

**ASKARI AVIATION (PRIVATE)
LIMITED, HOUSE NUMBER 21,
CHAKLALA SCHEME 1,
RAWALPINDI**

**PRE-QUALIFICATION OF
FIRMS**

**FOR REPAIR / OVERHAUL OF
HELICOPTER / AGGREGATES FOR
MI-17 HELICOPTER – GOVERNMENT
OF THE KHYBER PAKHTUNKHWA**

**Tel: +92 51 5505760 - 1 Fax: +92 51
5590414**

INDEX

<u>Sr. No</u> <u>No.</u>	<u>Table of Contents</u>	<u>Page</u>
1.	Invitation for Pre-Qualification	3
2.	Instructions to Firms	4
3.	Form - 1 Prequalification Data	11
4.	Form - 2 Past Experience	13
5.	Form - 3 Capabilities with respect to Personnel, Equipment & Plant	14
6.	Form - 4 Financial Position & Terms of trade	15
7.	Form - 5 Managerial Capabilities	16
8.	Form - 6 Litigation History	17
9.	Form - 7 Sworn Statement	18

ASKARI AVIATION (PRIVATE) LIMITED

SECTION-1
INVITATION FOR
PRE-QUALIFICATION OF FIRMS FOR OVERHAUL OF
HELICOPTER / AGGREGATES MI-171 HELICOPTER GOVT OF KP

1. Askari Aviation on behalf of Govt of KP intends to prequalify firms for overhaul of helicopter / aggregates of Mi-171 helicopter. Interested / financially sound and income Tax / GST Registered firms are invited to apply for prequalification. Firms must provide the spares / aggregates and overhaul of Mi-171 helicopter from OEM / OEM approved plants / facilities with proper valid certification (with updated technical audit certificate by OEM) / passports indicating their calendar / service life for Mi-171 helicopter (All English version valid documents). The performance / services provided by the firm to other Aviation operations in Pakistan will be considered as an added advantage.
2. This pre-qualification notice is also available on the official website of Askari Aviation i.e. www.askariaviation.com.
3. Pre-qualification documents can be obtained from Askari Aviation (Pvt) Ltd Rawalpindi Pakistan, or can be download from above mentioned Askari Aviation website. Any further information may be sought any time during office hours till closing date.
4. Firm should submit an undertaking on stamp paper to the effect that it has not been blacklisted by any Government / Semi Government organization or autonomous body.
5. Procuring agency / Chief Executive may reject all / any prequalification application(s) any time prior to announcing eligible firms.
6. Complete pre-qualification documents should be properly sealed and delivered in the office of General Manager Askari Aviation (Pvt) Limited so as to be received on or before **Monday 2nd February, 2016 at 1.00 P.M.**
7. Opening of the pre-qualification documents will take place on **1.30 P.M on Monday 2nd February, 2016** at the place of delivery and in the presence of participants who wish to attend. All firms whose bids are received before the closing date will be informed about outcome/ result within fifteen days of opening of bids.
8. A sum of **Rs 10,000 (non – refundable)** should be deposited along with the complete pre – qualification documents as cost of forms / processing fee.

9. The firm shall seal the original and the copy of the prequalification document in separate envelopes duly marking the envelope “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:-

- a. Be addressed and delivered to the General Manager Askari Aviation (Pvt) Ltd H # 21 Chaklala Scheme 1 Rawalpindi Cantt Pakistan, marked as prequalification.
- b. Bear the name and identification number of the prequalification document in addition to the identification required in sub-Clause 6 the inner envelopes shall indicate the name and address of the bidder to enable the procuring agency to return the unopened bid in case it is declared “late” pursuant to Clause-6.

10. If the outer envelope is not sealed and marked as instructed above, Askari Aviation (Pvt) Ltd will assume no responsibility for the misplacement or premature opening of the prequalification document. If the outer envelope discloses the firms’ identity then anonymity of the prequalification submission will not be guaranteed, however this shall not constitute grounds for rejection of the prequalification document.

11. All the information requested for prequalification shall be provided in English language. Where information is provided in any other language, it shall be accompanied with a translation of its pertinent parts in English language. The translation will be used for interpreting the information.

12. Firms failure to provide such information which is essential for effective evaluation of the bidders’ qualifications or failure to provide timely clarification or substantiation of the information supplied may result in the bidders’ disqualification.

