

**STANDARD PROCEDURE
FOR
PRE-QUALIFICATION
OF
CONTRACTORS
FOR
MAINTENANCE, REPAIR,
CONSTRUCTION &
RENOVATION WORKS FOR THE YEAR 2026-27
(Through EPADS)**



**MEDICAL TEACHING INSTITUTION
KHYBER MEDICAL COLLEGE PESHAWAR**

A. Introduction

The basic aim of pre-qualification is presented in Introduction, to avoid confusion of some Executing Agencies to consider enlistment and/or registration with departments and Pakistan Engineering Council as a substitution of pre-qualification. Therefore, the information listed in Introduction clarifies the difference between pre-qualification and enlistment/registration.

1.1 Advantages of Pre-qualification

Pre-qualification is an assessment made by the Employer, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.

Pre-qualification of contractors is very useful for the Employer (also to the contractors) to carry out selection of firms for award of contracts. The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, Contractors that are not suitably qualified to perform the Contract. Also, sometimes Contractors are reluctant to participate in procurement proceedings for high value Contracts, if the competitive field is too large and where they run the risk of having to compete with unrealistic tenders submitted by unqualified or disreputable Contractors. Furthermore, the Prequalification is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders who have cleared the minimum competence criteria;
- (ii) Assess the interest of the prospective bidders in the bidding process;
- (iii) Make any adjustments/modifications in the bidding documents if a pointer is available from the lack of interest by the prospective bidders applying for pre-qualification.
- (iv) Reduce the effort and so the time in the evaluation of bids from un-qualified bidders;
- (v) Reduce the problems associated with low-priced bids from bidders of doubtful capability and;
- (vi) Help the bidders who are insufficiently qualified to avoid the expense of bidding.

1.2 Recapitulation

To recapitulate the afore-given, the pre-qualification specifically means selection of competent bidders prior to issuance of the invitations to bid. It is required for large or complex works, in certain cases for custom designed equipment and specialized services. Pre-qualification is also helpful for providing a chance for selection of smaller contractors under the "Slice and Package" system of tendering. Pre-qualification is also useful in saving employers from numerous un-necessary problems.

B. Invitation for Pre-qualification

Instructions to Bidders:

Scope of Bid: Dean KMC invites sealed technical bids from eligible firms registered with Pakistan Engineering Council in relevant categories mentioned in the SBDs & having valid registration certificate of financial year 2026-27 issued by PEC to pre-qualify them for the financial year 2026-2027.

Eligible Bidders: This invitation for bid is open for all bidders meeting the following requirements:

- Duly Licensed by Pakistan Engineering Council in category C-5 or above & having codes CE-09, CE-10, EE-04.
- Registered with Federal Board of revenue & having valid NTN No (active).

- Enlisted with C&W department.
- Registered with KPRA (active).

One Bid per Bidder: Each bidder shall submit only one bid. Note: Joint ventures with other firms will not be acceptable.

Cost of Bid: The bidder shall bear all cost associated with preparation & submission of bid & employer will not be responsible for any cost.

Site Visit: The bidders are advised to visit the site & examine the site of work & its surroundings & obtain all necessary information required for preparation of bid.

Clarification of Bidding Documents: Any prospective bidders who required clarification of bidding documents may notify the employer in writing on the address as mentioned in bidding documents at least 07 days prior to last date of submission of bid. The employer will respond all clarifications in writing received within due time.

Amendments in Bidding Documents: At any time prior to the deadline of submission of bid the employer may for any reason whether at his own initiative or in response in clarification requested by prospective bidder modify the bidding documents by issuing an addendum. Any addendum thus issued will be considered as part of bidding documents.

Taxes & Duties: All government taxes i.e. income tax, stamp duty & professional tax or any other government tax will be charged as per rules.

Employer authority to accept or reject all bids: The competent authority has the right to reject all bids under Rule 47 of KPRA procurement rules 2014 after assigning valid reasons.

