**Government of Pakistan**

**Ministry of Energy**

**(Petroleum Division)**

**Geological Survey of Pakistan, Lahore**



Pre-Qualification Document

of

**REPAIR OF OFFICE FURNITURE**

**2023-2024**

**Senior Chemist/Chairman Purchase Committee**

**Geological Survey of Pakistan**

**Trade Centre, Johar Town Phase-II,Lahore**

**Tel: 92-42-99232931, Fax: 92-42-99232940**

 **www.gsp.gov.pk**

**TABLE OF CONTENT**

Table of Contents

[REDRESSAL OF GRIEVANCES 1](#_Toc125448462)

[Notice For Pre-Qualification 3](#_Toc125448463)

[1 Introduction: 4](#_Toc125448464)

[1.1 Instructions to Applicants: 4](#_Toc125448465)

[1.2 Submission Of Applications for Pre-Qualification (Annexure – A): 4](#_Toc125448466)

[2 Evaluation Criteria for Pre-Qualification 6](#_Toc125448467)

[2.1 Relevant Experience 6](#_Toc125448468)

[2.2 Capabilities With Respect to Facilities 6](#_Toc125448469)

[2.3 Financial Position 7](#_Toc125448470)

[2.4 Others Factors / Requirement 7](#_Toc125448471)

[3 TERMS AND CONDITIONS 8](#_Toc125448472)

[4 List of Documentary Evidence Required from the Applicants. 9](#_Toc125448473)

[ANNEXURES 10](#_Toc125448474)

[Annexure-A 11](#_Toc125448475)

[Letter of Application 11](#_Toc125448476)

[Annexure-B 13](#_Toc125448477)

[Application Form for General Information 13](#_Toc125448478)

[Annexure – C 14](#_Toc125448479)

[Application Form for details of Relevant Experience 14](#_Toc125448480)

[Annexure – D 15](#_Toc125448481)

[Application Form Experience Details of Completed Contracts of Similar Nature (Past Performance) 15](#_Toc125448482)

[Annexure – E 16](#_Toc125448483)

[Application Form for Capabilities with Respect to Facilities 16](#_Toc125448484)

[Annexure – F 17](#_Toc125448485)

[Application Form for Financial Capability 17](#_Toc125448486)

[Annexure – G 18](#_Toc125448487)

[Undertaking for Correctness of Information and Non-Blacklisting 18](#_Toc125448488)

[Annexure – H 19](#_Toc125448489)

[Power of Attorney (For signatory of Application) 19](#_Toc125448490)

# REDRESSAL OF GRIEVANCES

 The following committee has been constituted by Director for redressal and arbitration to redress complaints of applicants.

|  |  |  |
| --- | --- | --- |
| **Designation** | **Name** | **Address** |
| Chairman | Mr. Muhammad Nadeem Anjum, Director | GSP, Johar Town, Lahore.Ph:042-99232940. |
| Member | Mr. Hammad Shaukat, Deputy Director | GSP, JoharTown, Lahore.Ph:042-99232940. |
| Member | Mrs. Rabia Akram Bajwa, Chemist | GSP, Johar Town, Lahore.Ph:042-99232940. |

Any applicant feeling aggrieved by any act of the procuring agency after the submission of his pre-qualification documents may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the pre- qualification results.

 The committee will investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

 Government of Pakistan

Ministry of Energy, Petroleum Division

Geological Survey of Pakistan, Lahore

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**Notice for Pre-Qualification**

1. Geological survey of Pakistan an attached department of Ministry of Energy, (Petroleum Division), invites pre-qualification of firms to carry out**“Repair of Office Furniture”**from the GST, Income Tax registered firms who are on the active taxpayer list of the Federal Board of Revenue.
2. The pre-qualification documents can be obtained from the office of the **Senior Chemist/Chairman Purchase Committee, Geological Survey of Pakistan, Trade Center near Expo Center, M.A. Johar Town, Lahore; or** also available on PPRA and GSP website www.ppra.org.pk and www.gsp.gov.pk respectively
3. The proposals prepared in accordance with the instruction in the pre-qualification documents, must reach at office of the **Senior Chemist/Chairman Purchase Committee** on or before 18th March, 2024 at 11:00 Hrs. It will be opened on the same day at 11:30 Hrs. This advertisement is also available on PPRA and GSP website www.ppra.org.pk and www.gsp.gov.pk respectively.