13. **Eligible Firms:** Firms shall provide such evidence of their continued eligibility satisfactory to Askari Aviation (Pvt) Ltd as shall reasonably be asked. Only prequalified firms shall be entitled to participate in the subsequent overhaul proceedings.

SECTION – 2
INSTRUCTIONS TO FIRMS

2.1 **INTRODUCTION:**

2.1.1 Askari Aviation (Private) Limited (AAL) on behalf of Government of the Khyber Pakhtunkhwa invites interested Firms who must qualify by meeting the set criteria as provided by the Chief Executive / General Manager & Chief Pilot, AAL.

2.2 **FORMAT AND SIGNING OF BIDS:**

2.2.1 The bidder shall prepare one original document comprising the prequalification document, as described in Instructions to Firms, clearly marked "**ORIGINAL**". In addition, the bidder shall submit one copy of the same prequalification document clearly marked "**COPY**". In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the prequalification document shall be typed or hand written in indelible ink (in the case of copies / photocopies shall be attested as true copy) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder pursuant to Sub Clause 2.4.2. The person or persons signing the prequalification document shall initial all pages of the bid where entries or amendments have been made. The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the bidder, in such case corrections shall be initialed by the person or persons signing the prequalification document.

2.3 **SUBMISSION OF APPLICATIONS:**

2.3.1 Bids for prequalification shall be submitted in sealed envelopes marked with the prequalification document name and reference number and be delivered at House Number 21, Chaklala Scheme 1, Rawalpindi, addressed to the General Manager & Chief Pilot, AAL so as to be received on or before **Monday, 2nd February 2016 at 1.00 P.M.** Bids received after the closing date shall not be considered and returned to the bidders unopened.

2.3.2 The bidder shall seal the original and the copy of the prequalification document in separate envelopes duly marking the envelopes “**ORIGINAL**” and “**COPY**”. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

2.3.2.1 Be addressed and delivered to the General Manager & Chief Pilot, AAL, House Number 21, Chaklala Scheme 1, Rawalpindi for prequalification.

2.3.2.2 Bear the name and identification number of the prequalification document. In addition to the identification required in sub-Clause 2.9.1, the inner envelopes shall indicate the name and address of the bidder to enable the Procuring Agency to return the unopened bid in case if it is declared “late” pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, Procuring Agency will assume no responsibility for the misplacement or premature opening of the prequalification document. If the outer envelope discloses the Firm’s identity, then anonymity of the prequalification submission will not be guaranteed, however this shall not constitute grounds for rejection of the prequalification document.

2.3.4 All the information requested for prequalification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Firms failure to provide such information which are essential for effective evaluation of the bidder’s qualifications or fails to provide timely clarification or substantiation of the information supplied may result in the bidder’s disqualification.

2.4 **ELIGIBLE FIRMS:**

2.4.1 Firms shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as shall reasonably be asked. Only the prequalified firms shall be entitled to participate in the subsequent procurement proceedings.

2.5 **QUALIFICATION CRITERIA:**

2.5.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set. The attached questionnaire forms, **Form-1, 2, 3, 4, 5, 6, & 7**, are to be completed by prospective suppliers who wish to be pre-qualified for submission of tenders for the specific services.

2.5.2 The pre-qualified bids forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in indelible ink.

2.5.3 **Experience:**

2.5.3.1 Prospective bidders shall have sufficient experience in the supply & repair of Aviation equipment, services and allied items. Firms should show competence, willingness and capacity to fulfill any future contract obligation.

2.5.3.2 Prospective bidder/supplier shall have & provide evidence for special experience and capability to organize supply and delivery of items, or services at short notice.

2.5.4 **Financial Condition:**

2.5.4.1 The Supplier's financial condition will be determined by financial statement submitted with the prequalification documents. Potential bids will be pre-qualified on the satisfactory information given. The said information shall be kept confidential.

2.5.4.2 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. However, potential

bidders should provide evidence of financial capability to execute any future contracts.

2.5.5 **Past Performance:**

Past performance will be given due priority / consideration in pre-qualifying of bidders.

2.5.6 **Litigation History and Sworn Statement.**

Bidders must include information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution. A sworn statement by the Participants ensuring the accuracy of the information given in Form -7.

