

Sukkur IBA University



Pre-Qualification of Solar Energy Consultants for design of 1000 KWp On-Grid Solar Power system

SCOPE

- Space Planning at the site to install maximum possible Solar Panels & Solar Power, Design of 1000 KWp Solar Power System or maximum possible power system according to available area i.e. Roofs, Walls , carports, Bus ports, building walls , open to sky area of buildings and sorting of other available areas of campus keeping in view the aesthetics
- Design of Electrical Connection with main distribution system, Synchronization of Solar system with Grid supply and existing installed diesel generators
- Preparation of System design through licensed Solar PV software, feasibility, BOQ and tender documents, Evaluation of technical bid offered by contractors.
- Monitor the installation , functioning, operation & Maintenance time of the project
- Energy Audit of Electrical System using modern equipment i.e. Buildings and substations for energy efficiency of Sukkur IBA University and provide recommendations and submission of report.
- Analysis of detailed Power Quality of Electrical System using modern equipment before and after installation of Solar Power and submission of reports with its results and recommendation.
- Design of Reverse power Proposal system (SCADA Based) for remotely control of Solar On-Grid inverters

Client:

Sukkur IBA University Airport Road Sukkur

Phone # 071-564400

Fax # 071-5632465

E-mail: info@iba-suk.edu.pk

www.iba-suk.edu.pk

BRIEF

The client “Sukkur IBA University (SIBAU)” is public Sector university imparting Quality Education in Business Administration, Information Technology, Engineering and Education. In order to overcome the prevailing energy crisis in country, Sukkur IBA has initiated to develop a solar power system of 1000 KW Capacity. Proposal for the prequalification of Solar Energy Consultants (Entities/Persons, Companies/Joint Ventures / Consortia, as the case may be) having qualification and experience of at least 05 years in designing and implementing of Solar Energy projects are invited to show their expression of interest.

Reputable and well-established consulting companies registered with Pakistan Engineering Council and Energy boards are invited to apply for participation in the prequalification process and submit the prequalification documents.

Required scope from the consultants’ will be as under:

Required works:

- Space Planning at the site to install maximum possible Solar Panels & Solar Power, Design of 1000 KWp Solar Power System or maximum possible power system according to available area i.e. Roofs, Walls , carports, Bus ports, building walls , open to sky area of buildings and sorting of other available areas of campus keeping in view the aesthetics
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- Preparation of System design through licensed Solar PV Software , feasibility , BOQ and tender documents , Evaluation of technical bid offered by contractors
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- Energy Audit of Electrical System using modern equipment i.e. Buildings and substations for energy efficiency of Sukkur IBA University and provide recommendations and submission of report.
- Analysis of detailed Power Quality of Electrical System using modern equipment before and after installation of Solar Power and submission of reports with its results and recommendation.
- Design of Reverse power Proposal system (SCADA Based) for remotely control of Solar On-Grid inverters

The Consultants, who so desire to participate, may contact Project Director, Sukkur IBA University

Contact# 0715644025

Cell # 03003418626

Email: pd@iba-suk.edu.pk

&

Assistant Engineer-Electrical

Contact# 0715644024, 0331-3006833

INVITATION FOR PRE-QUALIFICATION

Sukkur IBA University (SIBAU) hereinafter the Employer intends to prequalify consultants for the following Works under this project i.e. Consultancy Services for Detailed Designing of Solar Energy System of Sukkur IBA University, its implementation monitoring and maintenance.

Pre-qualification is open to consultants / joint ventures who are registered with PEC and Energy Boards may apply for pre-qualification for the above Project.

Enlistment with the PEC registered consultants may obtain the prequalification documents from the office of the Employer, i.e. Sukkur IBA University from 20th November 2020 to 8th December 2020 from the office of project director.

