



INVITATION FOR EXPRESSION OF INTEREST (EOI)



For

Pre-Qualification of Consultant / Consultant Firms for Transaction Advisory Services for Program Titled "Apni Chhat Apna Ghar"

Punjab Housing & Town Planning Agency (PHATA) client, Government of Punjab, has launched a low-cost housing program titled "Apni Chhat Apna Ghar." Under this program, PHATA aims to provide affordable housing units/apartments to low-income segments of society and to provide shelter to shelter less in Punjab.

1. The Punjab Housing and Town Planning Agency (PHATA), the Government of the Punjab (GoPb) invites proposals for Expression of Interest (EOI) from competent, qualified and well-experienced Consultants / Consulting Firms/companies for provision of Transaction Advisory Services for the titled program under JV Mode: "APNI CHHAT APNA GHAR"
2. Interested Consultants / Consulting Firms / Companies including joint ventures meeting the below mentioned criteria as a prerequisite may download the pre-qualification document (PQD) from websites www.phata.punjab.gov.pk , www.ppra.punjab.gov.pk and E-PAD portal (<http://punjab.eprocure.gov.pk/>) **downloaded free of cost.**
3. Applicants/Consultants/Consultant firms are required to follow both submission processes: online via the e-Pak Acquisition Disposal System (EPADS) and through physical submission to the address provided below. **Both submissions are mandatory.** The EOI applications must be submitted both online through EPAD and physically by **1100 hours PST on 19 November 2024.**
4. EOIs received later than the specified time and date shall not be entertained for any reasons whatsoever.
5. The EOIs will be publicly opened in Committee Room of "Punjab Housing and Town Planning Agency 145-146 Rewaz Garden, Rajgarh Road, Lahore" on same date at 11:30 AM and the opening will also be conducted simultaneously online through the EPAD system.
6. Proposals that are incomplete, unsealed, unsigned, unstamped, submitted late, sent through other than specified modes, or not in accordance with the EOI and PQD requirements will not be considered.
7. Submission/uploading of applications with complete documents on EPADS as per criteria outlined in PQD is mandatory.
8. Request for Proposals (RFP) will only be issued to pre-qualified consultants/firms.
9. The procurement process will be governed by Punjab Procurement Regulatory Authority (PPRA) Rules 2014 (modified from time to time).
10. The client (PHATA) reserves the right to cancel the procurement process at any time.

PREREQUISITES FOR PRE-QUALIFICATION / SHORTLISTING

- i. Valid registration with the relevant professional (e.g. PEC, PCATP, ICAP, ICMA or any professional body etc.).
- ii. Registration with SECP / Registrar of Firms.
- iii. Registered with Federal/Provincial Tax/Revenue Authorities with Active Taxpayer's status.
- iv. Undertaking by the Firm/Company on a legal paper/stamp paper of value minimum Rs. 100, that it is not blacklisted by any Federal, Provincial, State or Local Government department and/or by any Government owned Company/Foundation/Authority/Autonomous Body/Attached Department.
- v. Pre-qualification/Shortlisting of Firms/Companies will be done in accordance with the criteria detailed in PQD. The Scope of work / Requirements are tentative for pre-qualification only. The actual Scope of work / Requirements will be provided at the time of inviting RFP. However, pre-qualification / shortlisting of any Firm / Company does not guarantee award of work. Detailed Technical & financial evaluation will be done at a later stage.
- vi. Firms/Companies applying under a Consortium should submit their documents as a single EOI by clearly indicating the lead firm.

Office of Director General,
Punjab Housing & Town Planning Agency, PHATA
145-146 Rewaz Gardens, Rajgarh Road, Lahore, Pakistan
Phone: 99213419-28
Email: dg_phata@hotmail.com
Website: www.phata.punjab.gov.pk


25/11/2024
Director General
Punjab Housing & Town Planning
Agency Headquarters Lahore

(PRE-QUALIFICATION DOCUMENT)

Pre-Qualification of Consultant / Consultant Firms for Transaction Advisory Services for Program “Apni Chhat Apna Ghar”



Procurement No. **PHATA/2024/1/ACAG/1**

Application Submission Date: **11:00 AM on
19th November 2024**

Director General
Punjab Housing and Town Planning Agency
145-146 Rewaz Gardens, Rajgarh Road, Lahore
Phone: **99213419-28**
Email: **dgphata@hotmail.com**
Website: **www.phata.punjab.gov.pk**

1- Contents

INVITATION FOR EXPRESSION OF INTEREST (EOI)	3
SECTION-I	4
1.1 INTRODUCTION.....	4
SECTION –II	7
2.1 Instructions to Applicants/Consultants/firms.	7
SECTION –III	12
3.1 Prequalification Criteria	12
Annex-A Letter of EOI Application	18
Application Form-01 Firm Details	19
Application Form-02 Affidavit for Correctness of Information	20
Application Form-03 Power of Attorney	21
Application Form-04 Firms Experience	22
Application Form-05 Human Resource Capabilities	23
Application Form-06 CURRICULUM VITAE (CV)	24
Application Form-07 Financial Capabilities	26
Application Form-08 Format for Anti Collusion Certificate	27
Application Form-09 Format for Program Undertaking	28
Application Form-10 Format for Affidavit for Undertaking for Eligibility /Blacklisting/ Litigation Confirmation	29
Application Form-11 Litigation History	30
DOCUMENT CHECK LIST	31

INVITATION FOR EXPRESSION OF INTEREST (EOI)
For
Pre-Qualification of Consultant / Consultant Firms for Transaction Advisory Services for Program Titled “Apni Chhat Apna Ghar”

