



ICMA
Pakistan

TERMS OF REFERENCES (TORs) TECHNICAL BID FORM

for Pre-qualification of
Investor for
Build Operate and Transfer
Faisalabad Campus

Name of Company /Firm : _____
/Individual : _____
Address : _____
Contact No. : _____
Advertisement Ref. : _____
Received by : _____
Issued on : _____
Issued by (Institute's Officer) : _____

For Issuance and Submission of EOI

Lt Col (R) Usamah Waheed, TI (M),
Director Administration & HR
Institute of Cost and Management Accountants of Pakistan
Head Office: ST-18/C, ICMAP Avenue, Block 6,
Gulshan-e-Iqbal, Karachi-75300.
Phone # 021-99243900, EXT: 222 / 128

Mr. Muhammad Hussain,
Director Lahore Center
Institute of Cost and Management Accountants of Pakistan
ICMAP Campus: 42-Ferozepure Road, Lahore
Phone # 042-111-042-262 / 042-99214691-93

URL: www.icmap.com.pk

General Instructions:

- 1) Acknowledgement of submission of tender documents must be sought in person or through email.
- 2) Deadline of submission of Technical Documents is July 17, 2017 before 10:30 a.m. and tender will be opened on the same day & date at 11:00 a.m.

Brief Introduction of the Bidding Organization

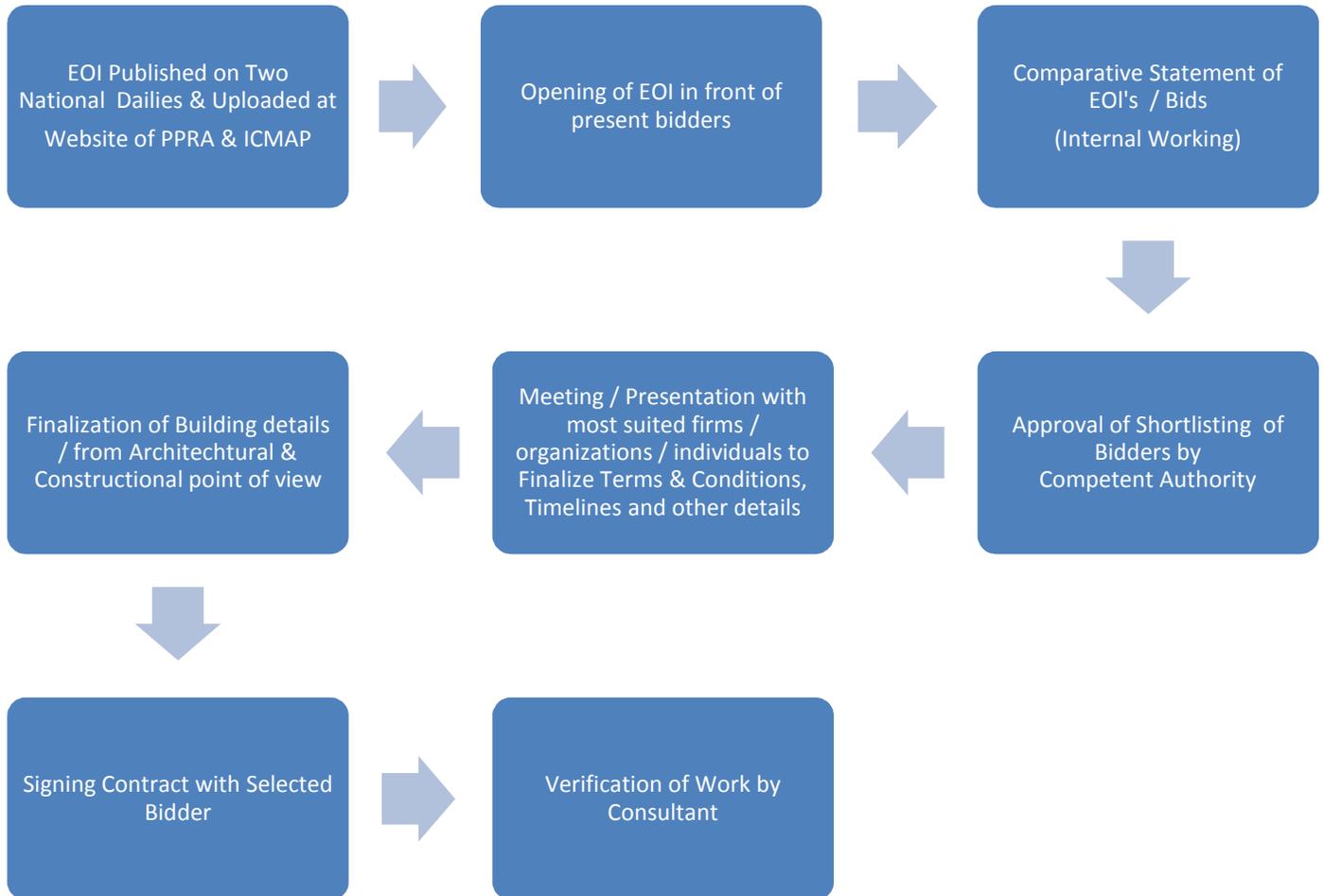
Sr.	Factors	Description
1	Name of the Company / Firm/Individual	:
2	Date of Establishment	:
3	Corporate Status (Proprietor / Partnership / Pvt. Ltd. / Ltd.)	:
4	Company Registration No.	:
5	N.T.N No.	:
6	G.S.T No.	:
7	Name of Owner / Proprietor / MD / CE	:
8	CNIC No.	:
9	Mailing Address (Registered and Operational Offices)	:
10	Contact / Cell No(s).	:
11	Fax No(s).	:
12	Email Address(es)	:
13	Bank Name & Account No. (for which statement is enclosed)	:

