روزنامہ جنگ لاہور (14) 5 اکتوبر 2014ء

ADDENDUM

Expression of Interest (EOI) & Pre-Qualification

Provision of e-Stamping Solution for Board of Revenue, Government of the Punjab

Punjab Information Technology Board (PITB), Government of the Punjab, invited proposals for Expression of Interests & Pre-Qualification from valid registered, reputable, well-experienced and financially sound firms / companies, banks, financial consulting firms etc. for "Provision of e-Stamping Solution for Board of Revenue, Government of the Punjab" vide advertisement in dailies "Nawa-i-Waqt" 15th September, 2014 & "The News" dated 16th September, 2014.

2. The objective of this Expression of Interest & Pre-Qualification is to Assist PITB's Management for Provision of e-Stamping Solution for Board of Revenue, Government of the Punjab & to Pre-Qualify Firms / Companies for the RFP stage. Complete scope of services and requirements are given in the EOI & Pre-Qualification Document. The amended EOI & Pre-Qualification Document carrying all details is available at www.pitb.gov.pk and www.ppra.punjab.gov.pk.

3. A single package containing separate EOI & Pre-Qualification Proposals, duly completed, signed, stamped, sealed and in complete conformity with EOI & Pre-Qualification Document should be dropped, in the Tender Box No.1 placed at Reception of the PITB office, 11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road Lahore, no later than 1500 Hours, within 15-days of first publication of this addendum in National Newspapers or uploading of relevant EOI & Pre-Qualification Document on PITB & PPRA websites, whichever is later.

4. Income/Sales tax registration certificate and other documents as mentioned in EOI & Pre-Qualification Document must accompany the proposals.

Note: PITB management may reject all proposals at any time prior to the acceptance of a proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

IPL-12979

Joint Director (Development & Procurement)
Punjab Information Technology Board
11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Ph: (042) 35880062, Fax (042) 99232123
Web: www.pitb.gov.pk

EXPRESSION OF INTEREST &
PRE-QUALIFICATION DOCUMENT

FOR

Provision of e-Stamping Solution
for
Board of Revenue, Government of the Punjab

Punjab Information Technology Board (PITB)
11th Floor, Arfa Software Technology Park (ASTP),
346-B, Ferozepur Road, Lahore, Pakistan
Phone: (+ 92) (42) (35880062), Fax: (+92) (42) (99232123)
URL: www.pitb.gov.pk

Aabbreviations

Term	**Definition**
BOR	Board of Revenue
PITB	Punjab Information Technology Board
PMU	Project Management Unit
RTGS	Real Time Gross Settlement
VPN	Virtual Private Network

1. GENERAL

Board of Revenue, Government of the Punjab with the technical assistance of Punjab Information Technology Board (PITB) intends to invite EOI-Prequalification (EOI-PQ) proposals from interested applicant(s) for provision of e-stamping solution for collection of Stamp Duty throughout the province. All reputable, registered and established Companies/Firms, Financial Organizations, Banks etc. are invited to apply for the participation in EOI-PQ Process and submit proposals.

Accordingly, well-reputed and established interested parties/having requisite technical, financial and managerial capabilities are invited to participate in the EOI-PQ process for the above said Project through submission of their proposals.

2. PURPOSE OF THIS DOCUMENT

The purpose of this document is to have understanding of the available solution regarding e-stamping in the national / international market and to shortlist / prequalify eligible applicant(s) capable of design, supply, installation, implementation and commissioning of e-Stamping System. 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 automating the process of stamp duty collection and integration of proposed project components and resultant operations.