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- iii. Registered with Federal/Provincial Tax/Revenue Authorities with Active Taxpayer’s status.
- iv. Undertaking by the Firm/Company on a legal paper/stamp paper of value minimum Rs. 100, that it is not blacklisted by any Federal, Provincial, State or Local Government department and/or by any Government owned Company/Foundation/Authority/Autonomous Body/Attached Department.
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SECTION-I

1.1 INTRODUCTION

The Government of Punjab is ambitious to provide sustainable low-cost housing to low-income segment of the society through its flagship initiative, “Apni Chat Apna Ghar (ACAG)” program. This program is a special initiative of the Chief Minister, Punjab which aims to provide 100,000 houses/apartments to the low-income residents of the province achieving a significant milestone in Punjab’s housing sector. To address this shortage and basic human need, the Government of Punjab has approved ACAG Program with a goal to facilitate low-income segments of society currently residing either in rented buildings or in informal settings to have their own houses. This objective may be achieved through provision of interest free loans or government subsidy for construction of low-cost houses, construction of apartments/units at state land in big cities and pay back of loan through monthly affordable installments comparable with their existing rental expense. Initially, this program will deliver 100,000 affordable houses across the province within four and a half years. By successfully completing the ACAG program, access to affordable housing will enhance living standards, create jobs, and promote social equity in the province of Punjab.

Execution Model-1

This execution model aims to facilitate construction of housing units by the developers / contractors at state land by leveraging an equity-based land-sharing arrangement between the developers / contractors and the Agency (PHATA). The model will have the following salient features:

- i. The program will be planned for the development of infrastructure, trunk infrastructure & construction of houses /units/apartments at state land on land equity basis.
- ii. The developer / contractor shall be responsible for constructing complete infrastructure including roads, utilities, and other amenities, as per design / scope provided by the Agency (PHATA).
- iii. PHATA will provide preliminary land use plan of selected / advertised sites for competitive bidding. However, developers may request approval of revised plan under the rules. The developer will adhere to the Land use planning standards and prevalent rules of the program.
- iv. Architectural plan developed by PHATA through Consultant will provide design drawings of infrastructure and houses/units/apartments to developer who will ensure that design standards, material and construction specifications are implemented at each step and site.
- v. The program will be planned in a manner that developers will bear complete capital cost of development of infrastructure and construction of housing units in exchange of a percentage/piece of state land.

- vi. PHATA will transfer the agreed percentage of state land to the developer / contractor as per agreed timelines at different stages of infrastructure development and construction / delivery of housing units/apartments.
- vii. The government will not provide any subsidy for the development of infrastructure and construction of housing units/apartments.
- viii. The government will fix price and installment plan for each housing unit. This fixed price is likely to be determined based on factors such as affordability for the beneficiaries.
- ix. The layout plan of state land transferred to the developer / contractor will be approved by PHATA's Governing Body adhering to land use plan / building regulations of prevalent rules of the program.
- x. PHATA will develop **trunk infrastructure** of each site out of block allocation approved by the Government.

OBJECTIVES & SCOPE OF WORK:

The main objectives of the feasibility and transaction advisory services are as follows:

- To conduct a detailed feasibility study to assess the technical, financial, and environmental viability of the proposed housing project at identified site of state land.
- To review earlier initiatives taken by the successive governments in housing sectors and issues confronted by them during execution and implementation of those initiatives especially at state land.
- To provide transaction advisory services to assist in structuring, negotiating, and finalizing the joint venture agreements and achieving financial closure.

This would lead to streamline the operations of execution model-1 the ACAG and the Government of Punjab's affordable housing policy framework and strategy, which will help in the execution of the housing interventions, enabling to design targeted and evidence-based solutions and to improve access to affordable housing.

This scope of work is explained tentatively in this document. The actual scope of work will be provided to the Consultants at the time of issuing RFP. However, this prequalification does not guarantee award of work by the procuring agency. The brief scope of work is given below:

I. Preliminary Feasibility & Market Sounding

- Develop and assess the execution plan under Model-1.
- Gather data, assess housing needs, regulatory compliance, and legal issues.
- Collaborate with PHATA on project parameters, financial analysis, and market research.
- Evaluate environmental and social impacts, JV structures, and recommend housing types and pricing strategies.
- Prepare a Market Sounding Document and organize workshops with stakeholders.

II. Financial Viability Assessment

The consultant will develop financial models, assess tariff structures, and identify government support, risks, and options for a viable transaction structure. He will also prepare legal drafts, amendments, and a risk matrix.

III. *Technical Feasibility Study*

- Upon approval of the pre-feasibility study, the TA will:
- Conduct engineering designs, topographical surveys, and cost estimates.
- Prepare detailed plans for housing units, land acquisition, and infrastructure designs.
- Evaluate JV options, investors, and prepare PC-I documentation.

IV. **Bid Management**

The consultant will prepare bid documents, engage investors, and assist in pre-qualification, RFPs, and evaluation. He/she will support investor due diligence and present outcomes for PHATA approval.

V. **Transaction Negotiation & Financial Closure**

The consultant will assist in finalizing agreements, securing financial closure, and ensuring compliance with procurement parameters.

GEOGRAPHIC LOCATION:

All areas of Punjab

SECTION –II

2.1 *Instructions to Applicants/Consultants/firms.*

2.1.1 **Scope of Application**

This document contains all required information for preparation of EOI application. Applications must be submitted by the deadline, completed on the formats provided by Punjab Housing & Town Planning Agency (PHATA), with supporting documents, according to the guidelines given in the document.

