

HBL**HABIB BANK**

حبیب بینک

Deposit Slip**Customer Copy**

Branch: 0214		Date: 11/11/2014	
Account Title: PPR 155			
IBAN: PK H A B B 0 0 0 6 5 4 0 0 1 3 1 0 0 9 0 1			
Currency: ☐ PKR ☐ USD ☐ EURO ☐ GBP ☐ JPY ☐ Others		☐ Intercity ☐ Within city ☐ Same Branch	
Credit Card No.		AMOUNT	
☐ CASH			
BANK / BRANCH: IT-3054/102		CHEQUE/INSTRUMENT NO. 50788528	
Lubricants		15000/-	
TOTAL AMOUNT			
Total Amount in Words: Fifteen Thousand only			
Commission (If any)			
Depositor's Name: 112094			
Contact No. 0304-6508958			
Depositor's CNIC No. 54501-2116818			
Depositor's Account No.			
Received By: 18328225		Depositor's Signature	

18328225

NATIONAL STANDARD PROCUREMENT DOCUMENTS

Procurement of Lubricants through Open Framework Agreements (*Pre-Qualification*)

(National Competitive Bidding)



PROCUREMENT DIRECTORATE

HEAVY INDUSTRIES TAXILA

Pre-Qualification Number: IT-3054 dated 12 Nov 2024

Bid Submission Date / Time: **6 December 2024 at 10:30 AM**

Bid Opening Date / Time: **6 December 2024 at 1100 AM**

*Feel free to contact for any query regarding details of
items as well as Clauses*

Brief of the Document

Procurement Notice -

The attached template is the Invitation for Prequalification of Suppliers willing to sign framework agreement with the HIT for provision of Lubricant in accordance with the provisions of the agreement.

Prequalification Document (Procurement of Lubricant through Framework Agreements)

PART 1 – PREQUALIFICATION PROCESS

Section I - Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the Applications for Prequalification, in addition to information on opening and evaluation of the Applications.

Section I contains provisions that are to be used by the HIT without modification.

Section II - Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITA (in Section-I), and are specific to respective Prequalification Proceedings.

Section III - Qualification Criteria and Requirements

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the Applicants for the supply of Lubricant in accordance with the requirements of the HIT, with an objective to prequalify them for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s), in case of open Framework Agreement(s) for the purpose of awarding Call off Contracts.

Section IV - Application Forms

This Section contains Application Submission Form and other allied forms required to be submitted with the Application.

Section V - Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

PART 2 -- SUPPLY REQUIREMENTS

Section VII – Schedule of Requirements

This Section includes a brief description of the Supply of Lubricant including provisional estimate of the required volume and/or quantity, Technical Specifications and Drawings (if applicable), and Delivery and Completion Schedules.



Invitation for Prequalification

LUBRICANTS

HIT TAXILA

1. The HIT *intends to apply for funds from the Government of Pakistan toward the expenditure of the Procurement of Lubricants, and intends to apply part of the proceeds toward payments under the contract or contracts for Supply of lubricants to HIT.*
2. The HIT intends to prequalify suppliers for Invitation to Bid(s), and sign the framework agreement(s) with the selected bidder(s) subsequent to bidding process in case of Open Framework Agreement(s).
3. The objective of the intended Open framework agreement(s) is the on-demand supply of lubricants at *HIT Taxila* through subsequent Call-off Contract(s) with successful bidders, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Prequalified Applicants *in January /February 2025* and Open Framework Agreement(s) will be signed b/w the HIT and the successful bidder(s) as Framework Agreement Suppliers in *March 2025* for the period of *3 x Years*.
5. Prequalification process is open for all *national* Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the Procurement Directorate HIT Taxila Cantt at the address below: -
Assistant Director Procurement Heavy industries Taxila (Procurement Directorate)
PH # 051-9315031 Fax no 051-9315029 during Office hours 0800 to 1600 hours.
6. Complete set of Prequalification Documents in *English* may be downloaded from the website www.ppra.org.pk or www.hit.gov.pk
7. Applications for Prequalification should be submitted in clearly marked technical bid and delivered to the address mentioned below latest by *1030 hours on 6 December*. Late Applications will be rejected.