TERMS AND CONDITIONS OF THE PRE-QUALIFICATION

Definitions

In this document, unless there is anything repugnant in the subject or context:

I. Applicant means the party which, acting singly or on behalf of a Joint Venture, submits a proposal in response to this EOI-PQ Document.
IV. "Authorized Representative" means any representative appointed, from time to time, by the Applicant, Purchaser or Client.
V. "Purchaser" means the Punjab Information Technology Board (PITB), or any other entity for the time being or from time to time duly appointed in writing by the Government to act as Purchaser for the purpose.
VI. "Client" means the PMU e-Stamping, Board of Revenue Government of the Punjab.
VII. "Day" means calendar day.
VIII. "Employer" means Purchaser and/or Client.
IX. "EOI-PQ Document" means the Expression of Interest-Pre-qualification Document in consideration.
X. Joint Venture: A legal entity formed under the laws of Pakistan to submit a proposal and

participate in subsequent tendering processes in response to this EOI-PQ Document. The Joint Venture shall comprise more than one but not more than four companies: at least one of the constituent firms must be registered and operating in Pakistan and shall be referred to hereinafter as the Lead Partner of the Joint Venture.

XI. "Person" includes an individual, an association of persons, firm, company, corporation, institution and organization, etc.

XII. "Prescribed" means prescribed in the EOI-PQ Document.

Disclaimer

This EOI-PQ Document for “Provision of e-Stamping Solution for Board of Revenue, Government of the Punjab” (‘the Project’) contains brief information about the Project and qualification process for short listing and pre-qualification of applicants for RFP stage. The purpose of the Document is to provide the applicants with information to assist the formulation of their EOI-PQ proposal and to pre-qualify Interested Parties/ Contractors for the RFP Stage.

While all efforts have been made to ensure the accuracy of information contained in this EOI-PQ Document, this document may not contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and may prepare their proposals in the light of relevant experience and international best practices. Punjab Information Technology Board (PITB), PMU e-Stamping, BOR, Government of the Punjab, or any of its employees or advisors/consultants, shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EOI-PQ Document.

PITB reserves the right to change any or all conditions/ information set in this EOI-PQ Document by way of revision, deletion, updation or annulment through issuance of appropriate advertisement as the Client may deem fit in accordance with the PPRA Rules 2014. Participation in the EOI-PQ process does not qualify any applicant for the next stage of the procurement process.

PITB, BOR and any other Government Department will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the EOI-PQ proposal to be submitted in terms of this Document.

3. Project Background

Government of the Punjab collects revenues through provincial own sources. Collection of Stamp Duty is one of the revenue sources for the Government of the Punjab. Board of Revenue, Government of the Punjab is responsible for collection of the revenues through Stamp Duty.

There are two types of stamps: Judicial and Non-Judicial, used for collecting stamp duty under Stamp Act 1899. Judicial Stamps are used in relation to the administration of justice in courts and non-Judicial Stamps are used on documents related to the transfer of property, commercial agreements etc. The non-judicial stamp papers worth Rs. 1,000 or more are referred to as high-value Stamp papers. These Stamp papers are only issued by the Treasury offices of the district. Almost 95.89% of revenue under stamp duty is collected from these high value stamps.

The current system of issuance of high value non-judicial stamp papers begins with assignment of a number and head of account on form 32-A by treasury office and deposition of Stamp fee along with all taxes through Challan Form 32-A either in the State Bank or National Bank. The original Challan after due payment is handed over to treasury officials. Scroll / Payment Information is received by the Treasury Office in 24/48 hours. The buyer or his agent receives the stamp paper after two to three days from the treasury office.

Some of the major issues in the existing arrangement include security threat despite the security paper and serial number as verification in a manual system is nearly impossible due to large numbers and multiple contacts required with the treasury. The process is time consuming so people usually resort to the services of various middle men increasing the cost of transaction besides excess stamp duty payment due to denomination constraints. On the side of Board of Revenue there is a high Administration cost including printing, stocking, security, safekeeping, distribution and difficulties of accounting / reconciliation due to manual system.

4. BRIEF SCOPE OF WORK

The proposed system will be online and any person desirous of purchasing high value non-judicial stamp can access the system by a simple internet connection. The value of stamp duty will be calculated on the basis of data provided by the buyer (area of the land, location, covered area, commercial / residential etc.) and DC valuation tables built into the system. The names of the buyer, seller and the person through whom stamps are being purchased will be fed into the system along with their CNIC No.(s) which will be verified online from NADRA database in real time.

