III, Qualification Criteria, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section III, Application Forms.
15. **Signing of the Application and Number of Copies**

The Applicant shall prepare one original of the documents comprising the application should be clearly marked as "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

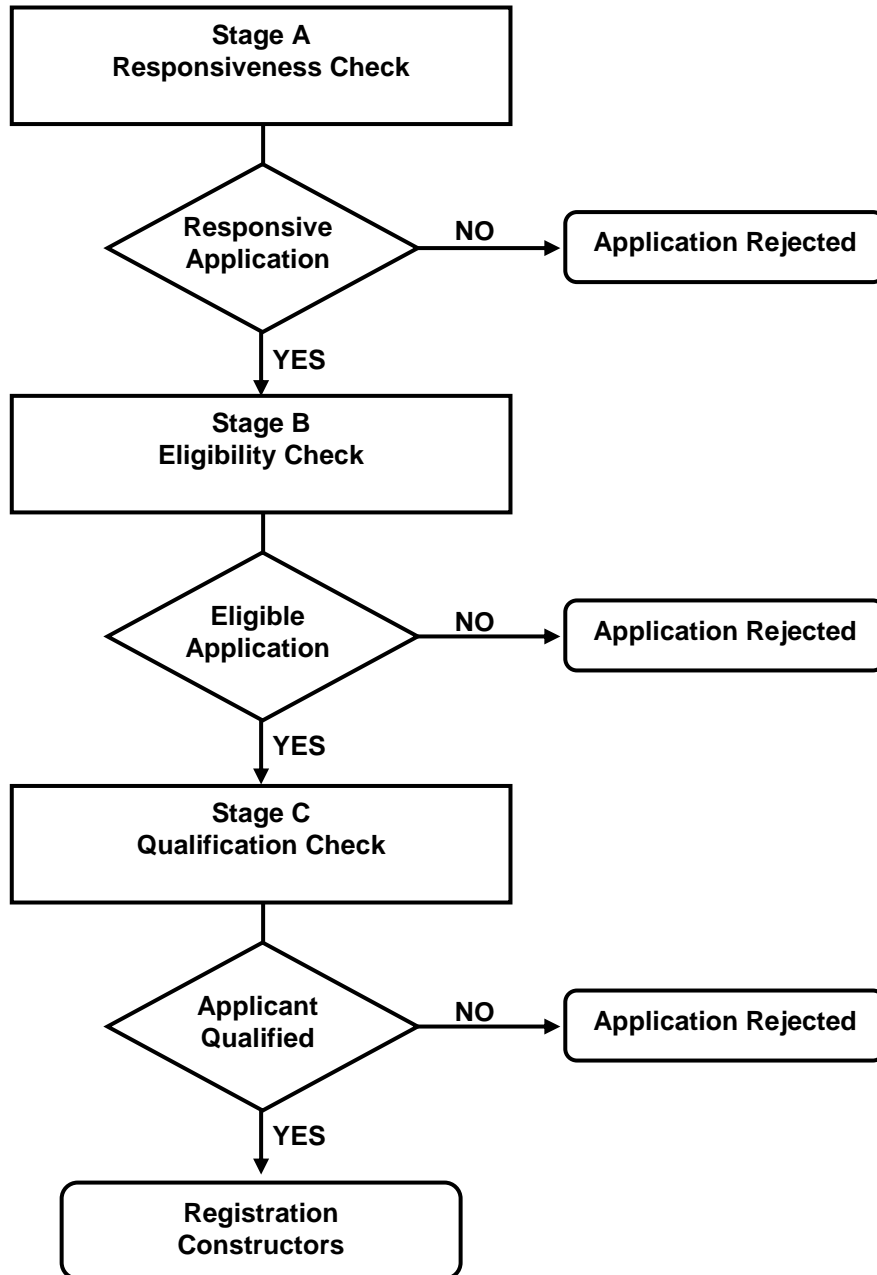
16. The Application shall be addressed to the Employer, on the following address:

