

Public Notice No. 01/ 2025

[PROPOSALS FOR PRE-QUALIFICATION COAL SUPPLIERS/FIRMS]

A public sector organization situated in Khushab region invites applications from the firms / suppliers etc. registered with income tax and sales tax departments and who are on active tax payer list of the Federal Board of Revenue for pre-qualification regarding supply of coal.

02. Pre-qualification document is available at PPRA website www.ppra.org.pk and can be downloaded from this site. Duly filled forms along with relevant supporting documents shall be submitted to undersigned on or before 15 April 2025 along with pay order/demand draft of Rs. 5,000/- in favor of Head LAO, CFPP.

Note: Only the firms fulfilling the criteria, will be entertained.

MANAGER (SCM)
Coal Fired Power Plant
PO Girote Chowk,
Jauharabad, District Khushab
Ph: 0454-922534 | Fax: 0454-922600

Public 43-154

**PROCEDURE
FOR
PRE-QUALIFICATION
OF
COAL SUPPLIERS**

**COAL FIRED POWER PLANT (CFPP)
Site Shergarh Jauharabad, District Khushab**

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1. INTRODUCTION

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 suppliers is very useful for the Employer (also to the firms/suppliers) to carry out selection of firms for award of contracts. The basic aim of the prequalification is intended to eliminate, early in procurement proceedings, firms/suppliers that are not suitably qualified to perform the Contract. Also sometimes firms/suppliers 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 suppliers. 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 prequalification;
- iv. Reduce the effort and so the time in evaluation of bids from un-qualified bidders;
- v. Help the bidders to evaluate and take stock of their capability and consequently to form joint ventures with other firms;
- vi. Reduce the problems associated with low priced bids from bidders of doubtful capability and;
- vii. Help the bidders who are insufficiently qualified to avoid the expense of bidding.

2. PRE-QUALIFICATION CRITERIA

- i. A supplier shall be declared pre-qualified if they score at least 50% marks as per evaluation performa (Annexure-1) in each category.
- ii. A supplier shall be declared good supplier if they score at least 70% marks as per evaluation performa (Annexure-1).
- iii. A supplier shall be declared excellent supplier if they score at least 80% marks as per evaluation performa (Annexure-1).

3. PRE-QUALIFICATION PROCEDURE

- i. The suppliers who have been already participating / will participate in open tenders shall also be pre-qualified, registered and security cleared through the same procedure prescribed in this document.
- ii. The interested / required suppliers shall submit formal written request addressed to Plant Manager, CFPP along with prescribed documents against payment of documents' fee amounting to Rs. 5000/- in shape of bank draft / pay order issued in favor of Head LAO, CFPP.

- iii. The pre-qualification process shall be carried out as per standard evaluation performa (Annexure-1).
- iv. If the supplier scores 50% marks and it is deemed necessary then the approved committee may visit the premises of the supplier to ascertain the credibility and worthiness of the supplier.
- v. Upon recommendations of approved committee, Plant Manager, CFPP shall approve the supplier, as pre-qualified and eligible for initiation of security clearance process through HSD.
- vi. The eligible supplier shall submit requisite security clearance documents to Manager (SCM), CFPP for initiation of security clearance process through HSD.
- vii. Manager (SCM) upon receipt of security clearance documents shall immediately forward the same to approved committee for review and scrutiny.
- viii. The security clearance documents shall be scrutinized by the approved committee as per checklist placed at Annexure-2 prior to forwarding the documents to HSD through Plant Manager, CFPP.
- ix. Upon receipt of security clearance report from HSD, project will include or exclude the supplier in / from the list of prequalified suppliers as the case may be.

4. DOCUMENTS REQUIREMENTS

- i. Following documents shall be required for pre-qualification of supplier:
 - a. Formal request addressed to Plant Manager, CFPP on the letter head of the company duly signed by Proprietor or authorized person of the supplier (FORM-I).
 - b. Copies of CNICs of the owners of the company along with FORM-III.
 - c. Registration documents along with FORM-II:
 - 1. National Tax Number Certificate.
 - 2. Sales Tax Registration Certificate.
 - 3. Certificate of Registration with Chamber of Commerce (if applicable).
 - 4. Certificate of Registration with SECP (if applicable).
 - 5. Certificate of Registration with PEC (if applicable).
 - 6. Certificate of Registration with any regulatory body of Government of Pakistan e.g., PNRA, MNC etc. (if applicable)
 - d. A declaration on the letter head of the company duly signed by the proprietor or his authorized person declaring the capital assets in terms of money and property owned in the name of company.
 - e. Account Maintenance Certificate issued by the concerned bank.
 - f. Bank statement of last 03 years or from the date of registration whichever is applicable.
 - g. Income tax returns for the last 03 years or from the date of registration whichever is applicable.

