

Institute of Business Administration (IBA)
Main Campus, University Road, Karachi 75270

**APPLICATION FOR PRE-QUALIFICATION
OF ELECTRICAL CONTRACTORS**

1. Full Name of the contractor/firm: _____

Complete address: _____

Landline Tel. Nos.: _____ Fax No.: _____

Mobile Tel. Nos.: _____ e-mail: _____

Please give only those telephone and fax numbers which are in working order.

2. Legal status Sole Proprietorship Private Ltd. Company

Partnership Public Ltd. Company

3. If sole proprietorship, name, CNIC No. and complete address of the sole proprietor: _____

Please attach an attested copy of the CNIC.

4. If a partnership or a private or public limited company, give the names, CNIC numbers, complete addresses and telephone numbers of all partners or directors.

1. _____

2. _____

3. _____

Please use a separate sheet if more space is required, and attach copies of the Partnership Deed or Articles & Memorandum of Association, and CNIC's of the partners/directors.

5. National Tax Number: _____

Please attach copies of NTN certificate and Income Tax Returns or Assessment Orders for the last three years.

6. Names and addresses of the Banks where you have been maintaining accounts in the last five years

a) _____

b) _____

c) _____

Please attach original bank certificates showing your financial strength/soundness. Attach also a statement indicating present workload and commitments vis-à-vis your financial position as certified by your bankers.

7. Any other information that you consider necessary for your pre-qualification as a contractor: _____

NOTE: The following information and documents are also required to be submitted with this application form. Incomplete applications will not be considered.

- a) Attested copy of fresh Registration or Renewal letter/certificate issued by Pakistan Engineering Council for the year 2011.
- b) Detailed list of electrical engineering works completed in the last ten years. Attach also copies of performance certificates, if any, from the clients.
- c) Detailed list of similar projects in hand.
- d) List of qualified, PEC-registered and government-licensed electrical engineers and other key technical and administrative staff employed by you.
- e) List of tools, machinery and equipment owned by and available with you.

- f) List of government, semi-government and autonomous organizations in which you have been registered as an electrical contractor. Attach copies of the Registration Certificates.
- g) Complete information on litigation/arbitration cases in which you are involved or in which you have ever been involved.
- h) An affidavit stating that you have never been black-listed by any government, semi-government or autonomous organization.
- i) List of works where penalty has been imposed upon you, or an affidavit that no penalty has ever been imposed upon you.

Please note that all information that you supply **MUST** be correct. A legal action may be taken against a firm/contractor who supplies wrong information.

The last date of receipt of this application is May _____, 2011.

Signature of the sole proprietor: _____ As in CNIC _____

Name: _____ CNIC No. _____

Signatures of the Chief Executive, Partners or Directors

1. _____ 2. _____

Name: _____ Name: _____

2. _____ 4. _____

Name: _____ Name: _____

Stamp of the Contractor/Firm

Date: _____