VENDOR ASSESSMENT PROFORMA

MECHANICAL WORKS FOR FAISALABAD DEPOT
(Construction of Tanks, Steel Structures, Pipings & Allied Civil Works)

COMPANY’S NAME

ADDRESS

CONTACT PERSON ________________ DESIGNATION ________________

TEL. NO. ___________________ CELL NO. ___________________

FAX _______________________

E MAIL ______________________ WEBSITE ___________________

NOTE:

- The following factors have been considered as the basis of evaluation:
  
  Section A: Mandatory Requirement
  
  Section B: Category Based Requirements
  
  2. References and past experiences
  3. Human Resource and Equipment details
  4. HSE Compliance

You have any reservation in submitting any information, please let us have it in writing with proper justification.

- Submission of incomplete/false information in response to this query or late submission of information shall result in automatic disqualification.

- All parties who will be pre-qualified have to participate in tendering. Otherwise, PSO reserves the right not to consider their organization in future tendering and pre-qualification processes

INSTRUCTIONS:

1. Tick mark on the correct option. Use the Details field to elaborate or give comments.
2. Sign and stamp each page of all the documents being submitted.
3. Attach copies of all relevant Certificates/Documents wherein required. Attachments must have corresponding section number clearly written on top.
4. Submission of incomplete/false information shall result in automatic disqualification
5. For photographic evidence (if any), please mention (on the back of the picture) the question number to which the picture corresponds to.
6. Each section should be answered according to the directions given and there should be no deviations from the given format. Any section left blank shall be rated as nil.
7. Further queries (if any) shall be communicated to you accordingly.
MECHANICAL WORKS FOR FAISALABAD DEPOT  
(Constructor of Tanks, Steel Structures, Pipings & Allied Civil Works)  

8. This is without any commitment on our part at this stage  

Note:  
Please provide all supporting documents on company letterhead duly stamped and signed by company official.
### VENDOR ASSESSMENT PROFORMA

#### MECHANICAL WORKS FOR FAISALABAD DEPOT

(Construction of Tanks, Steel Structures, Pipings & Allied Civil Works)

### SECTION –A

**Mandatory Requirement**

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Parameters</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has your firm been <strong>blacklisted</strong> by PSO or any other firm? If yes, please provide details.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Has your firm been in <strong>litigation</strong> by PSO or any other firm? If yes, please provide details.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>NTN Certificate</strong>&lt;br&gt;<em>(Please attach NTN Certificate copy)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>GST Certificate</strong>&lt;br&gt;<em>(Please attach GST Certificate copy)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Pakistan Engineering Council</strong> registration in category C-3 or above for relevant works&lt;br&gt;<em>(Please attach copy of valid PEC certificate)</em></td>
<td></td>
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<tr>
<td>6</td>
<td><strong>Past experience of Mechanical Works</strong></td>
<td></td>
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</tr>
</tbody>
</table>

7. Past Performance Feedback at PSO projects (to be evaluated by PSO for recently completed / in-hand projects)
   - [ ] Satisfactory
   - [ ] Unsatisfactory
   - [ ] Not Applicable

Un-satisfactory performance will lead to disqualification of the vendor.
DETAILS FOR MANDATORY REQUIREMENTS:

If the answer to point # 1 and 2 is yes, please provide details:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

For# 1 and 2 please provide undertaking on Rs.50/-Stamp paper that your firm is currently not blacklisted by any firm nor is in litigation with any firm.

If the answer to point # 7 is unsatisfactory, please write details (to be filled in by PSO):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Stamp & Signature of Applicant
**SECTION –B**

### Category-Based Requirement

1. **FIRM’S STATUS & FINANCIALS**

<table>
<thead>
<tr>
<th>Sr.</th>
<th>DESCRIPTION</th>
<th>DETAILS</th>
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</thead>
<tbody>
<tr>
<td>1.1</td>
<td><strong>Type of Firm</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Public / Private</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Partnership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Proprietor</td>
<td>(Please attach copy of NTN certificate)</td>
</tr>
<tr>
<td>1.2</td>
<td><strong>Fabrication Setup:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Fabrication facilities in three (03) or more cities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Fabrication facility in two (02) cities</td>
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<tr>
<td></td>
<td>- Fabrication facility in only one city</td>
<td>(Please provide details of all locations)</td>
</tr>
<tr>
<td>1.3</td>
<td><strong>Average Annual Turnover in last 3 years</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- PKR 300 Million or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- B/w 200-300 Million</td>
<td></td>
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<tr>
<td></td>
<td>- B/w 100-200 Million</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- B/w 75-100 Million</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Below 75 Million</td>
<td>(Please provide audited financial reports, tax statements and other relevant documents of last three years)</td>
</tr>
<tr>
<td>1.4</td>
<td><strong>Value of highest work order in last 03 years</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- PKR 200 Million or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- B/w 150-200 Million</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- B/w 100-150 Million</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- B/w 60-100 Million</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Below 60 Million</td>
<td>(Please provide copies of annual tax return form of last three years along with all certificates where tax deducted on source)</td>
</tr>
<tr>
<td>1.5</td>
<td><strong>Firm Capability to finance initial value in the project</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 30% or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 10%</td>
<td></td>
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</tbody>
</table>
# VENDOR ASSESSMENT PROFORMA