2.6 **COST OF APPLICATION:**

The bidder shall bear all costs associated with the preparation and submission of its tender and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

2.7 **CLARIFICATION OF PREQUALIFICATION DOCUMENTS:**

2.7.1 Any clarification of the prequalification documents may be sought in writing or by cable (hereinafter the term cable is deemed to include fax, telex and facsimile) at the Procuring Agency's mailing address.

2.7.2 The Procuring Agency will respond in writing to any request for clarification which may be received earlier than 7 days prior to the deadline for the submission of applications. Copies of the Procuring Agency's response to queries raised by bidders (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective

applicants who will have purchased the prequalification documents.

2.8 AMENDMENT OF PREQUALIFICATION DOCUMENTS:

2.8.1 At any time prior to the deadline for submission of prequalification bids, the Procuring Agency may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the prequalification documents by issuing subsequent Addendum.

2.8.2 The Addendum thus issued shall be part of the prequalification documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all purchasers of the prequalification documents. Prospective bidders shall promptly acknowledge receipt of each Addendum by cable to the Procuring Agency.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their prequalification bids, the Procuring Agency may, at his discretion, extend the date for the submission of applications in accordance with Clause 2.8.1.

2.9 DATE FOR SUBMISSION OF PREQUALIFICATION DOCUMENTS:

2.9.1 Prequalification bids must be received by the Procuring Agency at the address specified in Sub-Clause 2.10.1, not later than the time and date stipulated in the notice for pre-qualification.

2.9.2 The Procuring Agency may, at his discretion, extend the date for the submission of applications through by issuing an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Procuring Agency and the applicants previously subject to the original date shall thereafter be subject to the new date as extended.

2.10 **OPENING OF PREQUALIFICATION DOCUMENTS:**

2.10.1 The Procuring Agency will open the prequalification bids in the presence of bidders or their designated representatives who choose to attend, on **Monday, 2nd February 2016 at 1.30 P.M.** in the office of the General Manager & Chief Pilot, AAL, House Number 21, Chaklala Scheme 1, Rawalpindi. The applicants / representatives who are present shall mark their attendance.

2.10.2 The Procuring Agency shall prepare minutes of the opening of the prequalification documents, including the information disclosed to those present.

2.11 **PROCESS TO BE CONFIDENTIAL:**

Information relating to the examination, evaluation of bids, and recommendations for the successful firms shall not be disclosed to bidders or any other person not officially concerned with such process until approval to the successful bidders have been announced.

2.12 **CLARIFICATION OF APPLICATIONS AND CONTACTING THE PROCURING AGENCY:**

2.12.1 To assist in the examination, evaluation, and comparison of prequalification bids, the Procuring Agency may, at his discretion, ask any bidder for clarification of its bid.

2.12.2 Subject to Sub-Clause 2.11.1, no bidder shall contact the Procuring Agency on any matter relating to its bid from the time of the opening to the time the prequalification list is approved. If the bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing. Procuring Agency may or may not consider the additional information provided.

2.12.3 Any effort by any bidder to influence the Procuring Agency in the prequalification evaluation, prequalification comparison or prequalification approval decisions may result in the

rejection of its prequalification bid.

2.13 **EXAMINATION OF PREQUALIFICATION DOCUMENTS
AND DETERMINATION OF RESPONSIVENESS**

2.13.1 Prior to the detailed evaluation of bids, the Procuring Agency will determine whether each bidder

2.13.1.1 Has properly signed and delivered pursuant to clause 2.3.

2.13.1.2 Is substantially responsive to the requirements of the prequalification documents.

2.13.1.3 A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the prequalification documents without material deviation or reservation. A material deviation or reservation is one which

limits in any substantial way, inconsistent with the prequalification documents, the Procuring Agency's rights or the bidder's obligations; or

2.13.1.4 Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

2.13.2 If a prequalification bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.3 The Procuring Agency will, prior to the approval of the prequalification may confirm the qualification of each bidder who hall have passed the technical stage of prequalification process in order to determine whether the bidder possesses all the requirements in the bid for the prequalification document submitted.

2.14 **NOTIFICATION OF QUALIFIED / DISQUALIFIED BIDDERS:**

2.14.1 Bidders whose bids are determined to be successful in accordance with sub clause 2.15 will be notified by the Procuring Agency within 15 days from the date of opening of prequalification documents.

2.14.2 The Procuring Agency shall also notify the disqualified bidders.

2.15 **EVALUATION AND COMPARISON OF BIDS:**

2.15.1 The Procuring Agency will evaluate and compare only the bids determined to be substantially responsive in accordance with Clauses 2.13.