- h. Sales tax returns for the last 03 years or from the date of registration whichever is applicable.
- i. List of products capable to supply (FORM-V).
- j. Authorization / dealership certificates from foreign manufacturer(s) / company (if applicable).
- k. Undertaking on stamp paper valuing Rs. 100/- duly attested by 1st class magistrate that the company has not been blacklisted by any of the government organizations.
- l. Evidence of Professional Expertise, Office Setup, Contractual History and Financial Credibility as defined in Annexure-1 and FORMS-IV, VI & VII.
- m. Any other relevant document deemed necessary by approved committee.

ANNEXURE-1

EVALUATION OF SUPPLIERS FOR PRE-QUALIFICATION (COAL SUPPLY)
(DISTRIBUTION OF MARKS)

Total marks (100)

(A) Professional Expertise (Max Marks=10)

Types of Business (03)	Product Scope (07)	Total Marks
<ul style="list-style-type: none"> • Importer (1) • Supplier (1) • Stockist (1) 	<ul style="list-style-type: none"> • Plant Machinery (1) • Heavy Machinery (2) • Lab Equipment (1) • Yard Provision (3) 	

(B) Office Setup Details (Max Marks=12)

Type of Firm (2)	Registered with (4)	Incorporation date Work Experience (2)	Office Premises (2)	Staff (2)	Total Marks
<ul style="list-style-type: none"> • JV (2) • Pvt.Ltd. (2) • Partnership (2) • SMC (1) 	<ul style="list-style-type: none"> • SECP(1) • PEC (1) • Chamber of Commerce (1) • FBR (1) 	<ul style="list-style-type: none"> • ≤ 3 years (1) • > 3 years (2) 	<ul style="list-style-type: none"> • > 02 offices (2) • ≤ 02 offices (1) 	<ul style="list-style-type: none"> • Technical (1) • Administrative (1) 	

(C) Contractual History (Max Marks=36)

Working with other National org. / Industrial Units (5)	No. of contracts Executed [In last 02 yrs.] [3000 T/Month (min.)] (6)	Worth of contracts [Last 02 yrs. avg.] (10)	Type of Items supplied (5)	Evidence of supply [In last 02 years] (10)	Total Marks
<ul style="list-style-type: none"> • 01 Nat. Org (1) • 03 Ind. Units (2) • > 03 Ind. Units (5) 	<ul style="list-style-type: none"> • Less than 5 cont. (3) • More than 5 cont. (6) 	<ul style="list-style-type: none"> • >500 M (2) • <1000 M to 500 M (5) • ≥1000 M (10) 	<ul style="list-style-type: none"> • Local coal (2) • Imported coal (2) • Local + Imported (5) 	<ul style="list-style-type: none"> • >1000 Tons/Month (2) • ≤ 3000 Tons/Month (5) • > 3000 Tons/Month (10) 	

(D) Financial Credibility (Max Marks=42)

Business Equity [Last 03 yrs. avg.] (10)	No. of Company bank accounts (2)	Annual turnover [Last 02 yrs. avg.] (10)	Bank statement (Closing bal.) [Last 03 yrs. avg.] (10)	Annual Income as per tax return [Last 03 yrs. avg.] (10)	Total Marks
Cash <ul style="list-style-type: none"> • ≤50 M (1) • ≤300 M (2) • >300 M (5) 	Assets <ul style="list-style-type: none"> • ≤ 100 M (1) • ≤ 400 M (2) • ≥ 400 M (5) 	<ul style="list-style-type: none"> • ≥250 M (1) • ≤1000 M (5) • >1000 M (10) 	<ul style="list-style-type: none"> • ≤ 50 M (1) • ≤ 300 M (5) • > 300 M (10) 	<ul style="list-style-type: none"> • ≤ 50 M (1) • ≤ 100 M (5) • ≥ 100 M (10) 	
	<ul style="list-style-type: none"> • 01 Account (1) • More than 01 Account (2) 				

REGISTRATION REQUEST

Registered Business Name:

Registered Business Address:

Telephone: _____ Fax: _____

E-mail: _____

To,

Sir,

1. We hereby apply to be qualified with ORGANIZATION; as Supplier of goods, works or services.
2. We authorize ORGANIZATION or its authorized representatives to conduct any investigation to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, Bank Department, Agency or Firm,
3. The names and positions of contact persons who may be contacted for further information's if required, are as follows:

Sr. No.	Name	Position	Contact No.
a)			
b)			
c)			

4. We declare that
 - i) The statements made and the information provided in the application are complete, true and correct in every aspect.
 - ii) This firm has never been black listed by any Government Department, Semi-Government Authority or Private Company or Corporation. Certificate to this effect on Rs. 100 non-judicial stamp paper to be provided.