To:

Lieutenant Colonel Muhammad Shuja Chaudhry
 Assistant Director Procurement, Procurement Directorate
 Gate No 05, Heavy Industries Taxila (**Tender Box**)

Pre-Qualification Number: IT-3054 dated 12 Nov 2024

Tender / Bid Submission Date / Time: **6 December 2024 at 10:30 AM**

Tender / Bid Opening Date / Time: **6 December 2024 at 1100 AM**

Contents

<i>Prequalification</i>	6
Section I - Instructions to Applicants.....	7
A. General.....	7
B. Contents of the Prequalification Documents	9
C. Preparation of Applications	11
D. Submission of Applications	13
E. Procedures for Evaluation of Applications	14
F. Evaluation of Applications and Prequalification of Applicants.....	15
Section II - Prequalification Data Sheet (PDS)	21
A. General.....	21
B. Contents of the Prequalification Document	21
C. Preparation of Applications	21
D. Submission of Applications	22
E. Procedures for Evaluation of Applications	22
Section III - Qualification Criteria and Requirements.....	23
Specific Experience Requirements.....	
Section IV - Application Forms	27
Application Submission Letter.....	28
Annexure "A"	30
Applicant Information Form	30
Annexure "B"	32
Manufacturer's Authorization.....	34
Annexure "C"	35
Financial Situation and Performance.....	35
Annexure "C"	37
Average Annual Turnover (Annual Sales Value)	37
Annexure "D"	38
Annexure "E"	39
Section V - Eligible Countries.....	40
Eligibility for the Provision of Goods and Related Services	40
Section VI – Annexure "F" – Scope of Supply (List of Common User Items)Error! Bookmark not defined.	

PRE - QUALIFICATION

Section I - Instructions to Applicants

A. General	
1. Scope of Application	1.1 In connection with the “Invitation for Prequalification”, the HIT, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of <i>Lubricants</i> incidental thereto as specified in Section VII (Schedule of Requirements).
2. Source of Funds	2.1 Source of funds is same as referred in Invitation for Prequalification.
3. Fraud and Corruption	3.1 HIT requires that the Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts. 3.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), suppliers, and their personnel, to permit the HIT to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the HIT. 3.3 Any communications between the Applicant and the HIT related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication. 3.4 HIT will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract. 3.5 HIT will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Applicants	4.1 An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the HIT and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the HIT and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV. 4.2 An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected. 4.3 An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.
--------------------------------------	--

	4.4 Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the HIT for execution of subsequent Framework Agreement(s) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the HIT (or a recipient of a part of the funds) who: (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or (b) would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process-during the execution of the Framework Agreement and/or Call-off Contract. 4.5 An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website. 4.6 An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the HIT.
5. Eligibility (in terms of Nationality)	5.1 Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.
B. Contents of the Prequalification Documents	
6. Sections of Prequalification Documents	6.1 This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8. PART 1 Prequalification Procedures • Section I - Instructions to Applicants (ITA) • Section II - Prequalification Data Sheet (PDS)

	• Section III - Qualification Criteria and Requirements • Section IV - Application Forms • Section V - Eligible Countries • Section VI - Fraud and Corruption PART 2 Supply Requirements • Section VII – Schedule of Requirements
	6.2 Unless obtained directly from the HIT or downloaded directly from the website link referred in the Invitation for Prequalification, the HIT accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly by the HIT or downloaded from the website link shall prevail.
	6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its application all information or documentation as is required by the Prequalification Documents.
7. Clarification of Prequalification Documents and Pre-Application Meeting	7.1 An Applicant requiring any clarification of the Prequalification Documents shall contact the HIT in writing at the HIT address indicated in the PDS. The HIT will respond in writing to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The HIT shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Documents directly from the HIT (or through its website link), including a description of the inquiry but without identifying its source. If so indicated in the PDS, the HIT shall also promptly publish its response at the web page identified in the PDS. Should the HIT deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2. 7.2 If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.

	7.3 Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the HIT exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.
8. Amendment of Prequalification Documents	8.1 At any time prior to the deadline for submission of Applications, the HIT may amend the Prequalification Documents by issuing an Addendum.
	8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Documents from the HIT. The HIT shall promptly publish the Addendum at the HIT web page identified in the PDS: Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.
	8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the HIT may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2: Provided that the HIT shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.
C. Preparation of Applications	
9. Cost of Applications	9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The HIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. Language of Application	10.1 The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the HIT, shall be written in the language specified in the PDS . Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS , in which case, for purposes of interpretation of the Application, the translation shall govern.
11. Documents Comprising the Application	11.1 The Application shall comprise the following: (a) Application Submission Letter, in accordance with ITA 12.1; (b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1; (c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and (d) any other document required as specified in the PDS.
12. Application Submission Letter	12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.
13. Documents Establishing the Eligibility of the Applicant	13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form Annexure "A" (eligibility), included in Section IV (Application Forms).
14. Documents Establishing the Qualifications of the Applicant	14.1 To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms). 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows: (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted). (b) value of single contract - Exchange rate prevailing on the date of the contract. 14.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the HIT.