**Director
Design & Contract Dte
Defence Housing Authority
2/B, East Street, Phase-I, DHA, Karachi-75500
Tel: (+92-21) 99266866, Fax: (+92-21) 35886406**

SECTION II

17. Registration Criteria & Process

Registration of the applications shall be done based on the Qualification Criteria (QLC) This Section contains all the criteria that the Employer shall use to evaluate the applications and register the applicants. The detailed Procedure adopted is shown as following:-



18. As can be seen from the process chart, the whole process is divided into 3 main stages:

- . • **Stage A: Responsiveness Check**
- . • **Stage B: Eligibility Check**
- . • **Stage C: Qualification Check**

Each of these 3 stages is explained in detail as below.

Stage A: Responsiveness Check

The applications submitted shall first be examined to check whether the Applicant Contractor had submitted all the documents and information required by the bidding documents. The areas covered by the examination for Registration included the following:

- i) Documents required for establishing the Eligibility of applicants; and
- ii) Documents required assessing the Qualification of applicants.

Applications were considered substantially responsive if 100% of documents required for eligibility & 75% or more of qualification documents were submitted.

The applications found out to be substantially responsive as per the defined criteria shall be assessed in the Stage B (Eligibility) & Stage C (Qualification) of the registration process.

Stage B: Eligibility Check

During this stage, the Eligibility of each contractor shall be checked against the following three criteria:

- Valid Registration with PEC (Present Year)
- Conflict of Interest

Stage C: Qualification Check

After the stage B (eligibility), the Qualification of each applicant shall be determined against the qualification criteria. A detailed Point system shall be used to quantify the performance of each applicant against the defined Qualification Criteria (QLC) of the document as per following details:

19. Qualification Criteria

19.1 General

Registration will be based on the criteria given in succeeding paras regarding the Applicant's Year of Estb, Financial Soundness, PEC Registration, Litigation History, Experience Record, Personnel Capabilities and Equipment Capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract.

Sr. No.	Item	Max Points	Points Obtained	Detail
1	Year of Estb	10		Clause 19.2
2	Litigation History	5		Clause 19.3
3	Licence of PEC	5		Clause 19.4
4	Financial Position	15		Clause 19.5
6	General Experience	40		Clause 19.6
7	Personnel Capabilities	15		Clause 19.7
8	Equipment Capabilities	10		Clause 19.8
	Total:	100		

Note: Registration status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score.

The further detailed criteria for each category may be developed as given under each head as follows:

19.2 Years of Establishment

S. No	Description	Points Obtained
a.	-If no of Years of since Estb \geq 15 Years, max points = 10 - If less than 15, Points = $YE/15*10$ - YE is actual no of calendar years since establishment till Dec 2015	
b	Note: YE will be verified from documents (first registration with an engineering regulatory).	

19.3 Litigation History

S No	Description	Points Obtained
	Litigation against any project/client If No = 4 Points If Yes = 0 Points	

19.4 Registration with PEC

S No	Description	Points Obtained
a.	If Yes then 5 if no then 0	

19.5 Financial Position

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

Sr.No.	Description	Maximum Points	Points Obtained
a.	Available Bank Credit Line	3	
b.	Working Capital in last 3 years.	10	
c.	Registration with Income Tax Department	2	
	Sub-total:	15	
	Above information will be verified from annual report by a certified CA audit firm.		

19.6 General Experience

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

Sr.No.	Description	Maximum Points
a.	Projects completed over last 5 years.	30
b.	Projects in hand.	10
	Sub-total:	40

a. Project Completed Last 5 Years

S. No	Description	Points Obtained
a.	- If Project Cost \geq 100(Rs million), max points = 30 - If less then, Points = $PC/100*30$ - PC is actual value of projects completed till Dec 2015.	
b	Note: PC will be verified from work orders and completion certificates issued in favour of the firm.	

b. Projects in Hand

S. No	Description	Points Obtained
a.	- If Projects in Hand \geq 50 Rs million, max points = 10 - If less, then Points = $PH/50*10$ - PH is actual value of projects in hand	
b	Note: PH will be verified from work orders/acceptance letters issued in favour of the firm.	