A minimum requirement for pre-qualification will be as follows:

- Consultants registered with Pakistan Engineering Council and Energy Boards.
- Detail of organization with office address and experience record.
- List of Key Personnel/Staff available and capabilities.
- Complete details of similar projects executed during the last 10 years.
Projects of similar nature in hand.
- Enlistment certificate with the government departments.
- Certificate to the effect that the applicant is not involved in litigation with any department nor has ever been black listed by any department.
- Applications for Pre-qualification must be delivered in sealed envelopes by hand or through registered mail, to Project Director, Sukkur IBA Airport road Sukkur
- Last date for submission for bids is 9th December 2020 COB.
- Sukkur IBA University reserves the right to reject late applications.
- Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms of consultants and joint ventures prequalified under this process will be invited to bid.
- Only the firms of consultants and joint ventures prequalified under this process will be invited to bid

INSTRUCTION TO APPLICANTS

SUBMISSION OF APPLICATIONS

Applications for pre-qualification must be received in sealed envelopes to be delivered by hand or through registered mail to:

1. Project Director, Sukkur IBA University, Sukkur.

The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.

The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights for dis-qualification in case of non-compliance of the above requirement.

The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.

The clarification may be obtained from office working hours (9:00 AM to 5:00 PM) by written or oral at the following address;

Project Director, Sukkur IBA University Airport road Sukkur

Phone — 071 5644025

&

Assistant Engineer-Electrical, Sukkur IBA University Airport Road Sukkur

Phone — 071 5644024

GENERAL

- Pre-qualification will be based on all the criteria given below regarding the Applicant's, experience record, personnel capabilities, equipment capabilities, financial soundness, projects designed of similar nature completed and in hand as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-consultants experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.
- The Consulting companies/ firms shall Furnish all details including their experience in the Application Format, (only and if the space provided is not sufficient, particulars shall be furnished in Annexure and such details shall be mentioned in the respective columns of the Application Format.
- The authorized person of the companies/Firms shall sign in all the pages of the application with seal of the company/ firm.
- The Consulting Companies / firms should submit Application Format along with company profile/ Brochure as mentioned in Advertisement.
- No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed.
- The Consulting companies/ firms shall furnish documentary proof with respect to the prequalification criteria along with the application form.
- Incomplete application without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
- The evaluation shall be based mainly on the eligibility criteria, other factors like timely completion, resources of the applicant, pre-qualification with other institutions/ works etc, manpower & logistical support of the applicant, their financial capabilities, quality

consciousness, works of similar nature completed or in hand etc.. If found necessary,

The Consulting companies shall make arrangements to inspect any of the works undertaken by them.

- Applications received after the due date and time shall be rejected.

As the pre-qualification process is completed, it would be informed to all the participants about the status of evaluation and afterwards financial proposal will be invited from pre-qualified firms / companies

The enlistment/ Prequalification fee would be Rs: 1000/- (One thousand) in shape of Demand draft/ Pay order in favor of Sukkur IBA University.

For any query, please contact with Project Director Sukkur IBA.

Project Director

Sukkur IBA University
Airport Road Sukkur

Phone # 071-5644025,

Fax # 071-5632465

Email: pd@iba-suk.edu.pk

The weightage/Marks for different categories will be followed as per table given below:

SELECTION PROCESS

Committee shall evaluate the pre - qualification applications based on the eligibility criteria set forth and shall short list from the qualified applications.

S.No	Eligibility Criteria	MAX Score (Points)
1	Company Profile or Age of the firm	10
2	Office Establishment	05
3	List of Projects of Similar nature completed during last five years	25
4	List of Projects of Similar nature in Hands	20
5	List of Technical Staff and their Qualification & Experience	15
6	List of Machinery & Equipment / software /Facilities' owned	05
7	Financial status of the Firm	05
8	Satisfactory reports from the organizations where earlier works are Completed.	05
9	Valid PEC Registrations Certificate / Energy boards.	05
10	Registration with other organizations/ Departments	05
	TOTAL	100