2.1.2 **EOI Preparation Cost**

Applicants shall be responsible for all costs associated with the preparation of their EOIs and their participation in the pre-qualification process. PHATA will not be responsible in any way for such costs, regardless of conduct or outcome of pre-qualification process.

2.1.3 **Examination of EOI**

- i. It would be deemed that by submitting the EOI, applicants have:
 - a. made complete and careful examination of the EOI; and
 - b. received all relevant information requested from PHATA.
- ii. PHATA shall not be liable for any mistake or error on the part of the applicants in respect of the above.

2.1.4 **Right to accept or reject any or all applications**

The procuring agency reserves the right to reject all bids or proposals at any time before accepting any bid or proposal. Upon request, the agency will inform bidders of the reasons for rejection but is not obligated to justify them. The agency incurs no liability for exercising this right. Bidders will be promptly notified of any such rejection in line with PPRA Rule 35.

- i. The PHATA reserves the right to reject any EOI application if:
 - a. at any time, a material misrepresentation is made or uncovered, or
 - b. Applicants do not respond promptly and thoroughly to requests for supplementary information required for evaluation of EOI.

2.1.5 **Contents of EOI Document**

EOI Document comprises the contents as given in the Table of Contents and would additionally include any addendum issued in accordance with the provisions of this document.

2.1.6 **Schedule of Shortlisting Process of EOI Document**

Last date for receipt of queries	<i><u>November 14, 2024, till 03:00 pm</u></i> Contact Person: Deputy Director (Projects) Address: Punjab Housing and Town Planning Agency 145-146 Rewaz Gardens, Rajgarh Road, Lahore Phone: 99213419-28 Email: dgphata@hotmail.com Website: www.phata.punjab.gov.pk
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	(Submission through both physical delivery at given address and online via EPADS is mandatory.)
Last date for submission of application in response to this EOIs	<u>November 19, 2024, till 11:00 am</u> Director General Punjab Housing and Town Planning Agency 145-146 Rewaz Gardens, Rajgarh Road, Lahore (Submission through both physical delivery at given address and online via EPADS is mandatory.)
Date and Time of Opening of EOIs in response to this EOI document	<u>November 19, 2024, at 11:30 am</u> Director General Punjab Housing and Town Planning Agency 145-146 Rewaz Gardens, Rajgarh Road, Lahore Phone: 99213419-28 (Physically at given address and online through EPADS simultaneously)

2.1.7 Clarifications from Applicants

Interested parties may direct their queries regarding the EOI to the office of the Director General, Punjab Housing and Town Planning Agency, 145-146 Rewaz Garden, Rajgarh Road, Lahore (042-99213419-28), and also through the **EPADS** online portal. The queries must reach the above-referred office latest by **November 14, 2024, till 03:00 pm.** PHATA would try to respond to the queries by email/letter.

2.1.8 Amendment of EOI Document

- i.** At any time prior to the deadline for submission of EOI application, PHATA may, for any reason, whether at its own initiative or in response to clarifications requested by any applicant, modify the EOI Document by issuance of an addendum.
- ii.** Any addendum thus issued will be sent in writing to all interested applicants to the EOI Document.

2.1.9 Language

EOI and all related correspondence and documents shall be written in English language supported by documents and printed literature furnished by applicants with the EOIs. Applications may be in any other language provided that they are accompanied by appropriate translation of pertinent passages in English language duly certified. Supporting material, which is not translated into English, shall not be considered. For the purpose of interpretation and evaluation of EOI, English language translation shall prevail.

2.1.10 Currency

The currency for the purpose of EOIs shall be Pak Rupees (PKR).

2.1.11 Format and Signing of EOI Application

- i.** The Applicants would provide all the information as per this EOI. PHATA would evaluate only those EOIs that are received within the given date and time on the required format and are complete in all respects.
- ii.** Each Applicant shall prepare and submit one printed original, two printed copies and one electronic copy (on DVD, CD or USB drive) of its EOI Application, clearly marking each one as “Original”, “Copy No. 1”, “Copy No. 2”, etc., as appropriate. In the event of any discrepancy between the copies and the original, the original shall govern.
- iii.** The original and all printed copies of the EOI application shall be typed or written in indelible

- ink. The person or persons duly authorized shall sign the EOI application by:
 - EOI applications shall be hardbound. Loose paper/ring binding or paper in file will not be acceptable and shall be liable to ineligible.
 - Chain marking / numbering of pages of complete EOI.
 - Signing/initialing and stamp all pages of original EOI Application along with appendices.
- iv. The relevant EOI application shall contain no alterations, omissions or additions, unless such corrections are signed by the person or persons duly authorized.
- v. The information to be provided within the DVD/CD/USB shall contain non-compressed and un-protected files in printable formats. Furthermore, the DVD/CD/USB must be free from viruses.