19.7 Personnel Capabilities

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Points Obtained
a.	Maximum points - 9 -1x B.E engineer experience \Rightarrow 10 years = 3 points -1x B.E engineer experience < 10 years = 2 points -1x B.E engineer experience \leq 5 years = 1 point	
b.	Maximum points - 6 -1x DAE engineer experience \Rightarrow 10 years = 2 points -1x DAE engineer experience < 10 years = 1 points -1x DAE engineer experience < 5 years = 0.5 point	
	Sub-total:	
	Note: Data will be verified from the documents certifying the employment of the above individuals.	

19.8 Equipment Capabilities

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the Project:

Sr.No.	Equipment Type and Characteristics	Maximum Points	Points Obtained
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	List relevant equipments		
	Sub-total:	10	

20. Evaluation Criteria

Applicants meeting the minimum requirements mentioned in Para 19.1 besides other factors shall be considered for registration. No compromise shall be made on minimum requirements of 50% score.

Conclusion

S No	Description of Marks	Recommended Category	Limit (Rs million)	Field of Specialization
1.	≥90	DHA-N	No limit	Field of Specialization will be allocated as per PEC License and experience of the company
2.	≥85	DHA-B	Up to 2000	
3.	≥80	DHA-1	Up to 1000	
4.	≥75	DHA-2	Up to 500	
5.	≥70	DHA-3	Up to 250	
6.	≥65	DHA-4	Up to 100	
7.	≥60	DHA-5	Up to 30	
8.	≥55	DHA-6	Up to 15	
9.	≥50	DHA-7	Up to 10	

21. Registration Categories & Specialization of Pakistani Constructors / Operators

Constructors will be allocated field of specialization as per PEC License and their experience:-

Code	Specialization	Code	Specialization
CE01	Road and Pavements Drainage & Retaining Structure Significant Installation	ME03	Lifts and Escalators Compressor Generators
CE02	Bridge Structures Piling	ME04	Building Automation System
CE03	Marine Structures Dredging Underwater Works	ME05	Workshop, Mill, Quarry System
CE04	Dams/Water Retaining Structures Irrigation & Flood Control Systems	ME06	Specialized Fabrication and Treatment Medical Equipment Kitchen and Laundry Equipment Heat Recovery System Pollution Control System Miscellaneous Mechanical Equipment Chiller for Power Generation Specialized Plant
CE05	Offshore Works	EE01	Sound System
CE06	Tunneling and Underpinning	EE02	Security, Safety Surveillance System
CE07	Railway Tracks	EE03	Building Automation System and Energy Generation System
CE08	Oil and Gas Pipe Lines	EE04	Low Voltage Installation
CE09	Sewerage Works Water Supply	EE05	High Voltage Installation
CE10	General Civil Engineering Works Concrete Repairs Soil Investigation and Stabilization Landscape & Horticulture Reclamation Works General Buildings and Maintenance Water Proofing	EE06	Specialized Lighting System
BC01	Prefabricated Buildings, Steel Framed Buildings and Industrial Plants	EE07	Telecommunication Installation
BC02	Restoration and Conservation	EE08	External Telecommunication Works
BC03	High Rise Buildings	EE09	IT & Software Engg
ME01	Heating, Ventilation, Air Conditioning	EE10	Miscellaneous Specialized
ME02	Fire Prevention and Protection System		Any other Works

SECTION III

- Constructors are requested to submit their credentials as per sample application at Annex “A” alongwith data forms A1 to A7 of Section–III.
- All pages of Section – III are to be signed by the constructor and bear office stamp of the firm.
- Following documents are to be attached in addition to the application forms of Section - III:-
 - Photocopy of NIC of the Director.
 - 2 x Photographs of the Director.
 - Name of the Person permitted to deal with Engineering Branch.
 - Certificate of Proprietorship (in case you are proprietor of the firm) on stamp paper.
 - Partnership Deed (in case the firm is on partnership basis).
 - Registration with Pakistan Engineering Council (photo copy both sides).
- Any information found to be incorrect or can not be proved through documentary evidence will render disqualification.
- Please do not submit company’s Brochure, only fill the Registration Form and attach relevant data.