	14.4 The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the HIT satisfaction:
15. Signing of the Application and Number of Copies	15.1 The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories. 15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
D. Submission of Applications	
16. Sealing and Identification of Applications	16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall: (a) bear the name and address of the Applicant; (b) be addressed to the HIT, in accordance with ITA 17.1; and (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1. 16.2 The HIT will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
17. Deadline for Submission of Applications	17.1 Applicants may either submit their applications by mail, by courier or by hand. Applications shall be received by the Security Staff at Gate No 5 HIT Taxila Cantt at the address and no later than the deadline indicated in the PDS. When so specified in the PDS. 17.2 If required in accordance with the provisions of ITA 8.3, the HIT will extend the deadline for the submission of Applications, in which case all rights and obligations of the HIT and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. 17.3 The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).
18. Late	18.1 The Procurement Directorate reserves the right to accept

Applications	Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.
19. Opening of Applications	19.1 The HIT shall open all Applications at the date, time and place specified in the PDS. Late Applications shall not be entertained. 19.2 The HIT shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be signed from all Applicant during opening.
E. Procedures for Evaluation of Applications	
20. Confidentiality	20.1 Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28. 20.2 From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the HIT on any matter related to the Prequalification process may do so only in writing.
21. Clarification of Applications	21.1 To assist in the evaluation of Applications, the HIT may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the HIT and all clarifications from the Applicant shall be in writing. 21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the HIT request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
22. Responsiveness of Applications	22.1 The HIT may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.
23. Margin of Preference	23.1 Unless otherwise specified in the PDS , a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

24. Sub-contractors	24.1 Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.
F. Evaluation of Applications and Prequalification of Applicants	
25. Evaluation of Applications	25.1 The HIT shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The HIT reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
	25.2 Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Lubricants .
	25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The HIT shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III. 25.4 Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.
26. HIT Right to Accept or Reject Applications	26.1 The HIT reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.
27.Prequalification of Applicants	27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the HIT.
	27.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the HIT.
	27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the HIT before or at the time of submitting their

	Bids.
28. Notification of Prequalification	28.1 The HIT shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately. 28.2 The HIT shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.
29. Request for Bids	29.1 Promptly after the notification of the results of the Prequalification, the HIT will invite the Bids from all the Applicants that have been prequalified.
30. Changes in Qualifications of Applicants	30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the HIT prior to the deadline for submission of Bids. Such approval shall be denied if: (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members; (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (c) in the opinion of the HIT, the change may result in a substantial reduction in competition. 30.2 Any such change should be submitted to the HIT before the date of "Invitation to Bids".
31. Constitution of Grievance Redressal	31.1 HIT shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement. 31.2 Any party or applicant can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC

	well before the application/proposal submission deadline. 31.3 Any Bidder feeling aggrieved by any act of the HIT after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report. 31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. 31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. 31.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt. 31.7. Any bidder or the HIT not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in "Redressal of Grievance Regulations, 2021". 31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal. 31.9 The committee shall call the record from the concerned HIT or the GRC as the case may be, and the same shall be provided within prescribed time. 31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal. 31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.
32. Mechanism of	32.1 HIT shall bar for the time prescribed under Rule-19 of the

Blacklisting	Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i) Involved in corrupt and fraudulent practices as defined under rule-2; ii) Fails to perform his contractual obligations; or iii) Fails to abide by bid securing declaration; 32.1 HIT shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: i) Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii) Fails to perform his contractual obligations; and iii) Fails to abide by the id securing declaration; 32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the HIT proposes to debar the bidder or contractor from participating in any public procurement of the HIT; and (c) the statement, if needed, about the intention of the HIT to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies. 32.3 The HIT shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice 32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the HIT may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the HIT shall decide the matter on the basis of available record and personal hearing, if availed. 32.5 In case the bidder or contractor submits written reply of the show cause notice, the HIT may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.
---------------------	---

