

**STANDARD PROCEDURE  
FOR PRE-QUALIFICATION  
OF CONSULTANTS**

**(First Edition)**

**March 2009**



**PAKISTAN ENGINEERING COUNCIL  
ISLAMABAD**

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## **PREFACE**

Pakistan Engineering Council the Statutory Regulatory body entrusted to regulate the engineering profession in Pakistan has undertaken, inter alia, the standardization of country specific documents to regulate and streamline the procurement of engineering consultancy services. Standard Procedure for Pre-qualification of Consultants is one such document prepared by a team of experts drawn from the Employer (Client formations), Constructors and Consultants. The document has been drafted keeping in view the procedure of the two major multilateral funding agencies i.e. the World Bank and the Asian Development Bank; the instructions and prevalent practices in WAPDA but conforming to the respective PEC Bye-Laws. It is expected that use of this document will provide an equitable and just basis for pre-qualification of consultants in line with the international practice and relevant PEC Bye-Laws thus minimizing ambiguities discretionary practices and likely contractual disputes.

Pakistan Engineering Council wishes to place on record its deep appreciation for the tremendous work done by the Standards and Quality Committee and M/s National Development Consultants (NDC) in finalizing this document. Various engineering organizations and departments in need of procurement of consultants' services are requested to use this document for prequalification/short-listing of Engineering Consultancy Firms.

Any suggestions to improve this document are welcome which may please be addressed to:

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## **INSTRUCTIONS TO USERS OF THIS DOCUMENT**

### **1. General**

The Client formations are responsible to finalize the Prequalification Document providing therein a clean and clear basis for evaluation of Prequalification applications using a fair and transparent evaluation criteria based on realistic needs of the Project to ensure that grading of the Applicants is done justifiably to finalize the shortlist of required number of firms which are considered capable of providing quality services for the specific project.

### **2. Importance & Philosophy of Prequalification**

Prequalification of Consultants is an important step in the selection process to ensure high quality proposals for a meaningful proposal evaluation in shorter time for grading of firms for ultimate selection of suitable consultants. It may be remembered that registration of firms in general terms is not a substitute for Prequalification before inclusion in the shortlist. The qualifications and experience of the qualifying consultant should be such as to reflect its previous association with such project(s) and capability to handle the project with dexterity.

### **3. Advertisement**

The prequalification shall be through a notice in the PEC & PPRA's Web site for procurements exceeding Rs. Forty Thousand (40,000/-) and also through press when procurement is in excess of Rs. One Million for wide publicity, to provide an opportunity to all the PEC registered Consultants for participation in the selection process. Adequate time of about six weeks shall be provided to the prospective firms to prepare their applications for prequalification.

### **4. Prequalification Criteria**

A general weightage shall be provided for the experience of the firm and its staff to assess the capability of the firms. To make the process more transparent it would be appropriate to give further details of the criteria for obtaining suitably prepared applications.

- 5.** The entities using this document should start the process well in time and carry out the process through a committee manned by staff well versed in carrying out such assignments.
- 6.** All the users of this document are suggested to institute periodic suitably designed training programs based on relevant PEC documentation for handling the consultant selection process in their departments.