Note: The cut off level is 70 Marks

EVALUATION CRITERIA

TOTALPOINTS = 100

QULIFYING POINTS = 70

11. COMPANY PROFILE AND AGE OF THE FIRM Total Points = 10

- Name, address, telephone, fax numbers and email address of firm
- Ownership and Organizational Structure of the firm
- Year of establishment

Company Age- Less than 05 Years: Ineligible
Age

Age about 05 Years: 06 Points

- For every year beyond 10 years: 0.5 Points
- Up to a maximum of 10 Points

Please submit the Certificate of Incorporation (for Private Limited Firms). Partnership Deed (for Partnerships) and Company Registration (for Sole Proprietorship)

2. OFFICE ESTABLISHMENT: Total Points: 05

Submit the locations and size of the offices available in the following format:

- a. Location of office
- b. Address of the office
- c. Telephone No. and fax No. of the office
- d. Size of office (sft)

Permanent office establishment in any city Of Pakistan with area greater than 3000 sft: 2 Points

Availability of office in other cities: 3 Points

3. EXPERIENCE OF SIMILAR NATURE OF SERVICES

Total Point = 25 (Projects undertaken in last 10 years under the name of applicant firm only)

- i. Project of 200 KW and above (10 Points)

Two Points for each Project subject to a maximum of 10 projects.

ii. 100 MW and above (10 Points)

One Point for each Project subject to a maximum of 10 projects.

iii. 50 MW and above (05 Points)

Half Point for each Project subject to a maximum of 05 projects.

Please submit the details of projects to be claimed for each of the above categories separately project Details shall be submitted.

4. EXPERIENCE OF SIMILAR NATURE OF SERVICES

Total Point = 20 (Projects in hand in the name of applicant firm only)

i. Project of 200 KW and above (10 Points) Two Points for each Project subject to a maximum of 05 projects.

ii. 100 MW and above (06 Points)

One Point for each Project subject to a maximum of 06 projects.

iii. 50 MW and above (for five projects, for application less than five projects will be prorated accordingly) (04 Points)

Half Point for each Project subject to a maximum of 08 projects.

Please submit the details of projects to be claimed for each of the above categories separately project Details shall be submitted.

5. PROFESSIONAL STAFF ON FULL TIME PAYROLL WITH THE APPLICANT PROPOSED FOR THE PROJECT

Total Points = 15

Project Manager / Team Leader. Registered Professional (05 Points)

As Solar Energy Engineer with at-least 10 years of relevant experience

i Project Manager / Team Leader. (01 Points each)

Electrical Design Engineers (P.E by PEC) (05 Points)

With at-least 10 years of relevant experience

ii Electrical Design Engineer. (01 point each, maximum Five)

Contract Engineer. Registered Professional Engineer (02 Points)

With PEC at-least 10 years of relevant experience (01 Points each, maximum two)

Quantity Surveyor. (01 Points)

With at-least 05 years of relevant experience

Supporting Staff i.e. Sr. Auto-CAD Operator (3 Nos.) (02 Points)

For the proposed professionals, the marking system shall be as follow:

Qualification 40% (20% if Bachelor's Degree Holder, 40% if Master's Degree Holder) 60% (10%
Experience: for each similar project subject to a maximum of 6 projects)

Notes:

1. Applicants are advised to submit the names of staff that are permanent employment of the applicant firm. Associates shall not be considered for the evaluation.
2. Documentary proof of permanent employment in the applicant firm for each proposed staff shall be submitted with the application.
3. CV for each proposed staff shall be submitted

6. EQUIPMENTS / FACILITIES Total Points = 05 Please submit the details of facilities & equipment on the format in the document. The list should include the Survey Equipment, Computer Hardware & Software, and Production Equipment like Printers, Copiers and Large Size Plotters etc.

