

INSTRUCTIONS FOR THE COMPANIES/FIRMS/CONTRACTORS

1. Applications must be submitted on prescribed format (*which can be obtained from Directorate of Works, PMAS-Arid Agriculture University, Rawalpindi*) with stamp of the company/firm/contractors otherwise it will be rejected.
2. The participants must submit copy of valid PEC, NTN, Professional Tax and PST Certificates, financial worth and list of clients with contact person.
3. The university shall have the right to verify the details furnished by the applicant.
4. The University Enlistment Committee will assess the applications, and its decision regarding enlistment will be final.
5. If the University Enlistment Committee finds the applicant suitable for enlistment, the enlistment order will be issued to the applicant and otherwise, intimation of rejection will not be intimated to the applicant.
6. The renewal of enlistment will be granted on yearly basis for each financial year, subject to satisfactory performance of the firm.
7. PMAS-Arid Agriculture University, Rawalpindi reserves the rights to accept or reject any or all firms/companies/contractors applied for enlistment on the basis of technical grounds or any other reason without informing them.
8. Incomplete applications/profiles and applications not accompanied necessary documents/attachments will be rejected.
9. Contractors already enlisted by the university have to submit their application afresh; otherwise, their enlistment shall stand cancelled.
10. Financial Statement of the company/firm/contractor indicating credit worth and/or certificate from Bank to confirm the financial capability/soundness of the firm.
11. Enlistment/Renewal fee shall be charged as per C&W department Govt. of the Punjab.

GENERAL INFORMATION OF THE COMPANY/FIRM/CONTRACTOR

1	Name of Company/Firm/Contractor & Category:	
2.	Head Office Address:	
3.	Telephone:	Contact Person:
		Owner Name:
		Designation/Title:
		CNIC #.
4.	Mobile:	Fax:
5.	NTN:	PST No.
6.	PEC registration No.	
7.	Place of Incorporation/Registration:	
8.	Year of Incorporation/Registration:	
9.	Bank Account: (for which bank statement is enclosed)	

Nationality of Owners/Partners (please attach partnership deed, if any)		
	Name of Owner/Owners/Partners (CNIC & Address)	Nationality
1		
2		
3		

GENERAL EXPERIENCE/TECHNICAL CAPABILITY

Annual Revenue/Turnover		
Year	Revenue/Turnover Rs.	Equivalent Rupees in Millions Rs.
2018-19		
2017-18		
2016-17		
2015-16		
2014-15		

DETAIL OF ALL ONGOING WORKS

Sr. No	Description (Detail of Civil Work Awarded, Covered Area)	Date of Award	Expected Date of Completion	Client/Location	Cost Rs.	Remarks/Status

Use separate sheet if necessary

DETAIL OF ALL WORKS COMPLETED IN LAST 5 YEARS

Sr. No	Description (Detail of Civil Work Awarded, Covered Area) Please Attach Completion Certificates from Clients	Date of Award	Date of Completion	Client/Location	Cost Rs.	Remarks/Status

Use separate sheet if necessary

FINANCIAL CAPABILITY/POSITION

BANK DETAILS (All Bank Accounts, use separate sheet if necessary)	Name:
	Address:
	Contact Name:
	Tel:

Financial Information Rs.	Actual: Previous Five (05) Years				
	1	2	3	4	5
Total Business Assets					
Total Current Assets					
Total Business Liabilities					
Total Tax Paid (Year-wise)					
Total Punjab Sales Tax Paid (Year-wise)					
Credit Worth/Certificate from Bank					

Attachments (Must Attached with Profile/Application)

1. Attach audited financial statements for the last three (03) years *(if applicable)*
2. Attach Tax Registration Certificates (Income Tax, Professional Tax and Punjab Sales Tax)
3. Attach Detail of Income Tax/Punjab Sales Tax/Other Tax Deposited in last five (05) years
4. Attach Proof of Active Tax Payer for last five (05) years duly attested/verified.
5. Attach PEC and Other Registration Certificates of Present Year
6. Attach Completion Certificates for all completed works in last five (05) years
7. Attach Bank Statements of All Bank Accounts owned by Company
8. Attach List of Permanent and Contingent Employees along with Detailed CVs
9. Attach List of Machinery/Tools/Vehicles/Equipments Owned by the Company *(with "Make, Model, Condition and Location")*

LITIGATION HISTORY

(Please mention detail of all litigation/legal stay orders in favor of you/your company/firm or against you/your company/firm, also mention legal history from the date of start of your business.)

Year	Award for or against Applicant	Name of Client, Cause of Litigation & Matter in Dispute	Disputed Amount (PKR)

UNDERTAKING

(to be printed on judicial paper worth Rs. 50.00)

It is certified that enclosed information is absolutely true and correct, and this can be verified, anytime at any stage. I/We hereby acknowledge/admit that concealment of any information/fact or provision of any false information may lead to the blacklisting of my/our firm/company under *Clause 19 of Punjab Procurement Rules 2014*.

I/We further acknowledge/admit that PMAS-Arid Agriculture University, Rawalpindi reserves the right to discontinue temporarily or permanently, suspend some or all of the services related to civil work, repair & maintenance or any other services at any stage. University reserves the right to recover any amount paid erroneously or recoverable due to the damages or due to the breach of contract, any time and take legal action at any stage. I/We hereby undertake that I/We shall not be a part of any party, group or association against the university or any particular department of the university.

Furthermore, my/our company has never been blacklisted by any of the Govt. or Semi Govt./Autonomous/Private Organization/Department.

Name: _____

Position/Designation: _____

Dated: _____

Seal & Signature: _____

Witness I

Witness II

Name: _____

Name: _____

CNIC #: _____

CNIC #: _____