**ASIF HANIF**

**Senior Chemist/Chairman Purchase Committee**

**Geological Survey of Pakistan,**

**Trade Center near Expo Center, M.A. Johar Town, Lahore.**

**Tel: 042-99232931**

**GEOLOGICAL SURVEY OF PAKISTAN**

**DIVISIONAL OFFICE, LAHORE**

# Introduction

 Geological Survey of Pakistan invites sealed pre-qualification proposals/ applications from the firms on F.O.R Lahore basis, under the PPRA Rule15 &16 of 2004 for pre-qualification. Only the pre-qualified bidders will be invited for further repair and procurement proceeding. The overall procurement procedure will be governed by PPRA rules/regulations/SRO’s and instructions including the following terms and conditions:

## Instructions to Applicants

1. Pre-qualification will be based on the criteria given in succeeding paras and as demonstrated by the Applicant’s responses in the forms attached to this letter.
2. The Evaluation Criteria shall result in fail/pass (qualified/not qualified) on the basis of minimum prescribed requirements. The `pass’ (qualified) Applicants shall be allowed to participate in the further repair and procurement proceedings.
3. The firm should not be black listed from PPRA. Application(s) of Black listed firms /companies will not be entertained.

## Submission of Applications for Pre-Qualification (Annexure – A)

1. Applications for pre-qualification must be received in sealed envelopes and to be delivered at address: **Senior Chemist/Chairman Purchase Committee, Trade Centre, Johar Town Phase-II Lahore.**
2. The name and mailing address of the Applicant shall be clearly marked on the left-hand corner of the envelope.
3. The applications on prescribed format (attached Annexures) should be prepared in English language. Information in any other language shall be accomplished by its translation in English.
4. The Applicants must respond to all questions and provide complete information as advised in this document. Any incomplete or lapses to provide essential information may result in dis-qualification of the Applicant.
5. Any query regarding this Prequalification Document may be addressed in writing to office of the Senior Chemist/Chairman Purchase Committee, Trade Centre Johar Town, Phase-II Lahore.
6. The pre-qualification applications will be opened publicly at ConferenceRoom, Geological Survey of Pakistan, Trade Centre, Johar Town Phase II, Lahore on the day Monday, 18thMarch, 2024at 1130 AM PST.

# Evaluation Criteria for Pre-Qualification

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description** | **Score** |
| 1 | Relevant Experience | 20 |
| 2 | Capabilities | 30 |
| 3 | Financial Position | 50 |
|  | **Total** | **100** |

The further detailed criteria for each category are as follows:

## Relevant Experience and Past Performance

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

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description** | **Maximum****Marks** |
| **1** | **Relevant Experience**(Mention years of experience) |  |
| * Repair of Furniture (2 Mark for each year, Full Marks for 5 or more years)
 | **10** |
| * Poshish of Furniture(2 Marks for each year, Full Marks for 5 or more years)

(Annexure-C) | **10** |
|  | **Sub-Total:** | **20** |

## Capabilities

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

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Description** | **Maximum Marks** |
| **2** | **List of Available Facilities*** **Repair of Furniture**
* **Polish of Furniture**
* **Poshish of Furniture**

(Annexure-E) | **10****10****10** |
|  | **Sub-Total:** | **30** |

## Financial Position

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

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Description** | **Maximum Marks** |
| 1 | FBR NTN Registration Certificate | 10 |
| 2 | Tax returns for previous Three (03) years.(10 marks for each year) | 30 |
| 3 | Bank Statement/ Financial Statement (in original) showing financial strength/ turnover for last financial year.For Bank Statement of 0.5 million Turnover = 5 MarksFor Bank Statement of 1 million Turnover = 10 Marks(**Annexure – F**) | 10 |
|  | **Sub-Total**  | **50** |

**Note:** Applicants meeting the minimum requirements mentioned in Para 4 (evaluation criteria) besides other factors shall be considered for pre-qualification. No compromise shall be made on minimum requirements of 60% Marks over all, to qualifying pre-qualification.