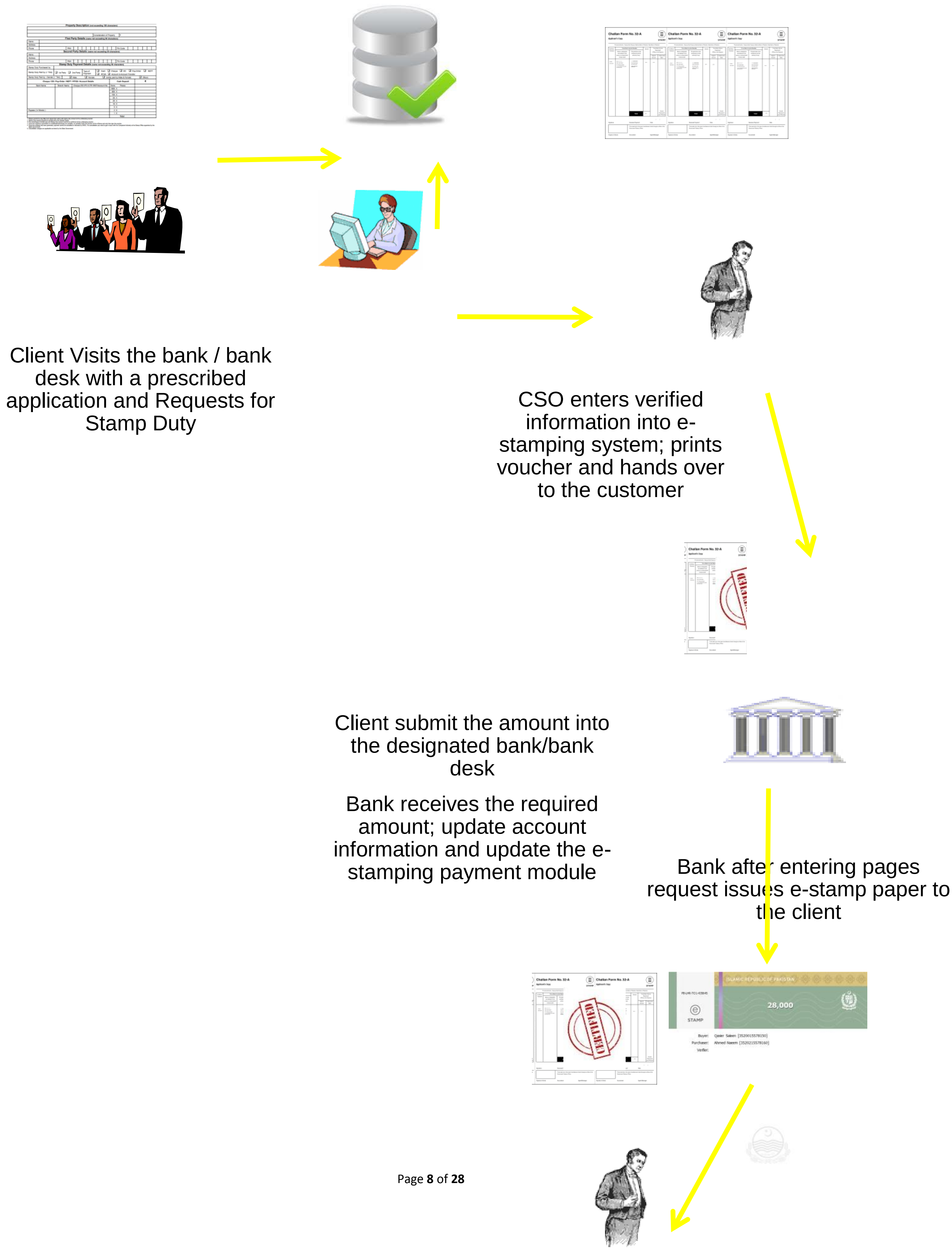
Challan form 32-A will be generated based on the above data and buyer of the stamp paper can go to the nearest branch of National Bank / Bank of Punjab or any other branch of schedule bank or at the dedicated Bank counters established in the offices of Sub-Registrars. This Challan form 32-A can be generated by the buyer himself or from the bank or sub-Registrar office. On payment of stamp duty the bank counter will print the stamp paper on especially designed legal size paper. This stamp paper will be submitted to the sub-Registrar / housing society / Authority / land developers, as the case may be. These authorities will be provided limited access to the database of e-Stamping where from they will be able to verify genuineness of e-Stamp paper, eliminating chances of usage of fake stamps. On utilization of the stamp paper these authorities will inform the system through a click of button, whereupon the same entry in the database will be crossed by red strike through line which will restrict reuse of same stamp paper.