2.1.12 Sealing and Marking of EOI Applications

(Submission of Application without Compliance of instructions relating to applications will lead to declaration of Application as “Non-Responsive”)

- i. The Applicant shall seal the original EOI Application and each copy in separate envelopes, each containing the documents specified in the EOI application. The envelope bearing original documents shall mark “EOI Application – Original” on the front.
- ii. Likewise, the copies submitted must mark “EOI Application – Copies” (all duly marked as required herein). All the copies and original EOI Application sealed individually should be submitted to the Client Representative enclosed in a single envelop bearing the words “**Pre-Qualification of Consultant / Consultant Firms for Transaction Advisory Services for “Apni Chhat Apna Ghar Program (ACAG)”** and the name(s) of applicants.
- iii. The inner envelope shall each indicate the name and address of the Applicant (in case of a Consortium, the name and address of the Lead Member) to enable the relevant EOI Application to be returned unopened if it is declared "late".
- iv. The DVD/CD/USB requested shall be submitted with the printed EOI Application.
- v. For the avoidance of doubt, it is expressly specified that the Prospective Bidders shall not be allowed to submit their EOI Applications by e- mail or fax.
- vi. Online application through EPADS is mandatory.
- vii. The envelope shall be addressed to:

**Director General,
Punjab Housing & Town Planning Agency, PHATA
“Apni Chhat Apna Ghar Program”
145-146 Rewaz Gardens, Rajgarh Road, Lahore, Pakistan**

- viii. If the envelope is not sealed and marked as instructed, PHATA assumes no responsibility for misplacement or premature opening of the contents of the EOI application submitted.

2.1.13 Submission of Prequalification Application.

The applicants/Consultant/Consultant firms are advised to follow both processes i.e. through e- Pak Acquisition Disposal System (EPADS) and physical proposal submission delivered to the address above-mentioned address (Both are mandatory). Complete application containing technical details; all required information and documentary evidence may be submitted before 11:00 AM on November 19, 2024 (physical and online EPADS) and will be opened at 11:30 AM on same day i.e. November 19, 2024, in the presence of authorized representatives of applicants who want to attend the event of

opening of EOI applications.

2.1.14 One Person One Application

Taking reference from PPRA Rule 36(A)

(1) In any procurement, one applicant may submit one application and if one applicant submits more than one application, the procuring agency shall reject all such EOI/Applications.

2.1.15 EOI Application Mode

EOI applications shall be submitted before the deadline at the address provided above and online through EPADS, in the manner and form detailed in this document. EOI applications submitted by facsimile transmission, telex, or e-mail **SHALL NOT BE** considered for evaluation and shortlisting.

2.1.16 Late EOI Applications and Extension of Submission timelines.

EOI applications delivered after the due date and time shall not be considered for evaluation and will be returned. However, PHATA reserves the right to extend the due date and time of EOI application, at any time prior to opening of EOIs. Further, if the pre-qualification document is materially modified during such extended period, the EOI application received prior to modification shall be returned to the applicants and appropriate time shall be allowed for resubmission of the EOI applications.

2.1.17 Modifications/ Substitution/ Withdrawal of EOIs.

The applicants may modify, substitute or withdraw their EOIs after submission, provided that written notice of the modification, substitution or withdrawal is received by PHATA before due date and time of EOIs. No EOI shall be modified or substituted or withdrawn by the applicants after the due date and time of its submission.

2.1.18 Evaluation of EOI – Criteria.

This document is governed by the PPRA Rules, 2014. The prequalification applications will be evaluated using the evaluation criteria given in Section-III of this document. The applications will be evaluated by an Evaluation Committee constituted by PHATA.

2.1.19 Clarification from Applicants.

PHATA reserves the right to obtain clarifications to understand & verify the data/information provided by applicants, at any time during the pre-qualification process or thereafter. Applicants in such cases would need to provide the requested clarification / documents promptly and within the stipulated time, failing which applicants are liable to be disqualified at any stage of shortlisting process.

2.1.20 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendations for the short-listed applicants shall not be disclosed to any person not officially concerned with the process. The PHATA will treat all information submitted as part of EOI application in confidence and would require all those who have access to such material to treat the same in confidence. PHATA will not divulge any such information unless it is ordered to do so by higher authority that has the power under law to require its disclosure.

2.1.21 Tests of Responsiveness

Prior to evaluation of EOIs, PHATA will determine whether each EOI application is responsive to the requirements of EOI. PHATA reserves the right to reject any EOI application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by PHATA in respect of such EOI applications.

2.1.22 Notification for announcement of results.

After the evaluation of EOI, PHATA would announce a list of shortlisted/non-shortlisted applicants in light of PPRA Rules, 2014.

2.1.23 Conflict of Interest

- i.** where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to procuring agency to obtain an undue benefit for himself or those affiliated with him.
- ii.** receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract.
- iii.** any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the procuring agency under the contract.
- iv.** where an official of the procuring agency engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or indirect manner.

SECTION –III

3.1 *Prequalification Criteria*

Expression of Interest (EOI) evaluation shall be based on the following criteria given in succeeding paras in line with PPRA Rules, 2014 (as amended time to time) and level of compliance demonstrated by the Applicant’s responses in the forms given in this document:

- **Prequalification/EOI Application Responsiveness**: Responsiveness of EOI application will be established based on compliance of all instructions delineated in this REOI document.
- **Mandatory Requirements/ Eligibility Criteria**: After establishment/confirmation of responsiveness of the application, it shall be evaluated based on mandatory requirements.
- **Prequalification/ Shortlisting Criteria**: for evaluation of applications which are responsive and fulfill mandatory requirements.

Mandatory Requirements/ Eligibility Criteria.