## Others Factors / Requirement

1. Firms having Income Tax and General Sales Tax Registration with ACTIVE status on Active Taxpayers’ List (ATL) of Federal Board of Revenue (FBR).
2. Submit the undertaking on legally valid and attested stamp paper stating that the firm/company is not blacklisted by Pakistan Public Procurement Regularity Authority (PPRA). (Annexure – F)
3. The Firms should have their own complete setup i.e., Furniture Repair, Polish of Furniture and Poshish of Furniture in Lahore.
4. The pre-qualification will be valid for current financial year from the date of its announcement of prequalification result.
5. All requirements of Application Forms (See Annexures A-H).
6. Only firms that have been prequalified under this procedure shall be invited for further procurement proceeding.

# TERMS AND CONDITIONS

1. Firms on the panel will be bound to carry out the requisite work on immediate basis when furniture is referred to it even in odd hours/days.
2. While submitting rates, the firms should clearly show whether GST is excluded or included in the offer rates.
3. Confidentiality of all correspondence matters must be ensured.
4. Tender purchase committee will conduct physical visit of pre-qualified firms to confirm the facilities/capabilities in accordance with the information provided. If any discrepancy found would result in the disqualification of the firm.
5. The pre-qualified bidders, if finally selected in technical and financial evaluation process, will be required to deliver all the repaired furniture, within one (01) month excluding grace period of fifteen (15) days only, from the date of supply/repair of order.
6. A pre-qualified firm will submit only one bid. If a firm submits more than one bid, all bids will be rejected.
7. The GSP reserves the right to reject or accept any application on the basis of evaluation and cancel the prequalification process and reject all applications by giving reason.
8. I/We have read and agreed with the above-mentioned terms and conditions.

Name of Bidder/Firm/Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature with date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# List of Documentary Evidence Required from the Applicants.

|  |  |
| --- | --- |
| **S. No.** | **Documents Required** |
| 1 | Copy of NTN and GST Certificates showing the status of active tax payer of Federal Board of Revenue **(FBR)**. |
| 2 | Affidavit on legal and attested stamp paper worth Rs. 100 in the name of firm with statement that the firm/company is not blacklisted by Pakistan Public Procurement Regularity Authority (PPRA). |
| 3 | Complete Office Address, Phone No, Fax, email and copy of Registration of Property or Lease/Rental Agreement in case of hiring. |
| 4 | Copy of previous awarded showing the name of procuring department, date of contract and total amount of contract. |
| 5 | Bank Statement / Financial Statement in original showing the Financial Assets / Position. |
| 6 | A certificate on letter head of firm signed by its CEO with his stamp showing his name, designation and CNIC number, for proof of firm/ company management position and its working structure and capabilities. (Annexure – G) |
| 7 | All requirements of Application Forms as per format provided in Annexure **(Annexure A-H).** |

# ANNEXURES

## Annexure-A

### Letter of Application

*Letterhead paper of the Applicant including full postal address, telephone no., fax no., website (if any) and e-mail address etc.*

Date: ...............................

To: **Senior Chemist/Chairman Purchase Committee, Geological Survey of Pakistan, Trade Centre Johar Town, Phase II Lahore.**

DearSir,

1. Being duly authorized to represent and act on behalf of
................................... (Hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information and requirements provided, the undersigned hereby apply to be prequalified as a bidder for the contract.................................................. *[Name of theContract*]. Attachedtothis letter are copies of all the required documents.
2. GSP is 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.
3. GSP and its authorized representatives may contact the following persons for further information, if needed.