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## **1.0 INTRODUCTION**

- 1.1 The Pakistan Engineering Council (PEC), a statutorily created entity under the PEC Act,, 1975 by the Government of Pakistan for regulation of Engineering operations in Pakistan, inter alia, finalized and issued the PEC (Conduct and Practice of Consulting Engineers) Bye-Laws, 1986 and its subsequent amendments . These Bye-Laws cover the basic (legal) issues and regulations to provide a general guidance for conducting and practicing the profession of Consulting Engineers. However it does not provide detailed instructions/procedure for handling the selection process for prequalification (short-listing) of consultants who are considered qualified to participate in the final selection process. Accordingly, in the absence of proper defining of the key activities/sub-activities to select and employ consultants, the departments/clients in public and private sector as users of consulting services are handicapped to finalize the selection of the best possible consultants in an efficient, effective, economic and transparent manner.
- 1.2 For guidance of the Implementing agencies/entities mandated to select the best technically qualified firm, Standards and Quality Committee (S&QC) of the PEC has decided to finalize detailed instructions/procedures and compile these in the form of an independent document. It is expected that these procedure will facilitate selection of appropriate number of consulting firms to participate in the final competitive process leading to award of the assignment.
- 1.3 The basic aim of this document is to evolve a “good practice” for selection of a limited number of firms for the short-list of consultants leading to final selection of the best and adequately qualified firm to procure services from. Wherever relevant, the PEC Bye-Laws have been referred, which infact is the basis for this document and govern the provisions in this document. To make this document as complete as possible for carrying out its intended functions, some standard forms etc. have been appended which can be amended to suit to the specific requirements of the project for which services are to be procured. The document is envisioned to cover and offer assistance to the client formations in the following areas:-
  - a) Drafting and Issuance of Notice for expression of interest (EOI) in the Press.
  - b) Finalization of the Long-list of Consultants.
  - c) Finalization of format for seeking applications from the Long-listed consultants for prequalification.
  - d) Evaluation of applications received from the applicant Consultants.
  - e) Grading and finalization of the list of consultants to be prequalified
- 1.4 The proposals/instructions contained in this document, if employed sagaciously and honestly will help the client formations select adequate number varying between 4 to 7 consulting firms for inviting them to submit detailed technical/financial proposals.

## **2.0 WHY PREQUALIFY CONSULTANTS?**

2.1 Prequalification and short-listing of Consulting Firms from the long-list has following inherent benefits not only for the client formations but also for the consulting profession and the consultants themselves:

- Encourages consultants to prepare high quality proposals.
- Increases the possibility of selecting most suitable consultants.
- Facilitates a closer and meaningful evaluation of Technical Proposals.
- Reduces time for evaluation of proposals.
- Reduces the chances for extraneous influences.
- Reduces the cost of business development of consulting houses which is part of consultants' overhead costs and ultimately chargeable to the clients.

## **3.0 NOTICE FOR PREQUALIFICATION**

3.1 The PEC Bye-Laws require the client formations to ensure equal and unbiased opportunity to all the eligible firms i.e. the ones registered/licensed by the PEC to practice engineering profession in Pakistan. The Notice (Standard Form at Annex-A) must be publicly notified alongwith scope of work of the project for which the services of a consultant are required. In addition to the foregoing, the client formations may also seek their Expression of Interest (EOI) from the following:

- Firms which have previously satisfactorily performed similar services for the client on a similar project.
- Firms having already applied to the client and communicated their EOI prior to issuance of public notification.
- Firms which have been involved in an earlier activity on the project e.g. feasibility studies before services are to be procured for detailed design and other activities that follow.
- Firms selected on the basis of data on consultants obtained from the PEC's Data base.

3.2 PEC has computer based data on consulting firms and individuals available on the PEC Web Site on special request by the client entities. This data has been arranged in the form of separate sub-lists for all disciplines/sub-disciplines of engineering and specialized expertise for all types of engineering projects and project components so that firms with appropriate expertise in every field of specialization could be identified and picked for inclusion in the long-list/ short-list.

3.3 On the basis of the Expression of Interest (EOI), client's previous experience with specific firms and selection from the PEC Database, the committee constituted for handling the selection process should review initially individually and then jointly for developing a long-list which should vary between a minimum of 10 and a maximum of 15 firms i.e. minimum of 2 and a maximum of 4 times the number of firms to be prequalified and included in the short-list and to be invited to submit their technical/financial proposals. The only procedure for the committee is that it should proceed with consensus and discuss the cases of borderline firms. Inclusion of a weak firm in the final list can always jeopardize the chances of successful implementation

of the project.

- 3.4 For guidance of the Client/Implementing Agencies a set of sample Forms No. A-1, A-2 and A-3 have been provided with the Annex-A for preparation/processing of the applications for preparation of a long list.