If the competent authorities (Sub-Registrar, Housing Society etc.) feel on some material grounds that the Stamp Duty paid is on lower side they can ask for deposit of further amount on account of same transaction and the system will have the capacity to accept this additional amount and issue further stamp papers against same ID number. In case of dispute in the valuation the document will be dealt with under stamp law.

In order to facilitate the public, besides Stamp Duty, Capital Value Tax, Registration Fees and Mutation Fees will also be collected through same Challan.

The receiving Banks will ensure realization of receipts into account 1 of Provincial Government through Real Time Gross Settlement (RTGS) within 24 hours. The system will also provide the access to Finance Department (treasury / district account office) and Board of Revenue for maintaining accounts / reconciliation on real time basis.

Following flow diagrams explains above process to bring more clarity:-



The project is designed to enhance efficiency by re-engineering the business process, save extra expenditures and time being incurred upon printing of stamps and their transportation from Karachi and its storage. The main objectives of the proposed e-stamping system are:

- Facilitation of general public by minimizing their visits to Government offices and contact with Government Officials.
- prevent paper and process related fraudulent practices
- prevent leakage of government revenues
- store information in electronic form
- build a central database to make an ease of the verification process

Note:

The applicants are required to submit their expression of interest (EOI) and proposed their own solution based on the information presented in the preceding paragraphs and their experience and international best practices. The applicant may propose additional features to the solution based on the understanding and best practices. The applicant needs to specify implementation and operational methodology and computing requirements of the solution in all respects.

5. INSTRUCTIONS TO APPLICANTS

5.1 Submission of Proposal

Applications for EOI-PQ containing separate EOI & Pre-Qualification Proposals, one original and two (02) copies should be submitted in separately sealed envelopes to be delivered into the Tender Box No.1, placed at reception of Punjab Information Technology Board, no later than **1500 hours on 24th October, 2014**. The proposals shall be publicly opened in the Committee Room of Punjab Information Technology Board, 11th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, at 1600 hours on **24th October, 2014**. In case the last date of proposal submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the proposals shall be the next working day.

The proposals are to be prepared in English language. The applicants must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification of the applicant.

All documents submitted by the firms should preferably be delivered in one Packet/parcel for ease of handling and to avoid loss of documents. Any misleading statement(s) or information by any applicant will result into disqualification at any stage.

The Applicants can seek any clarification regarding the project, pre-qualification documents or evaluation criteria from the following:

Primary Contact

Sajid Latif
Director General (e-Governance)
Email: latif.sajid@pitb.gov.pk
11th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.
Ph: +92 42 35880062

Umar Mobeen Qureshi
Program Manager
Email: mobeen@pitb.gov.pk
11th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.
Ph: +92 42 35880062

Secondary Contact

Muhammad Waseem Bhatti
Joint Director (Development & Procurement)
Email: waseem@pitb.gov.pk
11th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.
Ph: +92 42 35880062

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 e-mail only. In the case of an urgent situation where the Primary Contact cannot be contacted, the Interested Parties may alternatively direct their enquiries through the Secondary Contact.