Respectfully,

(Name & signature of owner/ authorized representative of applicant)

Dated: _____

GENERAL INFORMATION

Company Name: _____

1. Head Office Address: _____

Telephone NO: _____

Fax No: _____

E-Mail: _____

2. Local Office Address: _____

Telephone No: _____

Fax No: _____ E-Mail: _____

Computer Facility: _____

Year Incorporated: _____

3. Any other Address: _____

4. Status of the Company (Proprietorship / Partnership / Private Limited)

5. Registration No. _____ Date: _____

(Attach Copy of certificate of registration & ownership etc.)

6. Income Tax Registration No. _____

Bankers: _____

Note: Office ownership / hiring documents should be enclosed.

(Name & signature of authorized representative of applicant)

Dated: _____

XXX

DETAILS OF DIRECTORS / PARTNERS

Name	Status Director / Partner	Nationality	CNIC No.	Address	Field of Experience	Years of Experience

Note: Copies of CNICs are attached herewith.

(Signature & Seal of the authorized person with name)

DETAIL OF STAFF

Name	Designation	Nationality	CNIC No.	Address	Years of Experience	Field of Experience

(Signature & Seal of the authorized person with name)

xxx

DETAIL OF PRODUCTS/ SERVICES OFFERED

Sr. Nos.	Description	Foreign/ Local Vendor

(Signature & Seal of the authorized person with name)

MAJOR ORDERS/ SUPPLIES
(DURING LAST TWO YEARS)

Record of consignments by the company to be shown below

Sr. No.	Name of Customer	Type of Supply	Value of Contract	Status

Note:- All the information provided shall be supported with documentary evidence such as completion

(Signature & Seal of the authorized person with name)

FINANCIAL DATA

A. Banker Certificate

A confidential current Banker's reference / certificate in respect of bidder's financial soundness (to be submitted directly by the banker's to ORGANIZATION in a sealed envelope).

B. Income Tax & Sales Tax

- Income Tax returns for last three years
- Sales Tax returns for last three years

C. Financial Statement

1. Current Contract Commitments with other Organizations

Name of organization / firm	Estimated value of contract	Period of contract (From-----to -----)

2. Annual Turn Over

Year	Turn Over Amount
Last Year	
Previous Year	

3. Financial Capabilities

Financial Information	Previous 03 years			Projected Next 02 years	
	2021	2022	2023	2024	2025
Profit before Taxes					
Profit After Taxes					

4. Loan / Advances

Detail of Loans from banks / advances	2021	2022	2023
Amount			
Remarks			

5. Other Business

Type of Business	Working Capital

6. Bank Statement and Balance Sheet of last 03 years.

ANNEXURE-2

CHECK LIST OF SECURITY CLEARANCE DOCUMENTS OF FIRM

Following Documents are required in hard copies (3x sets) for security clearance for firm/Contractor (Specimen attached):-

Sr. #	Documents Submitted	Check
a.	SVA-8121	Yes / No
b.	SVA-8121 - A	Yes / No
c.	SVA-8121 - B	Yes/No
d.	Bank Certificate/Bank Statement (3 Years)	Yes / No
e.	National Tax Number Certificate	Yes / No
f.	Income tax statement for last three years	Yes / No
g.	Police Verification (Duly verified by local police)	Yes / No
h.	Partnership Deed	Yes / No
i.	Security Cell certificate	Yes / No
j.	Staff List	Yes / No
k.	Proof of movable / immovable property or undertaking if nil	Yes / No
l.	Certificate of Firm's Registration (PEC, SECP, Chamber of Commerce & industry)	Yes / No
m.	Agency Agreement	Yes / No
n.	Details of Foreign Principals (Name, Address, Phone Number, E-mail address etc.)	Yes / No
o.	Detail of Branch(es) and Security Cell Certificate(s)	Yes / No
p.	Nature of job certificate/ Restriction Certificate	Yes / No