



**PAKISTAN REAL ESTATE INVESTMENT & MANAGEMENT COMPANY
PRIVATE LIMITED (PRIMACO)**

Tender Enquiry No: (PRIMACO/ENGG/ENLISTMENT/SUPPLIER/2019/01)

ENLISTMENT OF CONTRACTORS

M/S Pakistan Real Estate Investment & Management Company (Pvt) Ltd (PRIMACO), a wholly owned subsidiary of EOBI invites applications from reputable contractors for **Enlistment as a contractor** for **Civil, Electrical, Plumbing & fire fighting, HVAC and Mechanical works** for its upcoming projects.

Interested eligible Contractors can download Enlistment form, from website of **PPRA and PRIMACO** (i.e. www.ppra.org.pk, www.primaco.com.pk).

The applications must reach on the below mentioned address on or before **25-09-2019** along-with complete profile and details including the following, in a sealed envelope with an application processing fee of PKR 500/- (non-refundable) in shape of Cash or Pay Order in favor of Pakistan Real Estate Investment and Management Company (Pvt.) Ltd. (PRIMACO) through courier service or by hand (in case of cash) to the address mentioned below

- Full Name, address with contact numbers of person(s) duly authorized by firm to whom future correspondence is to be made, Status of firm, date of registration.
- List of Staff / Machinery / Equipment with company profile.
- List of contracts in hand (Annexure-A) and completed during the past five years (Annexure-B) along-with work order issued by the respective authority and completion certificate of completed projects.
- NTN No., Sales Tax No. along-with latest clearance certificate. Attach a copy of Income Tax Returns being filed regularly (last 2 years).
- An undertaking by the contractor/ firm to the effect "Neither the contractor/ firm nor its Directors/ Stakeholders, as a whole or as a part, of the firm have ever been blacklisted/ defaulted by any Government / Public departments / organizations.
- Valid Registration Certificate of Pakistan Engineering Council (PEC)/ Pakistan Counsel of Architects & Town Planners Pakistan (PCATP) / SECP or any other.
- Certificate/ affidavit that the firm is not in litigation with any client.
- Bank statement of last two years.
- Copies of enlistment letters with other govt. / semi-govt. / private departments.
- Copies of performance certificates from other govt. / semi-govt. / private departments.
- Any other documents/ information which the contractors/ firms may like to submit.

MANAGER (P&C)

PRIMACO Head Office. 2nd Floor, EOBI House,
G-10/4, Mauve Area, Islamabad.
Telephone No. 051-9108254-55

INTRODUCTION

M/S Pakistan Real Estate Investment & Management Company (Pvt) Ltd (PRIMACO) is a wholly owned subsidiary of EOBI. The purpose of establishing this company is to manage the Real Estate Projects such as hotels, office buildings, commercial centers, housing schemes, The Malls, Commercial Entertainment Ventures like Complex, Children Play land etc. The profit generated through such schemes makes the pension fund sustainable. All the Projects are funded by EOBI and on behalf of EOBI, these Projects are initiated, planned, executed and monitored by PRIMACO.

M/S Pakistan Real Estate Investment & Management Company (Pvt) Ltd (hereinafter referred to as "PRIMACO") enlists contractors who intend to work with the organization. The purpose of enlistment is to have a ready list of experienced, suitable and competent contractors for projects of PRIMACO to minimize requirement of verification of credentials of intending contractor at the time of individual tenders of works. At the same time only those contractors are allowed to continue in the list who remain active in PRIMACO and perform well in terms of timely completion, complying with Specifications, Standards and maintaining desired quality. Notwithstanding enlistment in PRIMACO, it may permit other eligible contractors, not enlisted with PRIMACO to bid/tender for the work, however, the successful bidder shall get himself enlisted in the appropriate class before issue of work order.

ENLISTMENT OF CONTRACTORS

(To be filled by contractor / firm)

Application for enlistment as a CONTRACTOR

TO: Manager Procurement (PRIMACO) (Pvt.) Ltd.