Applicants are required to submit the following documents to establish their mandatory eligibility criteria to participate in subject procurement process:

Mandatory Requirements	Document Requirement
Valid Registration with the relevant professional body i.e. (e.g. PEC, PCATP, ICAP, ICMA or any professional body etc.)	Must Meet
Registration with SECP, Registrar of Firms	Must Meet
Registered with Federal/Provincial Tax/Revenue Authorities with Active Tax Number.	Must Meet
Annual Audit Reports duly signed & attested of last three (03) years	Must Meet
Affidavit for undertaking for eligibility confirmation/blacklisting/litigation on stamp paper	Must Meet
The Applicant/ Consortium partners /Partner of the JV shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:	Must Meet
i. is not in bankruptcy or liquidation proceedings;	
ii. has never been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons	
iii. is not making any misrepresentations or concealing any material fact and detail.	
iv. has not been convicted of, fraud, corruption, collusion or money laundering;	
v. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect	
vi. does not fall within any of the circumstances for ineligibility or disqualifications.	
Affidavit for correctness of information	Must meet
Litigation history	Must meet

<ul style="list-style-type: none"> Organizational Structure (Organogram) List of Permanent Staff and Quality Management System (Quality Management System must be supported by Quality Management Certificates.) 	Must meet
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Note:

- Firms/Companies applying under a Consortium should submit their documents as a single EOI by clearly indicating the lead firm.
- All required information shall be submitted as per templates. Failure to do so will result in rejection of application.

Shortlisting Criteria, sub-criteria, and Marks for the evaluation of Expression of Interest (EOIs) are as follows:

A1	Firm's Experience	Marks														
a)	<p>The consultancy firm or each member of the consortium needs to present experience of providing consultancy services (technical, environmental, social, financial and legal advisory) for more than five (05) years. The consultancy firm / consortium members shall present at least two (02) relevant public sector infrastructure projects on which it has provided consultancy services.</p> <p>Constituent documents shall be presented in the EOI by the consultancy firm or each member of the consortium.</p> <p>Score will be awarded based on experience and no. of successfully completed projects related to consultancy services (50 Marks):</p> <table border="0"> <tr> <td>I. Civil Engineering / Technical</td> <td>15</td> </tr> <tr> <td>(on the basis successfully executed project)</td> <td></td> </tr> <tr> <td>II. Architectural</td> <td>05</td> </tr> <tr> <td>III. Environmental</td> <td>05</td> </tr> <tr> <td>IV. Social</td> <td>05</td> </tr> <tr> <td>V. Financial advisory</td> <td>10</td> </tr> <tr> <td>VI. Legal advisory</td> <td>10</td> </tr> </table> <p>*In case of less than 5-year experience, any consortium member in the relevant category is considered "0" marks.</p>	I. Civil Engineering / Technical	15	(on the basis successfully executed project)		II. Architectural	05	III. Environmental	05	IV. Social	05	V. Financial advisory	10	VI. Legal advisory	10	50
I. Civil Engineering / Technical	15															
(on the basis successfully executed project)																
II. Architectural	05															
III. Environmental	05															
IV. Social	05															
V. Financial advisory	10															
VI. Legal advisory	10															
	Total A1	50														
A2	Human Resource Capacity****	Marks														
	<p>The consultancy firm or the consortium needs to constitute a team of professionals in the following fields/disciplines, each having requisite minimum qualification and relevant experience as mentioned in details of Human Resource Capacity (i.e. Position, Qualification, Job Experience and Job Descriptions)</p> <p>*In case of less than the prescribed experience and qualification is consider "0"marks</p>	30														
a)	Housing Policy Expert, Team Lead	5														
b)	Construction Senior specialist	3														
c)	Legal specialist	3														
d)	Housing finance specialist	3														
e)	GIS specialist	2														

f)	Town Planner	2
g)	Sanitation / Wastewater Expert	2
h)	Electrical Engineer	2
i)	Architect / Landscaping Expert	2
j)	Geotechnical Engineer	2
k)	Structural Engineer	2
l)	Contract Specialist	2
	Total A2	30
A3	Financial Capacity*****	Marks
a)	Minimum last 3 years average annual turnover of lead member of Rs. 200 million. If turnover of last 3 year is less than 200 million is, consider "0" marks.	20
	Total A3	20

Score = A1 + A2 + A3

After meeting mandatory eligibility criteria, the minimum score required to be shortlisted is: **65 Marks**
 ***** 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table. One resource can only be applied in one sub-sector with single firm.

*****Financial capacity should be supported by Authenticated Audit Financial Statement. Annual turnover shall be calculated from the Average annual turnover of last 03 years as per **Application Form-07**.

Note:

1. For JV, pre-requisites must be fulfilled by the lead as well as partner firms separately. However, in case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin. For evaluation, lead firm shall be assigned 60% weightage in each component such as firm experience, human resource capacity and financial capacity and remaining 40% weightage shall be equally assigned to partner firms.
2. Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.
3. Firm has to fill in the above scoring criteria and also provide relevant evidence for the information required in this table. The procuring Agency reserves the right to request for any additional evidence as deemed necessary.
4. In case more than one firm has obtained the same overall score, the firm with the highest score in relevant experience will be shortlisted. In case if more than one firms have the same relevant experience as well, then the firm with the oldest incorporation / formation date will be shortlisted.

5. Firm Detail

Firm should provide its detail as per **Application Form-01**. In this PQD the word Firm has been used for both Firm and Company.