	32.6 The HIT shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the HIT for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed 32.7 The HIT shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing. 32.8 HIT shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority. 32.9 Such blacklisting or barring action shall be communicated by the HIT to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the HIT. 32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition 32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the
--	---

	decision of the HIT. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit. 32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.
--	--

Section II - Prequalification Data Sheet (PDS)

A. General

ITA 1.1	The identification number of the Invitation for Prequalification is: ____ Max Numbers The Procuring Agency is: Procurement Directorate Heavy Industries Taxila The list of Contract is: Supply of <i>Lubricants</i> – Attached as Annexure “F”
ITA 2.1	The name of the Procuring Agency is: Procurement Directorate Heavy Industries Taxila The name of the Procurement is: Supply of <i>Lubricants</i> – Attached as Annexure “F”
ITA 4.2	Maximum number of members in the JV shall be: “not limited”
ITA 4.7	A list of debarred firms and individuals is available on the PPRA’s website: http://www.ppra.org.pk

B. Contents of the Prequalification Document

ITA 7.1	For clarification purposes, the Procuring Agency’s address is: <i>Procurement Directorate Heavy Industries Taxila</i> Attention: Lt Col Muhammad Shuja Chaudhry Address: Assistant Director (Procurement) Procurement Directorate Heavy Industries Taxila City: Taxila Country: Pakistan Telephone: +92 51 9315637 Fax number: +92 51 9315029 Electronic mail address: dirprocde@hit.gov.pk
ITA 7.1 & 8.2	Web page: www.hit.gov.pk
ITA 7.2	Pre-Application Meeting will be held: 29 November 2024

C. Preparation of Applications

ITA 10.1	This Prequalification document has been issued in the “ <i>English</i> ”
ITA 11.1 (d)	The Applicant shall submit with its Application, the following additional documents: • <i>Audit Report of Last 3 x FY</i> • <i>Past Experience Contracts With any org or Pvt ltd (Last 3 x Yrs)</i> • <i>Registration Certificate with any org or Pvt ltd</i> • <i>No Blacklisting Certificate</i>
ITA 14.2	The source for determining exchange rates is N/A

ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: 02 (01 x Original and 1 x Copy)
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: 6 December 2024 Time: 1030 Hours For Bid submission address is: <i>To: Lieutenant Colonel Assistant Director (Procurement) - Tender Document Gate No 05, Heavy Industries Taxila</i> <i>Tel: (051) 9315333 Ext 63215</i> <i>Fax: (051) 9315029</i> <i>E-Mail: dirproccte@hit.gov.pk</i> Prequalification document should be deposit and drop in the tender box placed at Gate no 5, HIT Taxila Cantt. Applicants <i>shall not</i> have the option of submitting their Applications electronically.
ITA 19.1	The opening of the Applications shall be at 6 December 2024 at 1100 Hours
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference <i>shall</i> apply
ITA 31.1	If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is either by email or fax), to: Brigadier Muhammad Khalid Hayat Director (Procurement) Heavy Industries Taxila, Taxila Cantt Tel: (051) 9315333 Ext 63211 Fax: (051) 9315029 E-Mail: dirproccte@hit.gov.pk
Quantity	Estimated Quantity Per Year
Delivery Period	As and when required by HIT within 3 x Years, Application should supply within 01 Month after issuance of Purchase Order / Call off Order
Packages	Application should quote complete package, those application without quoting complete package will be liable to rejection.
Sample	After opening of Technical Bid, Application should deposit the sample of each item along with detailed specification to Project when intimated by Procurement Directorate.
Price adjustment	After one year, prices may be adjusted on the request of contractor. HIT will formulate a price adjustment Board who will suggest price adjustment. Prices will be fixed for next one year. There can be maximum two price adjustments in open framework agreement of 3 years duration.

Section III - Qualification Criteria and Requirements

This Section contains the methods, criteria, and requirements that the Procuring Agency shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Annexures.