|  |  |
| --- | --- |
| **General and Managerial Inquiries** |  |
| Contact 1 | Telephone 1 |

|  |  |
| --- | --- |
| **Personnel Inquiries** |  |
| Contact 1 | Telephone 1 |

|  |  |
| --- | --- |
| **Technical Inquiries** |  |
| Contact 1 | Telephone 1 |

|  |  |
| --- | --- |
| **Financial Inquiries** |  |
| Contact 1 | Telephone 1 |

1. This application is made with the full understanding that:
2. bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
3. GSP reserves the right to reject or accept any application as per evaluation criteria, cancel the prequalification process, and reject applications; and
4. GSP shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 4 (b) here above.
5. GSP 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 4 (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: |
| Name: |
| For and on behalf of (name of Applicant) |

## Annexure-B

### Application Form for General Information

*All individual applicants applying for prequalification are requested to complete the*
*information in this form. Nationality information is also to be provided.*

|  |  |
| --- | --- |
| 1 | Name of Firm / Company |
| 2 | Head Office Address |
| 3 | Telephone | Contact Person: Name: Title: |
| 4 | Fax | Mobile No.& e-mail |
| 5 | Place of Incorporation/Registration | Year of incorporation/registration |

|  |
| --- |
| ***NATIONALITY OF OWNER(S)*** |
| Sr. No. | ***NAME*** | ***NATIONALITY*** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

## Annexure – C

### Application Form for details of Relevant Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Work Capability** | **Year(s) of Experience** | **Remarks** |
| 1 | Repair of Furniture  |  |  |
| 2 | Poshish of Furniture |  |  |

## **Annexure – E**

### Application Form for Capabilities

*Applicants should provide financial information to demonstrate that they meet the requirements*as *stated in the list of documentary evidence required by the applicants.*

**Details of Facilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Facilities Available** | **Availability (yes or no)** | **Remarks (If any)** |
| 1 | Repair of Furniture |  |  |
| 2 | Paintingof Furniture |  |  |
| 3 | Poshish of Furniture |  |  |

## **Annexure – F**

### Application Form for Financial Capability

*Applicants should provide financial information to demonstrate that they meet the requirements*as *stated in the list of documentary evidence required by the applicants.*

## Annexure – G

### Undertaking for Correctness of Information and Non-Blacklisting

(To be provided on the Rs. 100 Stamp Paper)

1. I, the undersigned, do hereby certify that all the statements made in this application and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by GSP at any time, if deemed necessary.
2. That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by GSP,if deemed necessary, to verify this statement regarding my (our) competence and general reputation.
3. That the undersigned understands and agrees that further qualifying information may be requested and I agree to furnish any such information at the request of GSP.
4. That the undersigned / Applicant is not insolvent and not blacklisted by PPRA.
5. The undersigned certify that my firm / company has not been declared ineligible / debarred by any of the Federal / Provincial Government or any other entity due to any reason whatsoever andis eligible to carry out the business in Pakistan for which this Application for Pre-qualification is being made.

Signed by an authorized representative

Name of the Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Annexure – H

[To be printed on a PKR 100 stamp paper]

### **Power of Attorney (For signatory of Application)**

**KNOW ALL MEN BY THESE PRESENTS THAT** by this Power of Attorney (**“Power of Attorney”**), [Insert *name firm/Company*] having its registered office at [--------------------------], does hereby nominate, appoint and authorize Mr. ……………….…………, having CNIC No…………………….………... hereinafter referred to as the **“Signatory ofApplication”**, to do in our name and on our behalf the following:

1. Sign and submit to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or its authorized nominee, the Prequalification Application for **“pre-qualification of auto workshops for repair of vehicles”**, in response to the advertisement dated [-------------] issued by GSP and all other documents and instruments required to submit the Prequalification Application.
2. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
3. To do and carry out all other actions as may be required by GSP in connection with the Prequalification process as a whole;
4. To immediately notify GSP in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
5. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Prequalification in response to the above referred Advertisement including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the GSP (including pre-bid conference meetings and pre-qualification opening meetings)and providing information/responses to the GSP in all matters in connection with our application.
6. We, *[Insert name of Firm/Company],* do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.
7. Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

**IN WITNESS WHEREOF**, we have executed this **POWER OF ATTORNEY**

as of [Date].

**FOR: [INSERT NAME OF APPLICANT]**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CNIC/Passport No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_