

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

**APPLICATION FOR PRE-QUALIFICATION OF PROJECT MANAGERS FOR  
PROVIDING PROJECT MANAGEMENT SERVICES TO IBA FOR RENOVATION  
OF EXISTING BUILDING AND CONSTRUCTION OF NEW BUILDINGS**

1. Full Name of the Project Manager: \_\_\_\_\_  
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 Project Manager:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 2010.

b) Detailed list of civil and other engineering works completed in the last five years. Attach also copies of performance certificates, if any, from the clients.

c) Detailed list of construction and other projects in hand.

d) List of Qualified Engineers and other Key Technical persons who are permanent staff of the firm.

- e) List of government, semi-government and autonomous organizations in which you have been registered as a Project Manager. Attach copies of the Registration Certificates.
- f) Complete information on litigation/arbitration cases in which you are involved or in which you have been involved in the last five years.
- g) An affidavit stating that you have never been black-listed by any government, semi-government or autonomous organization.

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

Signature of the sole proprietor: \_\_\_\_\_ As in CNIC \_\_\_\_\_

Name: \_\_\_\_\_ CNIC No. \_\_\_\_\_

Signatures of the Chief Executive, Partners or Directors

1. \_\_\_\_\_ 2. \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Stamp of the Project Manager

Date: \_\_\_\_\_