• *Human Resource Capacity*

Sr #	Designation	Required Qualification	Experience
1	Housing Policy	•At least Master's Degree in Urban and Regional Planning,	•At least 15 years of professional experience in Housing, Urban

Sr #	Designation	Required Qualification	Experience
	Expert, Team Lead	<p>Architecture. Candidates with a higher degree(s) will be preferred.</p> <ul style="list-style-type: none"> •Registration with Pakistan Council of Architects and Town Planners is mandatory. 	<p>Development, Architecture, or any other relevant fields.</p> <ul style="list-style-type: none"> •The candidate should possess proven track record of having worked with public sector organizations facilitating the development of Housing policy frameworks.
2	Construction Senior specialist	<ul style="list-style-type: none"> •BSc. in Civil Engineering from reputable and HEC recognized university. AND • Master’s or higher degree in Urban Infrastructure Planning and Designing, Civil Engineering, or related field, preferably from a foreign reputable university. Higher degree will be preferred. •Registration with Pakistan Engineering Council is mandatory. 	<ul style="list-style-type: none"> •Minimum 15 years of relevant experience in Urban Infrastructure projects, designing and managing municipal infrastructure & Housing projects.
3	Legal specialist	<ul style="list-style-type: none"> •Bachelor s or higher degree from a recognized university in Law. Foreign qualification will be preferred. 	<ul style="list-style-type: none"> •At least 12 years of professional experience in civil matters of Housing, Urban Development and working with law firm dealing cases of housing sector. •He should possess proven track record of having worked with public sector organizations facilitating the development of Housing policy frameworks.
4	Housing finance specialist	<ul style="list-style-type: none"> •Master’s or higher degree in Finance, Accounting, Business Administration, or relevant field preferably from a foreign reputable university. Higher degree will be preferred. OR •FCA / FCCA / ICAEW 	<ul style="list-style-type: none"> •Minimum 12 years of relevant experience in financial management or accounting in the public or private sector.
5	GIS specialist	<ul style="list-style-type: none"> •18 years in Geo-informatics, GIS, Space Science, or related field from recognized University, •OR •16 years in Geo-informatics, GIS, Space Science, or related field from recognized University 	<ul style="list-style-type: none"> •05 years of relevant experience in GIS and geospatial data management, with 18 years of education or •07 years of relevant experience in GIS and geospatial data management with 16 years of education.
6	Research Analyst (Comprehensive Housing Assessment and Analysis)	<ul style="list-style-type: none"> •Bachelor’s or higher degree in related fields from a reputable university. Relevant fields may include Urban Planning, Economics, Housing, Architecture and Infrastructure. •Registration with Pakistan Council of Architects and Town Planners is 	<ul style="list-style-type: none"> •At least 5 years’ relevant experience in housing market research, data analysis, and urban planning. Proven expertise in conducting comprehensive housing assessments, demographic studies, and policy analysis. Experience with GIS tools, statistical software, and report writing is essential.

Sr #	Designation	Required Qualification	Experience
		mandatory.	
7	Statistician	<ul style="list-style-type: none"> •Bachelor's or higher degree in Statistics, Mathematics, Economics, Data Science, or a related field from a recognized university. 	<ul style="list-style-type: none"> •At least 5 years of relevant experience in statistical analysis, data modeling, and feasibility studies, preferably in the context of housing or urban development
Technical Team			
1	Town Planner	<ul style="list-style-type: none"> •Bachelor's or higher degree in Urban Planning, Town Planning, Architecture, or a related field from a recognized university. •Registration with Pakistan Council of Architects and Town Planners is mandatory. 	<ul style="list-style-type: none"> •Minimum 15 years of relevant experience in urban planning and development, with a focus on residential housing projects.
2	Sanitation / Wastewater Expert	<ul style="list-style-type: none"> •Bachelor's or higher degree in Environmental Engineering, Civil Engineering, Sanitation Engineering, or a related field from a recognized university. •Registration with Pakistan Engineering Council is mandatory. 	<ul style="list-style-type: none"> •At least 15 years of professional relevant experience in sanitation and wastewater management, with a focus on urban infrastructure and housing projects.
3	Electrical Engineer	<ul style="list-style-type: none"> •Bachelor's or higher degree in Electrical Engineering from a reputable and HEC-recognized university. •Registration with Pakistan Engineering Council is mandatory. 	<ul style="list-style-type: none"> •Minimum 15 years of relevant experience relevant experience in electrical engineering, with a focus on residential or commercial construction projects
4	Architect / Landscaping Expert	<ul style="list-style-type: none"> •Bachelor's or higher degree in Architecture, Landscape Architecture, or a related field from a recognized university. •Registration with Pakistan Council of Architects and Town Planners is mandatory. 	<ul style="list-style-type: none"> •At least 15 years of relevant experience in architecture and landscaping, with a focus on residential and urban development projects.
5	Geotechnical Engineer	<ul style="list-style-type: none"> •Bachelor's degree in Geotechnical Engineering, Civil Engineering, or a related field from a recognized university. •Master's degree or higher in Geotechnical Engineering or related field is preferred. •Registration with Pakistan Engineering Council is mandatory. 	<ul style="list-style-type: none"> •Minimum of 15 years of relevant experience in geotechnical engineering, particularly in the context of housing or large-scale infrastructure projects.
6	Structural Engineer	<ul style="list-style-type: none"> •BSc. in Civil Engineering or Structural Engineering from a reputable and HEC-recognized university. •Master's or higher degree in Structural Engineering or a related field is preferred. •Registration with Pakistan Engineering Council is mandatory. 	<ul style="list-style-type: none"> •At least 15 years of relevant experience in structural engineering, with a proven track record in designing and analyzing structures for residential or commercial projects.

Sr #	Designation	Required Qualification	Experience
7	Contract Specialist	<ul style="list-style-type: none"> • Bachelor's degree in Law, Business Administration, Engineering, or a related field from a recognized university. • Master's degree in a Contract Management, from a reputable institution will be preferred. 	<ul style="list-style-type: none"> • At least 15 years of experience in contract management, preferably within the construction or engineering sectors. • Previous experience in developing contracts for large-scale housing or infrastructure projects is highly desirable.