#### **4.0 APPLICATION FROM LONG-LISTED CONSULTANTS**

##### **4.1 General**

The long-listed firms may be invited to submit their applications on a standard format through an Invitation Letter, a sample of which is placed at Annex-B. This letter should contain only a brief outline of the project; it should not ask for detailed proposals such as required from the constructors for prequalification. Consultants should be required, however, to submit their statements of capability with proper references. Their capability can be judged on the basis of their experience on projects of similar nature, their general experience and the quality of their top-line specialists available to the firm on assured basis.

##### **4.2 Criteria/Procedure**

Some of the considerations which should be listed in the Letter of Invitation (LOI) for the short-list generally include the following:-

- i) The firm must be registered with the PEC. If there is a requirement of expertise from some foreign firm, it should be registered as a Joint Venture with the PEC as required under respective PEC Bye-Laws.
- ii) Level of responsibility and extent of experience coupled with extensive experience in the more demanding features of the project should be a critical feature for consideration.
- iii) Experience with similar project authorities and similarity/size of the projects.
- iv) Experience in the kind of services under consideration such as feasibility studies, design work, procurement, construction supervision or management.
- v) Volume of the consultant's services in terms of total number of staff-months as their specific input and the staff strength is sufficient to indicate that the firm would be able to handle the requirements of the project.
- vi) The expertise required for the project should be listed and the consultants should be advised to submit short CV's of their experts. These expert positions should preferably be limited to a maximum of 5. However list of entire related professional staff on the firm's role should be part of the Application.
- vii) The staff should be judged on the basis of their experience on previous similar assignments.



In the light of the afore-given, the degree and extent of the firm's involvement in those job experiences is important. It may also be seen whether the firm gained the specific experience as principal or as a subsidiary partner in the joint venture i.e. was its role primary or supporting for the particular features. Additionally, experience as individuals is not taken into consideration under the head experience of the firm. Each of the afore-given considerations must be assigned appropriate weightage matching their importance.

#### **4.3 Evaluation Criteria**

4.3.1 There are two essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar projects and its professional staff having the specific expertise to meet its obligations during the assignment. It is essential that appropriate importance/weightage is assigned to each item. It is recommended that it should be assigned in the following ratio:-

(i)	Experience of the firm	30 percent points
(ii)	Quality of its Personnel's expertise	70 percent points

4.3.2 The committee constituted to compile the shortlist should also decide about the threshold minimum score for the firms below which limit they would not be considered for prequalification and inclusion in the shortlist. The threshold should be fixed at minimum of 60% of the total points.

### **5.0 EVALUATION OF APPLICATIONS**

#### **5.1 Evaluation of the Experience**

5.1.1 As a general guide it is proposed that the experience should be considered under two heads i.e. specific experience and general experience. Weightage for specific experience should be 70%. For specific experience which is similar in magnitude and complexity, even one previous project is considered enough to inspire confidence in the firm's capability. However, for the purpose of ranking of the firms for inclusion in the shortlist, a maximum of 3 to 5 projects should fetch full marks for the firm under specific experience. The experience for the first project should be nearly as much as the threshold score and the remaining projects should be awarded points in descending order, e.g.:-

No. of Projects	For Max. 5 Projects	For Max. 3 Projects
1 <sup>st</sup> Project	50 Percent	70 Percent
2 <sup>nd</sup> Project	75 Percent	90 Percent
3 <sup>rd</sup> Project	85 Percent	100 Percent
4 <sup>th</sup> Project	95 Percent	-
5 <sup>th</sup> Project	100 Percent	-

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- 5.1.2 Similarly the general experience should also be considered after certain limitation in numbers because after certain number, more projects may not add much to differentiate between the competitors. Weightage of general experience shall be 30%. A maximum of 10 to 20 projects should be enough number to fetch full hundred percent points. A sample is proposed as follows:-