SUBJECT: ENLISTMENT OF CONTRACTORS / FIRMS IN PRIMACO

1. I/We _____ request for enlistment in **PRIMACO** as a Contractor. My/Our field of interest is as indicated below:

- CIVIL
- ELECTRICAL
- PLUMBING & FIRE FIGHTING
- HVAC
- MECHANICAL

Brief description of services offered is as under:-

1.	Name of Contractor		
2.	Name of Firm		
3.	Category of Firm as per PEC / PCATP		
4.	Constitution *	Individual	
		Sole Proprietorship	
		Partnership Firm	
		Public Limited Company	
		Private Limited Company	
		Others	
5.	Head office Address		

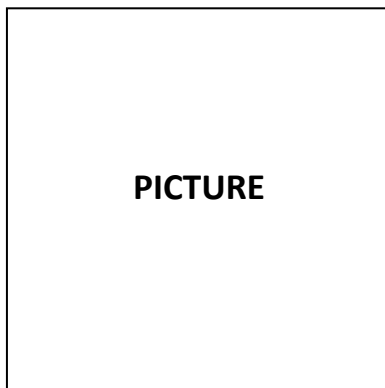
6.	Postal Address of the Firm	
7.	Phone No.	
	Fax No.	
	Email ID	
	Web address	
8.	Contractor's Representative Name, Designation and Contact Number	
9.	Taxation Number (NTN) & STN No.	
10.	Number of years of experience as a contractor	
11.	Enlistment with other Government / Semi-Government / private organizations	

* If partnership firm, names of the partner / if company, name of directors

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2. I / We hereby certify / acknowledge that:-

- a. All the information / data provided in this application along with its enclosures are correct to the best of my / our knowledge. Any data / information proved false at any stage will make me / us liable for disqualification for subject enlistment.
- b. Enlistment is the sole jurisdiction of the Employer (PRIMACO). Decisions of the same on this subject will be final and accepted by us. In case of dispute or grievance of any kind, it will be addressed to Grievance Redressal Committee of PRIMACO. The same's decision will prevail and accepted by us.
- c. The Employer (PRIMACO) can cancel the accorded enlistment at any time as per organization policy. I / We will have NO CLAIM OF ANY NATURE due to such cancellation.
- d. I fully understand that My / Our enlistment as a Contractor / Firm in PRIMACO will only entitle me to be eligible to bid for work(s) subject to fulfilling conditions as laid down in each individual Notice Inviting Tender, and the contract will be awarded as per organization's policy.
- e. All the instructions and terms / conditions issued with reference to this enlistment have been read, fully understood and agreed for compliance.



(_____)
(Signatures)

(_____)
(Name)

(_____)
(Designation in the Firm)

(_____)
(Date)

Works in progress

NAME OF THE FIRM _____

Name of Work	Date of start	Date of Completion	Reason for delay & Compensation levied if any	Tendered cost	Net Amount received	% Progress	Name, Designation, Contact No. & complete address of the authority for whom the work was done

* Add additional sheets, if necessary

(Signature)

Works completed during the last five years

NAME OF THE FIRM _____

Name of Work	Date of start	Date of Completion		Reason for delay & Compensation levied if any	Tendered cost	Gross cost of completion	Net Amount received	Name, Designation, Contact No. & complete address of the authority for whom the work was done
		Stipulated	Actual					

* Add additional sheets, if necessary

(Signature)

ASSESSMENT OF THE FIRM
(FOR OFFICE USE)

Name of Firm _____

Sr. No.	Aspect	Marks Obtained	Maximum Marks	Remarks
1.	Registration with PEC / PCATP	-	Mandatory	
2.	Registration with Tax department/ FBR	-	Mandatory	
3.	Category of PEC / PCATP		10	
4.	No. of Years since Registered with PEC / PCATP		15	
5.	Year of Establishment		15	
6.	Completed projects in last 5 years		15	
7.	Projects in hand		10	
8.	Income Tax Returns being filed regularly (last 2 years)		10	
9.	Technical Skills i.e.; No. of engineers registered with PEC, architects, supervisors		15	
10.	Enlistment with other Govt. /semi Govt. departments. 1. 2. (if more than 2, attach a list)		10	
11.			100	

NOTE: This assessment is for enlistment only, final assessment will be made at time of individual tenders of work.