Preparation of Bid:

Language of Bid: The bid & all associated documents with it will be prepared in English.

Currency of Bid: The unit rates & prices shall be quoted by the bidders in Pakistani Rupees. Payment to successful bidder will be made in Pakistani rupees irrespective of variation in its exchange rate with international currency.

Composition of Bid: The technical bid will comprise of the following documents:

- 1) Signed copy of bidding documents.
- 2) Registration certificate of the Firm with PEC in relevant category.
- 3) Registration certificate from KPRA (active status).
- 4) Registration certificate with FBR/NTN No. (active status).
- 5) List of completed projects of similar nature with work orders & completion certificates.
- 6) List of ongoing projects of similar nature with work orders.
- 7) Attested Audit Reports of the firm for last three years.
- 8) Bank statement with annual turnover for last three years.
- 9) List of Technical teams with detailed CVs & PEC certificates.
- 10) List of equipment signed by authorized representative.
- 12) Enlistment certificate with C&W department.
- 13) Affidavit on stamp paper (e-stamp) duly attested by notary public that the firm or any of its owners has never been black listed by any agency / Department and also not involved in any subversive activities nor involved in litigation.
- 14) Affidavit on stamp paper (e-stamp) duly attested by notary public that if the firm is pre-qualified, then will execute all the works as per specifications & instructions of Engineer in charge.
- 15) Copy of CNIC of the owner/authorized representative.
- 16) Contact details of the firm i.e. Mobile & telephone, email & mailing address.

Contractors found at any stage with bogus documents, their tender will be rejected and their case will be forwarded to Higher Authorities for legal action against him/them.

Dead Line for Submission of Bid: The bids must be received by not later than 19/10/2026 at 11:30 AM through EPADs.

Modification, Substitution & Withdrawal of Bids: Any bidder can modify, substitute or withdraw his bid after bid submission provided that the modification, substitution or withdraw notices received by employer prior to the deadline of submission of bid.

Opening of Bids: The employer will open the bids in the presence of bidders at College's Conference Room on 19/10/2026 at 12:00 PM.

Pre-Qualification Criteria

The pre-qualification will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws and Rules made thereunder. Pre-qualification of the bidders shall be based on the criteria given in succeeding paras regarding the bidder financial soundness, experience record, equipment's capabilities, personnel capabilities in addition to basic mandatory requirements. Technical qualification status shall be decided on the basis of fail/pass criteria. The applicant must obtain at least 50% marks in each category given below in detail.

Mandatory Requirements: Construction firms / contractors must submit the following mandatory documents (knockout clauses) with their bid otherwise their bid should be considered as non-responsive:

- 1) Registration Certificate with Pakistan Engineering Council in category C-5 & above & having codes of CE-09, CE-10, EE-04. The firm should have valid registration certificate of financial year 2026-27 issued by PEC.
- 2) Registration with FBR, valid NTN No. & on ATL list.
- 3) Registration with KPRA (active status).
- 4) Enlistment with C&W department (updated).
- 5) **All the experience certificates must be attested from a Class-I (Gazetted Officer).**
- 6) If any document submitted by the firm is found to be forged/bogus at any stage, legal/departmental action will be initiated against the firm by MTI, KMC Peshawar in accordance with the applicable rules and laws.
- 7) Affidavit on stamp paper (e-stamp) duly attested by notary public that the firm or any of its owners has never been black listed by any agency / Department and also not involved in any subversive activities nor involved in litigation.
- 8) Affidavit on stamp paper (e-stamp) duly attested by notary public that if the firm is pre-qualified, then will execute all the works as per specifications & instructions of Engineer in charge.