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

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

5.2 Joint Venture (JV)

5.2.1 Following are minimum qualification requirements of JV:

i. Local Firms are encouraged to form Joint Ventures with the appropriate foreign/international firms. In case of a proposal from a Joint Venture, a legally valid and registered Agreement Deed to that effect, signed by all the partners to the Joint Venture shall be submitted with the proposal.

ii. One partner of the participating Joint Venture shall be designated the Lead Partner. If awarded the contract, the Lead Partner would enter into legal agreement with the Client on behalf of the Joint Venture and would receive instructions and incur liabilities.

iii. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the agreed terms and conditions. In case of award of Contract, the Contract Agreement shall be signed by the Lead Partner. All the partners shall be jointly and severally liable for the execution of the project in accordance government rules and regulations.

5.2.2 The pre-qualification of a JV does not necessarily prequalify any of its partners individually.

5.3 Qualification Criteria

5.3.1 General

EOI-PQ will be based on all the criteria given in succeeding sections regarding the Applicant's financial soundness, experience, personnel and technical solution as indicated by the Applicant's responses in the forms given in this document.

5.3.2 Mandatory Basic Requirements

Only those applicants fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):

1. **Requirements to be Fulfilled by Lead Partner**

    i. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan

    ii. Valid Income Tax Registration

    iii. Valid General Sales Tax Registration (Status should be active with FBR)

iv. Submission of 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.

2. Requirements to be fulfilled by Other JV Partners (If any)

i. Certificate of Company/Firm Registration/Incorporation under applicable laws

ii. Valid Tax(es) Registration as applicable and relevant

iii. Submission of legal valid undertaking that the firm is not blacklisted by any government organization anywhere in the world (if applicable)

3. Requirements to be fulfilled by Applicant/ JV Partners

i. The Applicant must have relevant experience for implementation of the similar project(s). In case of a JV, this requirement may be fulfilled by any one of the JV partners.

5.3.3 Weightage /Marks

Distribution of Weightage/Marks shall be as under:

Sr. No.	Category	Weightage/Marks
1.	Experience	45
2.	Personnel Capabilities	15
3.	Financial Strength	15
4.	Applicant’s Proposed Solution with mandatory Presentation	25
	Total:	**100**

Note: *Prequalification status shall be determined on the Point scoring criteria. In order to qualify, the applicant must obtain overall* ***60 marks and at least 35% marks in each category as mentioned in the table above****.*

PROVISO: *Provided that if NONE or ONLY ONE (single) applicant obtains overall 60 marks, then the Purchaser SHALL decrease the Pass Mark limit to 50 marks. In other words, if TWO or more applicants obtain overall 60 marks, then the Pass Mark will NOT be decreased to 50 marks.*

If Pass Marks are decreased to 50 marks, then ALL applicants with scores greater than or equal to 50 marks shall be qualified.

Detailed Prequalification criteria is given below:

5.3.4 Experience

The applicant shall meet the following minimum criteria and the credit marks will be awarded on the basis of the qualifications listed below:

Sr. No.	Description	Maximum Points	Remarks
	General Work Experience		Marks will be assigned on the basis of valid documentary evidence
	The Applicant – and, in case of a JV, the Lead JV Partner – shall have experience as a prime contractor for implementation of at least three (03) ICT, BPR, Software Development on proven products pertaining to financial transactions and integration with the core banking system for real time gross settlement related projects (worth Rs 10 million or more each). 3.33 marks for each project.	10	
	Similar Work Experience		
	The Applicant – and, in case of a JV, any of the JV Partners – shall have experience as a prime contractor for Design, Implementation (supply, installation, testing, commissioning and training) and Maintenance & Support similar projects as mentioned above. Ten (10) marks for each project (2 marks for design, 6 marks for implementation and 2 marks for support and maintenance). The above marks will be awarded for a maximum of 03 projects.	30	
	The Applicant – and, in case of a JV, any of the JV Partners – shall have experience as a prime contractor for implementation proven financial product or build on core banking system product. 1 mark for each project.	05	
	Sub-total:	**45**	

5.3.5 Personnel Capabilities

The applicants must have in their employment suitably qualified personnel with relevant experience to fill the key management and specialist positions mentioned below. The applicant will supply information on nominated candidates for each relevant area/domain in accordance with the **relevant form** provided in this document.