Eligibility and Qualification Criteria				Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
1. Eligibility				
1.1	Nationality	Nationality in accordance with ITA 4.5	Must meet requirement	Annexure “A”
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.6	Must meet requirement	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.7 and 5.1	Must meet requirement	Application Submission Letter
2. Historical Contract Non-Performance				
2.1	History of Non-Performing Contracts	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Annexure “B” Form PER-1
2.2	Pending Litigation	Applicant’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	Annexure “B” Form PER-1
3. Financial Situation and Performance				
3.1	Financial Capabilities	The audited balance sheets or other financial statements acceptable to the Procuring Agency, for the last 03 years shall be submitted and must demonstrate the current soundness of the Applicant’s financial position and indicate its prospective long-term profitability.	Must meet requirement	Annexure “C” Form FIN – 1
3.2	Average Annual Turnover	Average annual turnover (Average Annual Sales Revenue) from supply of Goods of <i>PKR 30 Mn</i> , calculated as total certified payments received for contracts in progress and/or completed during the last three years.	Must meet requirement	Annexure “C” Form FIN – 2
3.3	Current Contractual Commitments	The Applicant shall also demonstrate, to the satisfaction of the Procuring Agency, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.		Annexure “D” Form CON -1
4. Experience				
4.1	General Experience	Experience in supply of Lubricants for at least the last 03 years	Must meet requirement	Annexure “E” Form EXP –1
4.2 (a)	Specific Experience	(i) Documentary evidence of the Applicant’s qualifications to perform the Contract in accordance	Must meet requirement	

Eligibility and Qualification Criteria				Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
		with 4.2 (b)(i) below (ii) Technical and Production Capability in accordance with 4.2(b)(ii) as below. (iii) Experience on Packaging, Distribution in accordance with 4.2(b)(iii) below. (iv) Registration Requirement in accordance with 4.2(b)(iv) below.	Must meet requirement Must meet requirement Must meet requirement	

Specific Experience Requirements

The Specific Experience Requirements under 4.2 (b) are as follows:

4.2 (b)(i) Documentary evidence

The following documents must be included with the Application:

Documentary evidence of the Applicant's qualifications to perform the Contract if it's application is accepted:

- (i) that, in the case of an Applicant offering to supply Goods under the Contract that the – Applicant manufactures or otherwise produces (using ingredients supplied by primary manufacturers) that the Applicant:
 - (a) is incorporated in the country of manufacture of the Goods;
 - (b) has been licensed by the regulatory authority in the country of manufacture to supply the Goods;
 - (c) has manufactured and marketed the specific goods covered by this Prequalification Document, for at least two (2) years, and for similar Goods for at least five (5) years;
 - (d) has received a satisfactory certificates issued by relevant regulatory authorities in Pakistan or in case of international bidding, GMP (Good Manufacturing Practice) inspection certificate in line with the [insert the name of institute] certification scheme on [insert the name of respective goods] moving in International Commerce from the regulatory authority (RA) in the country of manufacture of the goods; and has demonstrated compliance with the quality standards during the past two years prior to Application submission;
- (ii) that, in the case of an Applicant offering to supply Goods under the Contract that the Applicant does not manufacture or otherwise produce,
 - (a) that the Applicant has been duly authorized by a manufacturer of the Goods that meets the criteria under (i) above to supply the Goods in the Procuring Agency's Country using the Manufacturer Authorization Form; and

- (iii) the Applicant shall also submit the following additional information:
- (a) a statement of installed manufacturing capacity;
 - (b) details of on-site quality control laboratory facilities and services and range of tests conducted;
 - (c) list of major supply contracts conducted within the last three years.

4.2(b)(ii) Technical and Production Capability

The Applicant shall provide evidence that it has the technical, and production capability necessary to perform the Contract:

- (i) that it has successfully completed or substantially completed at least *[insert number]* similar contracts for supply of the goods and within the last five years. *[The number of similar contracts required should be not less than three and not more than five (normally four), depending on the size and complexity of the subject contract].* Similar contracts are those of approximately the same size and that includes comparable products, e.g., *[insert the names of goods]*.

The goods may have been supplied by the Applicant as a manufacturer or by its agent, with references being submitted to confirm satisfactory performance,

- (ii) that it has achieved an annual average production rate of _____ *[The annual production rate required should be at least equivalent to the quantities specified under the contract]* during the last three years.

4.2 (b)(iii) Experience on Packaging, Distribution and Transportation

The Applicant should provide proof of experience with and knowledge of modes of packing, distribution, and transportation of *[insert the name of respective goods]* similar to those subject to bidding under logistical and climatic conditions similar to the ones in the Procuring Agency's country. It should provide names of countries *[Not applicable for National competitive Bidding]* to which the Applicant has supplied (including packaged, distributed, and transported) products worth at least the amount *[insert the amount]* within the past three years.