2.15.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria set.

2.16 **PROCURING AGENCY'S RIGHT TO ACCEPT / REJECT ALL BIDS:**

The Procuring Agency reserves the right to accept, reject or annul the prequalification process and reject all bids, at any time prior to approval of qualified bidders, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for the Procuring Agency's action/decision.

2.17 **ACCEPTANCE OF THE QUALIFICATION / APPROVAL:**

The successful Firms shall be required to acknowledge in writing the acceptance of their prequalification to the Procuring Agency. Only the prequalified firms will be entitled to participate in the subsequent proceedings.

2.18 **DISQUALIFICATION OF A FIRM:**

Firms / contractors shall be disqualified if any deviation / false information/ non – conformity to the rules laid out herein is found. Decision of the General Manager / Chief Pilot AAL shall be FINAL and unchallengeable in any court of law.

2.19 **INELIGIBILITY OF A FIRM:**

Firms / contractors shall be declared ineligible if the bids are not received in time as stipulated herein.

ASKARI AVIATION (PRIVATE) LIMITED

FORM -1

PRE-QUALIFICATION DATA

QUALIFICATION OF BIDDERS APPLICATION FORM

1. **Mandatory Requirements.** If any of the supporting documents is not attached or not as per criteria (latest year), the application will not be considered.

S. No	Requirement	Applicability
1	Certified copy of Certificate of Registration/Incorporation (Provision of certified copy of VAT Registration Certificate will be an added advantage)	Mandatory
2	Certified copy of Latest/Valid Tax Compliance Certificate & IT statement.	Mandatory
3	Evidence of physical registered office.	Mandatory
4	Certified copy/copies of CNIC of Firm's CEO/Proprietor.	Mandatory

2. I / We hereby apply for prequalification as
(**Name of Company / Firm**)

bidder (s) for Repair / Overhaul of Mi-17 Helicopter/Aggregates for MI-17 Helicopter.

Postal Address

TownStreet.....

Name of building

Room / Office No.Floor No.City...

Telephone Nos.Fax.....

Full Name of bidder.....

Other branches/office locations.....

Firm's E-mail ID.....

3. State any technological innovations or specific attributes which distinguish you from your competitors (Attach details)

.....

FORM-2

PAST EXPERIENCE

DETAIL OF AVIATION BUSINESS CLIENTS

S No	Name of Client Organization	Address of client	Name & Tel no of contact person	Value of contract	Duration
A					
B					
C					

ASKARI AVIATION (PRIVATE) LIMITED

FORM-4

FINANCIAL POSITION AND TERMS OF TRADE

Attach financial position with supporting documents.

ASKARI AVIATION (PRIVATE) LIMITED

FORM -6

LITIGATION HISTORY

Name of Contract Supplier

Firm's Name.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

a. **In Progress**

Year	Arbitrator	Name of client, cause of litigation and matter in dispute	Disputed amount current value (Rs) equivalent

b. **Past Awards**

Year	Award for / Against	Name of client, cause of litigation and matter in dispute	Disputed amount current value (Rs) equivalent

FORM -7

SWORN STATEMENT FOR PRE-QUALIFICATION OF REPAIR / OVERHAUL OF HELICOPTER / AGGREGATES FOR MI-17 HELICOPTER

Askari Aviation (Private) Limited on behalf of the Government of the Khyber Pakhtunkhwa intends to update its register for suppliers for the Prequalification of firms for Repair / Overhaul of Helicopter / Aggregates for Mi-17 Helicopter. Interested eligible suppliers dealing with Aviation Business are invited to apply for prequalification. Having studied the pre-qualification information for the above project we / I hereby state:

- a. The information furnished in my /our bid is accurate to the best of my / our knowledge. During scrutiny or at any stage of future contracts, if any information provided is proven incorrect, I / we are liable to be removed from qualified firm roster & fore go our right do any legal court proceedings.
- b. That in case of being pre-qualified, I / we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. I / We enclose all the required documents and information required for the pre- qualification evaluation.

Date **Applicant's Name.....**

CNIC..... **Company's Name**

Registration No.....

Business Address.....

Tel Nos & Mob.....

Fax..... **Email.....**

Website (if any).....

Represented by

Signature & Stamp
(Full name and designation of the person signing and stamp or seal)