Annex-A Letter of EOI Application

Consultant letter head

Date

To

Director General

Punjab Housing & Town Planning Agency (PHATA),

Lahore.

**Re: Prequalification Application in respect of “Apni Chhat Apna Ghar”
Program**

Sir/Madam,

Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicants") and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby expresses my/our interest and apply for prequalification for the “*Apni Chhat Apna Ghar Program*”.

We are enclosing our Expression of Interests (EOIs), in one original and one (01) true copy with the details as per the requirements of the EOI for your evaluation.

The undersigned hereby also declares that the statements made, and the information provided in the EOIs are complete, true and correct in every detail.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title and Address of the Applicant)

Applicant’s Seal & Stamp

Important Note: The competent authority may reject all applications at any time prior to the acceptance of application. PHATA shall upon request communicate to any applicant, the grounds for its rejection of application, but shall not be required to justify those grounds.

Application Form-01 Firm Details

Prospective Applicant

- (a) Name: _____
- (b) Country of Incorporation: _____
- (c) Address of the corporate headquarters and its branch office (s), Pakistan: _
- (d) Date of incorporation and / or commencement of business: _____
- (e) Type (corporation, partnership, etc): _____
- (f) Telephone No: _____
- (g) Cell No: _____
- (h) Fax: _____
- (i) Email: _____
- (j) NTN Registration No. _____ and STN _____
- (k) Registration with professional body _____
- (l) No. of Year in consultancy _____

CONSORTIUM MEMBER'S INFORMATION

- (a) Name: _____
- (b) Designation: _____
- (c) Bidder's Company: _____
- (d) Address: _
- (e) Telephone No: _____
- (f) Cell No: _____
- (g) Fax No: _____
- (h) E-mail Address: _____
- (i) Primary area of business: _____
- (j) NTN Registration No. _____ and STN _____
- (k) Registration with professional body: _
- (l) No. of Year in consultancy _____

Details of individual (s) who will serve as the point of contact /communication for the Bidder's company:

- (a) Name: _____
- (b) Designation: _____
- (c) Address: _
- (d) Telephone No. _____
- (e) Cell No. _____
- (f) E-mail address: _____
- (g) Fax No. _____

Signature & Seal of Authorize Representative

Note:

Provide its organizational structure (organogram), list of permanent staff with experience details use same **Application Form-05** and quality management system

Application Form-02

Affidavit for Correctness of Information

Affidavit for Correctness of Information

[PRINT ON STAMP PAPER]

AFFIDAVIT of MR. _____ S/o Mr. _____, CNIC No. _____ Resident of _____, Pakistan and authorized representative of XYZ company name, _____ (address) _____ (“Company”).

I, the above named deponent, do hereby solemnly affirm and declare that:

1. I am the [Designation...] of the Company.
2. I am the authorized representative of the Company by virtue of [Board Resolution No., Letter No. etc.....] _____ dated _____.
3. The contents of accompanying [document....] dated along with the supporting documents are true and correct to the best of my knowledge and belief and nothing material or relevant thereto has been concealed or withheld therefrom.
4. I also affirm that all further documentation and information to be provided by me in connection with the aforesaid [document....] shall be true and correct to the best of my knowledge and belief.

DEPONENT

VERIFICATION

It is hereby verified on solemn affirmation at _____, Pakistan on the [date...] that the contents of the above Affidavit are true and correct to the best of my knowledge and belief and that nothing, material or relevant thereto, has been concealed or withheld therefrom.

DEPONENT

Application Form-03 Power of Attorney

(Template for Power of Attorney)

Power of Attorney (For Signatory of Application)

[Must be printed on a PKR 100 stamp paper]

KNOW ALL MEN BY THESE PRESENTS THAT by this Power of Attorney (“**Power of Attorney**”), _____ [*Insert name firm*] having its registered office at [----], does hereby nominate, appoint and authorize Mr. _____, having CNIC No. _____ hereinafter referred to as the “**Signatory of Application**”, to do in our name and on our behalf the following:

- i. Sign and submit to _____ or its authorized nominee, the EOI/Tender/Bid for _____ in response to the EOI advertisement dated [---] issued by The Procuring Agency and all other documents and instruments required to submit the EOI/Tender/Bid.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the EOI/Tender/Bidding process as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI and/or Bid in response to the above referred tenders including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

We, [*Insert name of Firm/Consortium*], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this **POWER OF ATTORNEY** as of [Date].
FOR: [INSERT NAME OF APPLICANT FIRM]

Signature: _____
Name: _____
Title: _____
CNIC/Passport No.: _____

[IMPORTANT NOTICE: Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his national identity card (“NIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his passport should be attached.]

Instructions for Consultancy Firm/Company: If the Consultation Firms/Companies are a Consortium each firm/company of the Consortium (other than the Lead Consultant) shall furnish a Power of Attorney authorizing the Lead Consultant and on their behalf.

Application Form-04

Firms Experience

Name of Consortium Members: _____, _____, _____

General											
S. No	Name of Project	Location (Country/ Province /Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start date	Completion date		Start date	Completion date		
1											
2											
3											
4											
5											

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of PHATA for further evaluation. Above table (template) is just for reference / guidance.

1. Project/Assignment provided must be supported with the **completion certificate** issued by the procuring agency/executing agency of that particular project.

Application Form-05 Human Resource Capabilities

S. No.	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of PHATA for further evaluation. Above table (template) is just for reference / guidance.