4.2(b)(iv) Registration Requirements

The Goods to be supplied under the Contract shall be registered with the relevant authority in the Procuring Agency's country. An Applicant who has already registered its Goods by the time of Prequalification should submit a copy of the Registration Certificate with its Application (subject to subsequent confirmation at Bid submission). An Applicant who has not registered its goods subject of Bidding and wishes to commence the process of registration, should refer to the agency and contact person identified below. *[insert name, address, telephone, e-mail address, and contact persons for registration offices, i.e.,-----]*

If Registration is a requirement in the country of the Procuring Agency, the bidding document for the Procurement of Goods and Related Services stipulates that:

A Bidder who has already registered the goods by the time of Bidding should submit a copy of the Registration Certificate with its Bid.

Otherwise, the successful Bidder, by the time of Contract signing, shall submit to the Procuring Agency

either:

- (a) a copy of the Registration Certificate of the Goods for use in the Procuring Agency's country, or, if such Registration Certificate has not been obtained the applicant may be disqualified;
- (b) evidence establishing to the Procuring Agency's satisfaction that the Applicant has complied with the following documentary requirements in order to register the Goods to be supplied under the Contract: *[insert documentary requirements]*

Section IV - ANNEXURES

Application Submission Letter

Date: *[insert day, month, and year]*
IFP-No. and title: *[insert IFP number and title]*

To: *[insert full name of Procuring Agency]*

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each addendum]*.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.6;
- (c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Procuring Agency based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.9;
- (d) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];*
- (e) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings
- (f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the Application]*

In the capacity of: *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: *[insert full name of the Applicant or the name of the JV]*

Address: *[insert street number/town or city/country address]*

Dated: *[insert date the document is signed i.e. day number] day of [insert month], [insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

ANNEXURE “A”

Applicant Information Form

Date: *[insert day, month, year]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's name along with nationality <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member along with nationality: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. ☐ 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

In case of JV, the Applicant's information shall include information on each JV member and letter of intent to form JV or JV agreement, in accordance with ITA 4.2

ANNEXURE “A”

Applicant Information Form

Date: *[insert day, month, year]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Applicant's name			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web Site:			
8. Contact Name:			
9. Contact Title:			
10. Type of Business:			
11. If Other, specify:			
12. Nature of Business:			
13. Year Established:			
14. Dates, Numbers, and Expiration Dates of Current Licenses and Permits:			
15. Current registration with relevant authorities information:			
16. Proof of product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]			
17. Name of government agency(ies) responsible for inspecting and licensing of facilities in the country of origin of the raw material and or processing of the goods:			
Date of last inspection:			

18. Quality Assurance Certification (Please include a copy of your latest certificate with the PQ Application):	
19. Production capacity: <i>[insert peak and average production capacity over the last three years in units/day or units/month, etc.]</i>	
20. List of names and addresses of sources of raw material and what products they will be used in:	
21. Proof of raw material product and facility registrations with Procuring Agency's country regulatory authority and international agencies [If Applicable]:	
22. Raw materials tested prior to use:	
23. Presence and characteristics of in-house quality control laboratory	
24. Names and addresses of external quality control laboratories used:	
25. Are all finished products tested and released by quality control prior to release for sale? Yes ___ No ___, If not, why?	
26. List control tests done during production? If so list.	
27. List tests conducted after production and prior to release of product on market:	
28. Are technical documents available in: <i>[Procuring Agency should insert language]</i> Yes No	

ANNEXURE “B”

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Manufacturer's Authorization

[The Applicant shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Application Submission]*
IFP No.: *[insert number]*

To: *[insert complete name of Procuring Agency]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Applicant]* to **submit a Prequalification Application and submit a Bid** the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the **General Conditions of Contract**, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEXURE “C”

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous 03 years (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					

Cash Flow from Operating Activities					
-------------------------------------	--	--	--	--	--

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

ANNEXURE “C”

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual turnover data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA 14 for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA 3.2.

ANNEXURE “D”

**Current Contract Commitments / Contracts in Progress Form
CON-1**

1. Name of Contract(s)
2. Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current PKR equivalent]
4. Estimated delivery date
5. Average monthly invoices over the last six months (PKR/mon.)