Sr. No.	Domain	Marks	Remarks
1	Project Management	1	Proof of availability of the indicated personnel and their CVs to be attached
2	Real Time Financial Transaction Management	1	
3	Core Banking System - Implementation Experts	1	
4	Solution architecture (solution, network, hardware)	1	
5	Hardware/ Systems	1	
6	BPR Experts	1	
7	Revenue Specialist	1	
8	GIS Expert	1	
9	Training Specialist	1	
10	Trainer	1	
11	Technical Support Staff	5 (1-5=1 mark), (5-10=2 marks, 11-15=3 marks), 16-20 (4 marks), above 20=5 marks	

5.3.6 Financial Strength

a) The Applicant – and, in case of a JV, the Lead JV Partner – shall demonstrate general financial strength through a variety of means which may include liquid assets and or un-encumbered real assets. Furthermore, the Applicant – and, in case of a JV, the Lead JV Partner – is obliged to meet the mandatory requirement of submission of proof of availability of a line of credit of not less than Rs. 100 million in the form of a bank certificate issued by a scheduled bank operating in Pakistan.

b) The Applicant – and, in case of a JV, the Lead JV Partner – must submit audited financial statements/balance-sheets for the last three (03) years, supported by audit letters duly signed and stamped by authorized representative.

c) The Applicant – and, in case of a JV, the Lead JV Partner – is required to have verifiable average annual turnover of minimum of **Rs. 200 million** over the last three (03) years.

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

Sr. No.	Description	Maximum Marks	Remarks
i)	Available Bank Credit Line	3	No marks if bank credit line certificate is not attached. • Credit Line Rs. 100 Million = 1 • Credit Line available from Bank > Rs. 100 Million but ≤ 200 Million = 2 • Credit Line available from Bank > Rs. 300 Million = 3
ii)	Average Working Capital in last 3 years.	4	No marks if Audited reports/balance-sheets are not attached. • Working Capital Rs. 100 Million = 1 • Working Capital > Rs. 100 Million but ≤ 150 Million = 2 • Working Capital > Rs. 150 Million but ≤ 200 Million = 3 • Working Capital > Rs. 200 Million = 4
iii)	Average annual turnover of minimum Rs.200 million over the last three (03) years	8	No marks if Audited reports/ balance-Sheets are not attached • Average annual turnover ≥ 200 Million but ≤ 400 Million = 4 • Average annual turnover > 400 Million = 8 • No points for turnover less than Rs.200 million
	Sub-total:	**15**	

5.3.7 Proposed Solution

Sr. No.	Description	Maximum Points	Remarks
1	Applicant's proposed Solution	25	Marks will be awarded on the totality of solution on the basis of areas including but not limited to the following: • Based on industry standard and internationally recognized solution (10) • Fail-safe/ redundancy of the proposed solution (05) • Ease of interoperability with other financial and payment system (05) • Security of the solution (05)
	Sub-total:	**25**	

6. Other Factors

6.1 Only firms and JVs that have been prequalified under this procedure shall be invited to bid. A firm can apply for pre-qualification either individually or as part of only one JV. If a firm submits more than one EOI-PQ proposals, all proposals involving such firm (individually or as JV) shall be rejected and stands disqualified.

6.2 The Purchaser may reject all proposals at any time prior to the acceptance of a proposal. The Purchaser shall upon request, communicate to any Applicant, the grounds for its rejection of all proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Applicants. However, Applicants shall be promptly informed about the rejection of the proposals, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

6.3 The Applicant shall bear all costs / expenses associated with the preparation and submission of the Proposal(s) and the Employer shall in no case be responsible / liable for those costs / expenses.