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector / sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
4. It is mandatory for each proposed resource to fulfill minimum eligibility criteria mentioned in this PQD to be qualified for score assignment.

Application Form-06

CURRICULUM VITAE (CV)

1. **Name of Personnel:** _____
2. **Current Position in the Firm:** _____
3. **Date of Birth:** _____
4. **Nationality** _____
5. **CNIC No (if Pakistani):** _____ **or Passport No:** _____
6. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership of Professional Associations:**
8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)*]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

11. Detail of Work Undertaken Name of assignment or project: _____

Cost of Project _____ Location: _____

Date of Start: _____ Date of Completion: _____

Client: _____ Main project features: _____

Positions held: _____ Activities performed: _____

Actual time spent on the project: _____ in months.

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of the proposed staff] *Day/Month/Year*

_____ Date: _____
[Counter Signature of authorized signatory] *Day/Month/Year*

Application Form-07**Financial Capabilities**

Year¹	Annual turnover
2021-2022	
2022-2023	
2023-2024	

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of PHATA for further evaluation. Above table (template) is just for reference / guidance.

1. Data provided under the head of financial capabilities must be supported by the Authenticated Audited Annual Financial Statements.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 years.

Application Form-08

Format for Anti Collusion Certificate

[To be submitted on the letter heads of the Applicants separately]

Anti-Collusion Certificate

Date:

The Director General,
Punjab Housing & Town Planning Agency (PHATA)

“Apni Chhat Apna Ghar Program”

Sir/Madam,

We hereby certify and confirm that in the preparation and submission of this EOI, we have not acted in concert or in collusion with any other applicant or other person(s) and also have not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant EOI.

Dated this _____ Day of _____, 2024

Name of the Applicants

Signature of the Authorized Person

Application Form-09

Format for Program Undertaking

Program Undertaking

[To be submitted on the letter heads of the Applicants separately]

Date:

The Director General,
Punjab Housing & Town Planning Agency (PHATA)

“Apni Chhat Apna Ghar Program”

Sir/Madam,

We have read and understood the EOI Document in respect of the captioned Project provided to us.

We hereby agree and undertake:

- a) Notwithstanding any qualification or conditions, whether implied or otherwise, contained in our EOI, we hereby represent and confirm that our EOI is unqualified and unconditional in all respects.
- b) We are not barred by the Government or any of its department or Agency from participating in any project.

Dated this _____ Day of _____, 2024

Name of the Applicant

Signature of the Authorized Person

Seal & Stamp of Applicant.

Application Form-10 Format for Affidavit for Undertaking for Eligibility /Blacklisting/ Litigation Confirmation

AFFIDAVIT FOR UNDERTAKING FOR ELIGIBILITY CONFIRMATION

**(Must be printed on PKR 100 Stamp Paper)
Template for Affidavit**

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- i. is not in bankruptcy or liquidation proceedings.*
- ii. has never been declared ineligible/blacklisted by Government / Semi Government /or Authority till date due to any reason.*
- iii. is not making any misrepresentation or concealing any material fact and detail.*
- iv. has not been convicted of, fraud, corruption, collusion or money laundering.*
- v. does not have any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and*
- vi. does not fall within any of the circumstances for ineligibility or disqualifications.*
- vii. ensure compliance with all applicable laws and regulations, including tax, labor, and environmental laws.*
- viii. adhere to the highest standards of integrity and ethical conduct in its business operations.*

We understand that any false statement or misrepresentation in this undertaking may result in our disqualification from the procurement process and/or termination of the contract if awarded.

(Signatures)

(Stamp of Firm)

Witness 1 _____

Witness 2 _____

Signatures _____

Signatures _____

Application Form-11 Litigation History

Name of Applicant or Partner of a Joint Venture

*Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the **last five years** or currently under execution. A separate sheet should be used for each partner of joint venture.*

Year	Award for Or Against the Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value PAK Rs. or equivalent)

DOCUMENT CHECK LIST

I authorized representative of the firm / consortium undertake that the following documents / instructions / information's are mandatory, non-compliance of them will lead to ineligibility and shortlisting applications will be rejected without entering into evaluation process.

- i. Registration with the professional body (e.g. PEC, PCATP, ICAP, ICMA or any professional body etc.)
- ii. Registration with SECP, Registrar of Firms.
- iii. Registered with Federal/Provincial Tax/Revenue Authorities with Active TaxPayer's status.
- iv. Undertaking by the firm on a legal format, that it has not been blacklisted by any Government Agency/Authority nor is under any litigation.
- v. Organizational Structure (Organogram), List of Permanent Staff
- vi. Quality Management System (Quality Management System must be supported by Quality Management Certificates.)
- vii. List / CVs of key relevant staff available with the firm.
- viii. The person or persons duly authorized shall sign the EOI application.
- ix. EOI application shall be hard bond. Loose paper or paper in file will not be acceptable and shall be liable to ineligible.
- x. Chain marking / numbering of pages of complete EOI
- xi. Signing all pages of original EOI Application; and
- xii. Initialing all the pages of the EOI document.
- xiii. In case of JV/Consortium, existing agreement / partnership deed or letter of intention to enter into an agreement.
- xiv. Undertaking for not having conflict of interest.
- xv. All Annexes of EOI document.
- xvi. All Affidavits, Power of Attorney, Correction of Information and Undertaking for Eligibility /Blacklisting/ Litigation Confirmation
- xvii. Litigation History

Signature & Seal of Authorized Representative _____