Company's Stamp	Signature

Table of Contents

Sr.	Description	Page
1	Brief Introduction of the Bidding Organization	2
4	Evaluation Flow & Process and Weightage	4
5	Technical Evaluation Documentation Requirement	5
6	Technical Evaluation Criteria	6
7	Technical Bid Form – Banks	7
8	Terms & Conditions	8
9	Financial Bid Form (For Later Use)	1 & 2

Evaluation & Flow of Process



Evaluation Weightage

- **Technical : 40%**
- **Financial : 60%**

Technical Evaluation Documents Required

Following documents are required and would be used for Technical Evaluation:

- (i) Covering Letter;
- (ii) Complete Profile / Introduction of Organization (including name of Chief Executive, Technical Head, Head of Finance and Head of HR);
- (iii) Financial Soundness Proof (Bank Statement for 5 years duly attested by Bank Manager);
- (iv) Copy of valid NTN Certificate;
- (v) Copy of valid Sales Tax Registration Certificate (If any)
- (vi) Affidavit that firm / owner is not involved / nominated in any litigation etc.

Documents required on **prescribed format** attached as Annexure

- (vii) List of major similar projects investments / executed in last 5 years.
- (viii) List of major Clients with Contact Person (regular and occasional);
- (ix) Name of Banks.
- (x) Project Phases (steps) along with Timeline.

I / we hereby confirm that required documents are provided with the EOI / proposal.

Company's Stamp	Signature

Technical Evaluation Criteria

Sr. #	Evaluation Factor	Criteria & Grading Points	Information Criteria	MaxPts.	Points Obtained
1	Date of Establishment, Corporate Status & Registration Certificate	Yes 5 No 0	Disclosure & Evidence	5	
2	Address, Contact No. & Email	Yes 5 No 0	Disclosure & Evidence	5	
3	NTN / Income Tax / Sales Tax Certificate	Provided : 10 Not Provided: Knock-out	Disclosure & Evidence	10	
4	List of banks	Yes 5 No 0	Disclosure	5	
5	Bank Statement 5 Years	Provided 5 Not Provided Knock-out	Disclosure & Evidence	5	
6	Any other Investment (National Level)	More than 5 Investment = 10 04 Investment = 8; 03 Investment = 6; 02 Investment = 4; Less than 02 Investment = Knock-out	Disclosure & Evidence	10	
7	Any other Investment (International Level)	More than 5 Investment = 10 04 Investment = 8; 03 Investment = 6; 02 Investment = 4; Less than 02 Investment = Knock-out	Disclosure & Evidence	10	
8	List of Major Clients	More than 5 Investment = 10 04 Investment = 8; 03 Investment = 6; 02 Investment = 4; Less than 02 Investment = Knock-out	Review of Documents	10	
9	Expectedly ready to Invest	Above 500 Million = 10 Above 200 Million = 8 200 Million = 5 Below 200 Million = Knock-Out	Review of Documents	10	
10	Experience in Construction Business	Above 5 Years = 5 5 Years = 3 Below 5 = 0	Review of Documents	5	
11	PEC Registration	Yes 5 No 0		5	
Grand Total				80	
Company's Stamp			Signature		