## MECHANICAL WORKS FOR FAISALABAD DEPOT
(Construction of Tanks, Steel Structures, Pipings & Allied Civil Works)

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<tr>
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</table>

Stamp & Signature of Applicant
# VENDOR ASSESSMENT PROFORMA

## MECHANICAL WORKS FOR FAISALABAD DEPOT
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### 2. REFERENCES AND PAST EXPERIENCES

<table>
<thead>
<tr>
<th>Sr.</th>
<th>DESCRIPTION</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Experience (Relevant jobs*)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 7 years or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ B/w 5-7 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ B/w 3-5 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Less than 3 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Please provide copies of work orders and other related documents)</em></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Clientele (Submit contact details of the relevant person of each client along with list of projects particularly relevant jobs*)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Oil &amp; Gas Sector</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Multinationals/Public Sector</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Others</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Please provide reference letters from at least two clients)</em></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Number of Relevant jobs* handled in last 03 year (At least two number jobs for each of the above type of work.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ More than 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ From 15-20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ From 10-15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ From 5-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Less than 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Please provide work orders and other documents as evidence)</em></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Referred Clients’ overall feedback on quality of work, HSE compliance, timely completion and contractor’s general reputation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Excellent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Good</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Satisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(PSO reserves the right to ask the contractor for arranging visit of the referred projects of other clients.)</em></td>
<td></td>
</tr>
</tbody>
</table>

*Relevant works include fabrication of API tanks of comparable capacity with allied civil works, Oil & Gas piping works and steel structure works.*
# VENDOR ASSESSMENT PROFORMA

## MECHANICAL WORKS FOR FAISALABAD DEPOT
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### 3. HUMAN RESOURCE & EQUIPMENT DETAILS

<table>
<thead>
<tr>
<th>Sr.</th>
<th>DESCRIPTION</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td><strong>Number of Engineers</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 5 or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 3-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Please provide list of engineers on company letter head duly signed by company official along with CV’s, date of employment and affidavit that list of engineers provided are employed with the company)</em></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td><strong>Number of Supervisory staff</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 7 or more</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 5-6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 3-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Please provide list of supervisory staff on company letter head duly signed by company official along with date of employment and affidavit that list of supervisory staff provided are employed with the company)</em></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td><strong>Number of Fabricators/Welders</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ More than 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 10-15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ 5-9</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Please provide list of fabricators/welders on company’s letterhead duly signed by company official along with date of employment and affidavit that list of fabricators/welders provided are employed with the company)</em></td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td><strong>Equipment owned</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Vehicles(Pickup/Small Truck/ Van)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Welding Plants (atleast 10 nos)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Cutting plants, drill machines, grinders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Generator (&gt;50KVA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Air Compressor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Scaffoldings &amp; steel shuttering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Concrete Mixer 01 Full Bag (02 no.s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Plate compactor / roller, vibrator</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Please provide list of Equipment owned by the company on company letter head duly signed by company)</em></td>
<td></td>
</tr>
</tbody>
</table>

*Stamp & Signature of Applicant*
4. **HSE COMPLIANCE**

<table>
<thead>
<tr>
<th>Sr.</th>
<th>DESCRIPTION</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td><strong>Compliance to HSE Booklets (Construction &amp; Electrical Safety)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ No</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Please provide a signed and stamped copy of the mentioned HSE Booklets)</em></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td><strong>HSE Policy &amp; Procedures</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies of following provided (Y/N)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Signed HSE Policy (by CEO of the Contractor)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Trenching / Excavation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Working at Height</td>
<td></td>
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<tr>
<td></td>
<td>□ Dismantling</td>
<td></td>
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<tr>
<td></td>
<td>□ Welding, Cutting &amp; Brazing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Confined Space Entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lifting operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Fabrication of Steel Structures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ PPE Procedure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Electrical Lock out/Tag out system</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Welfare for employees (Health, Drug abuse policy, Facilitation, Insurance etc)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Emergency Preparedness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Incident Reporting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Job Hazard Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Important: Please provide relevant documents/Guidelines/Work Instructions in Urdu or English)</em></td>
<td></td>
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<tr>
<td>4.3</td>
<td><strong>Does Company provide HSE Trainings on following:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Job Specific Trainings:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Manual handling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lifting Operations (Crane Safety)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Working at height</td>
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</tr>
<tr>
<td></td>
<td>□ Permit to Work</td>
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</tr>
<tr>
<td></td>
<td>□ Welding, Cutting, Brazing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Hand and Power Tools Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Excavation</td>
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</tr>
<tr>
<td></td>
<td>□ Any Other (Please Specify)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Electrical Safety Training</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Fire Prevention &amp; Protection</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Fire Extinguisher training</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Important: Please provide documentary evidence i.e. Attendance sheet, course contents, external certificates, photographs, etc)</em></td>
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</tbody>
</table>
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Stamp & Signature of Applicant