Detailed Evaluation: The applicants meeting the above-mentioned mandatory requirements will be selected for detailed evaluation. The bidders who failed to comply with mandatory requirements will be rejected. Detailed evaluation shall be carried out on the basis of criteria for different categories & minimum passing marks prescribed hereunder:

Sr. No	Category	Marks	Passing Marks
1.	Experience Record	30	15
2.	Personnel Capabilities	20	10

3.	Equipment Capabilities	20	10
4.	Financial Soundness	30	15
Total:		100	50

Experience: (Total Marks = 30 i.e. 15 for Completed Projects & 15 for Ongoing Projects)

1) For Completed Projects: (Table 1)

Sr. No.	Description	Max Marks	Marks Allocation
a)	Experience as prime contractors in execution of similar projects. Similarity based on physical size and other Characteristics. Attach Taking Over Certificate / Completion Certificate	15	• 7.5 marks will be awarded for each completed building Project undertaken during the last five (5) years, having a project cost of PKR 20 million or more, subject to a maximum of two (2) projects. • 5 marks will be awarded for each completed building Project undertaken during the last five (5) years, having a project cost of PKR 10 million or more, subject to a maximum of two (2) projects.
Total Marks Allocated			15

2) For Ongoing Projects: (Table 2)

Sr. No.	Description	Max Marks	Marks Allocation
a)	Experience as prime contractors in execution of similar projects. Similarity based on physical size and other Characteristics. Attach copies of Work Order issued by the Client.	15	• 7.5 marks will be awarded for each ongoing building Project, having a project cost of PKR 20 million or more, subject to a maximum of two (2) projects. • 5 marks will be awarded for each ongoing building Project, having a project cost of PKR 10 million or more, subject to a maximum of two (2) projects.

Total Marks Allocated			15

All the experience certificates must be attested from a Class-I (Gazetted Officer).

Personnel Capabilities: (Max 20 marks)

S.No	Description	Marks assigned
1	B.Sc Civil Engineer registered with PEC & having more than 5 years experience	5 marks will be assigned for each engineer up to maximum 10 marks.
2	B.Sc Civil Engineer registered with PEC & having experience more than 2 years	3 marks will be assigned for each engineer up to maximum 6 marks.
3	B.Sc Electrical Engineer registered with PEC & having experience more than 3 years	3 marks will be assigned for each engineer up to maximum 6 marks.
4	B.Tech Electrical/Civil Engineers having experience more than 5 years	2 marks will be assigned for each B Tech Engineer up to maximum 4 marks.
5	DAE Civil/Electrical having experience more than 3 years	1 Mark will be assigned for each DAE Engineer up to maximum 3 marks.
Maximum Marks		20

Note: Attach copy of proof of appointment/ employment. Verification of registration of engineers with relevant firm will be confirmed from Pakistan Engineering Council website.

Financial Capabilities: (Total 30 Marks, 15 Marks for Average Annual Turn Over & 15 Marks for Liquid Assets)

i) Average Annual Turn Over: (15 marks)

S. No	Average Annual Turn Over	Assigned marks
1	≥ 5 Million and < 10 Million	5 Marks
2	≥ 10 Million and < 15 Million	10 Marks
3	≥ 15 Million	15 Marks

ii) Liquid Assets: (15 marks)

S. No	Liquid Assets	Assigned marks
1	≥ 5 Million and < 10 Million	5 Marks
2	≥ 10 Million and < 15 Million	10 Marks
3	≥ 15 Million	15 Marks

Note: Annual turnover & liquid assets will be taken from latest bank statement & financial audit reports for the last 3 years. All audit reports must be attested & bank statement shall be verified from relevant bank.

Equipment's Capabilities: (20 Marks)

Sr. No.	Description	Minimum No. of Equipment Required	Maximum Marks
1	Concrete Site mixers	2	4
2	Generator Set (Min. 5kva)	1	1
3	Vibrator	2	2
4	Form Work (Sq. ft)	8000	4
5	Scaffolding Pipe (Rft)	20000	4
6	Dumper	2	4
7	Air Compressor	1	1
	Total Marks		20

❖ I / We have read and understand the above **TERMS AND CONDITIONS** and agree to abide by them.

Contractor's Signature with Stamp