7. FINANCIAL STRENGTH OF THE APPLICANT

Total Points = 05

- a) Financial Soundness Certificate from the Bank issued in Last one year 03 Points
- b) Audited Report of the firm for 03 years

02 Point

Please submit the Audited Reports for the Last 3 years, Bank's Letter issued in the last one year.

8. SATISFATORILY COMPLETION REPORTS

Total Points = 05

- a) Completion report for each project 01 Point

Please submit the certificate by client where the work is designed and completed.

9. VALID PEC AND ENERGY BORAD REGEISTRATION BOARDS Total Points = 05

- a) Valid PEC Certificate 03 Points
- b) Valid alternative Energy registration certificate 02 Points

Please submit the certificate

10. REGISTRATION WITH OTHER ORGANIZATION / DEPARTEMENTS Total Points = 05

- a) Registration with other department 0.5 Points (For each) Maximum 10 organization/departments

Please submit the certificate

Turnover of the Company/firm (Please attach copy of audited balance Sheet, profit and loss account for five years).

S.No	Year	Turn-Over
1	2014-15	
2	2015-16	
3	2016-17	
4	2017-18	
5	2018-19	
6	2019-20	

**Registration / Enlistment with Government, Public Sector /Private Organization
for Similar work.**

S.No	Name of the organization	Nature of Works	Value of Works	Date of Registration/Enlistment

What are your fields of core competence? Mention the fields on preference Basis

- i)
- ii)
- iii)

Furnish the names of three clients / persons (minimum) to whom the major works carried out in the last Five to ten year by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

S.No	Name of the Official	Organizational & Address	Contact

JOINT VENTURE (JV)

In joint venture firms, each member must obtain the minimum qualifying score, than average of all members should be considered final.

Bid shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

OTHER FACTORS

- Only firms and JVs that have been prequalified under this procedure shall be invited for their financial proposal for said project.

The Employer reserves the right to:-

- Amend the scope of work but all relevant to the subject work
- Reject or accept any application; and
- Cancel the prequalification process and reject all applications.
- The Employer shall neither be liable for any such actions, however applicants, may be debriefed.

LETTER OF APPLICATION

Date:

Contract No:

To:

Project Director Sukkur IBA.

Sir,

Being duly authorized to represent and act on behalf of..... (“the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a CONSULTANT for the following contract under the Project “Design of 1000 KW On-Grid Solar Power System project at Sukkur IBA University”.

Attached to this letter are copies of original documents defining: the Applicant's legal status;

The principal place of business; and

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).

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 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

Client is not bound to accept any single or all proposal, as he deems fit. Client or its representative are entitled / authorized to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

The Client and its authorized representatives may contact the following persons for further information, if needed.

Technical Queries

Contact-1	Telephone-1
Contact-2	Telephone-2

Financial Queries

Contact-1	Telephone-1
Contact-2	Telephone-2

This application is made with the full understanding that:

Proposals by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of submission;

The Client reserves the right to change the scope value of any item under this project. The Client shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions.

In case of JV: We confirm that in the event that we bid, that bid as well as any resulting contract will be.

- Signed so as to legally bind all partners, jointly and severally; and
- Submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

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 or lead partner
Of the joint venture)

Signed:

Name:

for and on behalf of

(Name of the applicant or lead partner
of the joint venture)

TOTAL NO OF PAGES ENCLOSED: (PLEASE NUMBER ALL THE PAGES):

Checklist (To be filled by Applicants)

1.	Have you signed in all the sheets?	Yes / No
2.	Whether copy I.T or other tax is enclosed?	Yes / No
3.	Whether enclosed proof for year of establishment?	Yes / No
4.	Whether proof for average annual financial turnover enclosed?	Yes / No
5.	Whether documentary proof for having undertaken the qualifying works is enclosed?	Yes / No
6.	Whether enclosed proof for valid PEC registration certificate / Energy boards?	Yes / No
7.	Whether documentary proof for having completed the works of similar nature is enclosed?	Yes / No
8.	If yes, Number of certificates enclosed	