Institute of Cost and Management Accountants of Pakistan

Administration Department

Terms & Conditions

Technical Pre-Qualification Requirements:

1. The participating organization should have relevant expertise financial viability;
2. The organization should have at-least 5-years of professional experience in relevant areas.
3. The participating organizations / Firm / Individual may visit the Site and for this purpose they need to request the management in advance for making necessary arrangements for visit;
4. The selected Organization / Firm / Individual will be required to submit 3% Performance Guarantee Bond of minimum **AA Rated Bank or AA Rated Insurance Company** will be required of **Total Project Cost** before the Receipt of Work Order;
5. EOI should be submitted on ICMA Pakistan's prescribed format with stamp of the organization otherwise will be rejected;
6. The participating organization should meet documentation requirement for Technical Evaluation;
7. Quotation / rates should be valid for **three months** from the date of opening of quotation and Institute will not be liable to amend work order due to any inflationary impact on cost of assignments;
8. The quote / rates shall be inclusive of all taxes levied at that time and also any other taxes including GST if applicable that levied in future too, or time to time;
9. Incomplete / Conditional EOI / proposal or those received after deadline date and time will not be entertained;

Other Terms:

10. To participate in EOI, it is necessary to meet above technical pre-qualification requirements;
11. The Technical Bids will be assessed based on Evaluation Criteria as mentioned in Serial # 6 of Table of Contents;
12. The BOT assignment will only begin on receipt of agreement;
13. In case of Tax exemption, tax exemption certificate will be required along with Invoice;
14. **EOI's documents with all requisite information shall be submitted on the prescribed format in sealed envelope marked as "Technical Bid" to be submitted to addresses mentioned on title page;**
15. Transfer Duration: The transfer of Building will be made with mutual consent of both parties i.e. ICMA Pakistan and bidder;
16. Earnest money to be provided by shortlisted bidders along with Financial Bid (when submitted);
17. Architectural Design / Drawing as approved by ICMA Pakistan;
18. Consultant for the same project as already appointed by ICMA Pakistan or as mutually agreed with the bidder;
19. The "Terms of References" (TORs) can be obtained during office timings between **June 29, 2017 and July 17, 2017** from addresses/offices mentioned on title page;
20. The "Terms of References" (TORs) will be submitted by **1030 hours on July 17, 2017 at ICMA Pakistan Lahore Campus: 42-Ferozpur Road, Lahore** on **EOI submitted after deadline date and timings will not be considered;**
21. The EOIs will be opened at **1100 hours on July 17, 2017 (as per PPRA Rule # 28)** at ICMA Pakistan Campus at Lahore in front of present bidders or their authorized representatives;
22. Incomplete, incorrect or false information, if found now or later stage, will result in immediate rejection before or during or after pre-qualification;
23. ICMA Pakistan reserves the right to accept or reject any or all EOIs / proposal on the basis of technical grounds or any other reason(s) without any prior information to participants / bidders;

Company's Stamp	Signature



ICMA
Pakistan

TERMS OF REFERENCES (TORs) FINANCIAL BID FORM

for Pre-qualification of
Investor for
Build Operate and Transfer
Faisalabad Campus

Name of Company /Firm : _____
/Individual : _____
Address : _____
Contact No. : _____
Advertisement Ref. : _____
Received by : _____
Issued on : _____
Issued by (Institute's Officer) : _____

For Issuance and Submission of EOI

Lt Col (R) Usamah Waheed, TI (M),
Director Administration & HR
Institute of Cost and Management Accountants of Pakistan
Head Office: ST-18/C, ICMAP Avenue, Block 6,
Gulshan-e-Iqbal, Karachi-75300.
Phone # 021-99243900, EXT: 222 / 128

Mr. Muhammad Hussain,
Director Lahore Center
Institute of Cost and Management Accountants of Pakistan
ICMAP Campus: 42-Ferozepure Road, Lahore
Phone # 042-111-042-262 / 042-99214691-93

URL: www.icmap.com.pk

General Instructions:

- 1) Acknowledgement of submission of tender documents must be sought in person or through email.
- 2) Deadline of submission of Technical Documents is July 17, 2017 before 10:30 a.m. and tender will be opened on the same day & date at 11:00 a.m.