ANNEXURE “E”**Experience in supply of Lubricants for at least the last 03 years**

44. Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

Section V - Eligible Countries

Eligibility for the Provision of **Lubricants**

In reference to ITA 5.1, for the information of the Applicants, at the present time, firms and individuals, supply of goods and Related Services from the following countries are excluded from this Prequalification process: Under ITA 5.1: *India & Isrrael*

Section VI – Scope of Supply

Annexure “F”

LIST OF LUBRICANTS

Ser	Part No	Nomenclature	A/U	Specifications	Estimated Quantity per year
1.	A-0602	Kerosene /K-II Oil	Lit	<i>PSO K-II GB 253-64 or equivalent"</i> (GB.441-64,D-1298,D-92.445)	8725
2.	A-0601	Petrol SGP-87/Gasoline 74 GN	Lit	PSO Regular Gasoline RQ-70GB484-65 or equivalent	1520
3.	A-1616	Hydraulic Oil	Lit	OM 13 " or equivalent"	800
4.	Nil	Hydraulic Oil	Lit	HV-68-Shell or equivalent"	210
5.	Nil	Hydraulic Oil	Lit	Velocite-6 -Mobil " or equivalent"	210
6.	Nil	Glygoyle Oil	Lit	Glygoyle-30 - Shell or equivalent"	210
7.	Nil	Hydraulic Oil	Lit	DTE-24-Mobil " or equivalent"	210
8.	Nil	Antifreeze Agent	Lit	Antifrogen-N-Clariant " or equivalent"	210
9.	Nil	Machine Oil	Lit	HJ30 " or equivalent"	2000
10.	Nil	Machine Oil	Lit	HJ45 " or equivalent"	1200
11.	Nil	Hycrol Oil	Lit	HM-46-PSO or equivalent"	1050
12.	Nil	Slideway Oil	Lit	BD-68-PSO or equivalent"	1260
13.	Nil	Vactra Oil No.2	Lit	BD-68-Mobil " or equivalent"	1456
14.	Nil	Soluble Cutting Oil	Lit	Solcut Oil-PSO or equivalent" SY-1374-65 PSO-POL-008 or equivalent"	3490
15.	A - 0717	Soluble Oil	Lit	For CNC Machines	420
16.	Oil-32	Oil for Air Compressor	Lit	For Air Compressors	40
17.	15W40	Engine Oil	Lit	For Generators	35
18.	454-0291	Grease (390 gm /Tube)	Nos	Cat Ball Bearing Grease -20 °C+ 160 °C High Speed Applicator	10
19.	POL-004	Oil Lubricantion (HD-30)	Lit	Mil-L-2104E Viscosity at 100°C=9.3<12.5 Pour-Point,°C= -18(Max) Flash-Point °C = 220(Min)	246
20.	POL-013	Oil Lubricantion (HD-40)	Lit	Mil-L-2104E Viscosity at 100°C=12.5<16.3 Pour-Point,°C = -15 (Max) Flash-Point,°C = 225 (Min)	41
21.	A-0604	Engine Oil No.16	Lit	PSO Diesel Lube-50 Q/SY8014-66 Viscosity Std = 16 ~ 17.5 Flash Point Std = 200 °C	1235
22.	A-0614	Caster Oil (Packing 400 ml)	Lit		10
23.	NIV-207	Hydrolic Oil No.40	Lit	Kinematic Viscosity = 37.43 (8.8-9 Instead of ≥ 13)	320

Ser	Part No	Nomenclature	A/U	Specifications	Estimated Quantity per year
				Viscosity Index = 90 Condensation Point (°C), max = -38 Flash Point (Open), (°C), min = 170 Mechanical Impurities (%), max = 0.01 Critical Load kg min = 40	
24.	A-0605	Machine Oil HJ-20	Lit	PSO Hypsin-70 PBS, Vitrea-27, Shell Tellus Oil -32 Gulf Security 44 GB-443-64 PSO, POL-021 or equivalent	26150
25.	A-0606	Machine Oil HJ-40	Lit	PSO Hypsin-100 PBS, Vitrea-33 or equivalent	2070
26.	A-0603	Diesel Oil No.10	Lit	PSO High Speed Diesel(HSD) RC30-40 GB441-64 or equivalent	1100
27.	-	Recoil Oil (RL-4)	Lit	GB.266-64, D-1298.80 " or equivalent"	1196
28.	POL-019	Hrdraulic Oil	Lit	POL 020, MIL-H-6083 or equivalent"	328
29.	POL-023	Hrdraulic Oil	lit	AWS-46 Hyd Oil or equivalent"	135

Delivery Schedule: As and when required by HIT within 3 x Years, Applicant should supply within 01 Month after issuance of Purchase Order / Call off Order or time dictated by HIT.

Quantity: Estimated Quantity Per Year