Annex-A

Letter of Application

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no. 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 EOI-PQ information provided, the undersigned hereby applies to be pre-qualified for the Provision of e-Stamping Solution for Board of Revenue, Government of the Punjab:

2. Attached to this letter are copies of original documents defining:

   (a) The Applicant's legal status;

   (b) The principal place of business;

   (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);

2. The Client 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 proposal, 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 the Employer or its authorized representative to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.

4. The Employer 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
Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

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

(a) Proposals by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification.

Applicants who are not joint ventures should delete para 6 and initial the deletions.

6. We confirm that in the event that we bid, that bid as well as any resulting contract will be:

(a) entered into and signed by the same JV which is submitting this proposal.

(b) signed so as to legally bind all partners, jointly and severally to execute contract; and

(c) submitted with a Joint Venture agreement to bind all the partners to take liabilities in the event the contract is awarded to us.

7. The undersigned declare that the statements made and the information provided in the proposal are complete, true, and correct in every detail.

____

Signature of the Applicant

Application Form A-1

General Information

All individual firms and each partner of a Joint Venture applying for pre-qualification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures.

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

Application Form A-2

General Experience

Name of Applicant or Partner of a joint venture

All individual firms and all partners of a joint venture are requested to complete the information in this form.

JVs Lead Partner

Starting Month Year	Ending Month Year	Year	Contract Name, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Partner No. 2

Starting Month Year	Ending Month Year	Year	Contract Name, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Partner No. 3

Starting Month Year	Ending Month Year	Year	Contract Name, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Partner No. 4

Starting Month Year	Ending Month Year	Year	Contract Name, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Application Form A-3

Similar Experience

Name of Applicant or partner of a joint venture

On a separate page, using the format of Application Form A-4, each applicant or partner of a Joint Venture is required to list all contracts of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last three years. The information is to be summarized, using Application Form A-4, for each contract completed or under execution by the applicant or JV partners

Application Form A-4

Contracts of Similar Nature and Complexity

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1	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 prequalify --- ---
5	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency…………. ….Currency……………… Currency…………………
7	Value in Pak/Rs………………………………………………………
8	Date of Award…………………………………………………………

9	Date of Completion……………………………………………………………..
10	Contract Duration (Years and Months) __________Years __________Months
11	Specified Requirements -- -- -- ---

Application Form A-5

Personnel Capabilities

Name of Applicant

For specific positions essential to contract execution, Applicants should provide the names of candidates qualified to meet the specified requirements. The data on their experience should be supplied on separate sheets of CV's.

1	Title of Position
	Name of Prime Candidate

Application Form A-6

Financial Strength

Name of Applicant or Lead Partner of a Joint Venture

Applicants, including Lead Partner of a joint venture, should provide financial information to demonstrate that they meet the specified requirements. A copy of the audited reports/balance-sheets should be attached.

<table>
<tr><td rowspan="4">Bank</td><td colspan="2">Name of bank</td></tr>
<tr><td colspan="2">Address of bank</td></tr>
<tr><td>Telephone</td><td>Contact name and title</td></tr>
<tr><td>Fax</td><td>Telex</td></tr>
</table>

All individual firms and Lead Partner of JV are requested to provide information related to annual turnover.

Annual Turnover		
Year	**Turnover (in Pak Rupees)**	**Turnover in Millions.**
1.		
2.		
3.		

Summarize actual assets and liabilities in Pak Rupees for the previous three years, based upon known commitments, projected assets and liabilities in Pak Rupees.

Financial information in Pak Rs.	**Detail of Last three year**		
	1	**2**	**3**
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Firms owned by individuals, and partnerships, may submit their audit reports / balance sheets certified by a registered accountant.

Joint Venture Summary

Names of all Partners of a Joint Venture
1. Lead Partner
2. Partner
3. Partner
4. Partner