Letter of Application

[Letterhead paper of the Applicant, including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date:.....

To:

.....
[Name and address of the Employer]

Sir,

1. Being duly authorized to represent and act on behalf of..... (Hereinafter “the Applicant”), and having reviewed and fully understood all the Registration information provided, the undersigned hereby apply for Registration in DHA:
2. Attached to this letter are copies of original documents defining1:
 - (a) The Applicant's legal status;
 - (b) The principal place of business; and
 - (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).
3. Your 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.

4. Your Agency and its authorized representatives may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:

- (a) Information will be subject to verification of all submitted for Registration.
- (b) Your Agency reserves the right to:
 - (i) reject or accept any application, cancel the Registration process, and reject applications; and
- (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
- (d) Your Agency shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under Para 5(b) here above.

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.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

Signature of Constructor

Office Stamp

General Information

All individual firms applying for Registration are requested to complete the information in this form. Nationality information is also to be provided for foreign owners as required under the PEC Bye-Laws.

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Email
5.	Place of Incorporation/Registration	Year of incorporation/registration

NATIONALITY OF OWNERS		
	NAME	NATIONALITY
1.		
2.		
3.		
4.		
5.		

Signature of Constructor

Office Stamp

Litigation History

Name of Applicant

Applicants, should provide information on any history of litigation or arbitration resulting from contracts executed in the last four years or currently under execution. A separate sheet should be used for each partner.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Pak Rs. or equivalent)

Signature of Constructor

Office Stamp

Licence of PEC

Name of Applicant

Applicants, should possess the relevant documents concerning registration with PEC and furnish the relevant details in the following format.

Licence No	Category	Field of Specialization	Validity

Signature of Constructor

Office Stamp

Application Form A-4

Financial Position

Name of Applicant

Applicants should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Applicant must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of banker:		
	Address of banker:		
	Telephone:	Contact name and title:	
	Fax:	E-mail:	

Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous four years, based upon known commitments, projected assets and liabilities in pack Rupees equivalent for the next two years.

Financial information in Pak Rs. or equivalent	Actual: previous four year			
	1	2	3	Remarks
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

Signature of Constructor

Office Stamp

Experience Record

Name of Applicant:

To register, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: Instructions to Applicants”.

On a separate page, using the following formats of Application, each applicant is required to list all contracts of a value equivalent to Pak Rs.-(User/Employer to provide the amount) million, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last 7 years. The information is to be summarized, using following Application Forms, for each contract completed or under execution by the Applicant.

Experience will be supported by attaching copy of acceptance letter / work order of the project alongwith completion certificate.

Completed Projects**List of projects of executed during last 5 Years**

(photocopy of Award Letters and Completion Certificates are required)

Nature of Work / Location	Total Value of Work(Rs)	Contract Period		Actual/Scheduled Completion Date (prove certificate from the Employer)	Remarks
		Start	Completion		

 Signature of Constructor

 Office Stamp

Record of in hand Projects

List of projects in hand

(photocopy of Award Letters and Work Orders are required)

Nature of Work / Location	Total Value of Work	Contract Period		Scheduled Completion Date	Remarks
		Start	Scheduled Completion		

Signature of Constructor

Office Stamp

PERSONNEL Capabilities

Name, qualification and practical experience of key personnel (in the field of administration, finance and project management) employed by the Firm. Provide atleast one documentary proof of the individual which should certifiy the present employment with your firm:

Individual's Name	Qualification	Present Position	Years of Construction Experience	Years with Firm	Magnitude and Type of Work executed	PEC Reg No

Signature of Constructor

Office Stamp

Equipment Capabilities

List of Principal/Major Items of Plant and Equipment. Attached proof of ownership.

S. No	Description	Year	Model	Capacity	Condition

Signature of Constructor

Office Stamp