<b>Where Maximum Number of Projects is fixed as 20</b>		<b>Where Maximum Number of Project is fixed as 10</b>	
<b>Numbers of Projects</b>	<b>Proposed Criteria</b>	<b>Number of Projects</b>	<b>Proposed Criteria</b>
Min: 3	20%	Min: 2	25%
4-5	40%	3-5	60%
6-7	60%	6-7	85%
8-10	70%	8-9	95%
11-13	80%	10	100%
14-16	90%		
17-20	100%		

## **5.2 Other Factors**

There are some other factors which do have a bearing on the overall proficiency of a firm in meeting its obligations later during the currency of the contract. For example, when training of Client's staff is a requirement on the project, the firms having previous experience and resources could be better placed to perform that part of the assignment. Similarly experienced home office professional staff as well as availability of equipment/software and facilities are useful for timely handling of critical issues and in time availability of equipment/facilities respectively. These and such other factors which differentiate between otherwise excellent firms should be considered as weighted qualifications.

## **5.3 Evaluation of Quality of Staff**

- 5.3.1 For the sake of assigning weightage to judge capability of the firm on the basis of expertise of its staff, the following steps may be adopted:-
- List the type of essential expertise required for the project.
  - The number of discipline- types included in the list should be the most

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- important ones and be limited to a maximum of 5.
- iii) Assess the relative importance of each expertise viz-a-viz the requirements of the project.
  - iv) Assign number of credit points to each expertise/the staff member nominated for that expertise.

5.3.2 Nominated experts should be evaluated on the basis of the following three items of qualification as demonstrated in their C.Vs:-

i)	Academic Qualification	20-30 Percent
ii)	Professional Experience	60-70 Percent
	• Specific	80%
	• General	20%
iii)	Experience of working environment	10 Percent
	• Nationally	60%
	• Internationally	20%
	• Specific Area within the Country	20%
	<i>Which is based on:</i>	
	<i>Δ Specific Province</i>	60%
	<i>Δ Regional Language</i>	40%

- 5.4 Evaluation of applications should preferably be carried out individually by the committee members on forms jointly developed by the committee and using the pre-determined weightage award sub-criteria. Sample Forms for evaluation of experience and staff are placed at Annex-C, Forms C-1 and C-2 for the committee's reference and guidance. After finalization of the evaluation, each member should compile the grading list containing a Summary of points and the Annex-C, Forms C-1 and C-2 a copy of which be submitted to the Convenor of the Committee before a formal meeting is convened by him.

## **6.0 FINALIZATION OF SHORT-LIST**

- 6.1 The selection committee should hold a meeting to review the evaluation/grading carried out by the individual committee members. The basic aim is to review the capabilities of consultants securing top most positions in the individual grading on each list. Since the members have evaluated the firms on the basis of an agreed criteria hence it has considerable advantage of organized discussion and consideration of those firms only which are not unanimous choice. The discussion will yield a more balanced grading of firms and finalization of the short-list. Additionally, discussions in this meeting shall reduce the likelihood of unsupported personal bias.
- 6.2 The PEC Bye Laws under "General Regulations" require that the status of the Partners, Directors, Owners for the sake of conflict of interest must also be verified before its inclusion in the short-list.

For this purpose, the applicants should be required to provide this information in specific terms and any misrepresentation should be made a ground for rejection. Firms may also be forewarned that in case of their selection, any such links, if detected during the currency of their contract, would be reported to the PEC for

cancellation of their registration/license leading to their blacklisting.

- 6.3 It is reiterated that the short-list of prequalified consultants should not be excessively long. There is a global consensus that for proper competition and selection of a good firm the minimum number should not be less than FOUR and the maximum number, for ease of processing, should not be more than SEVEN. It may be remembered that longer short-lists tend to be self-defeating as the selected firms may decide that the chances of winning the assignment does not justify thorough preparation of their proposals.

**ANNEX-A**

**SAMPLE ADVERTISEMENT FOR  
EXPRESSION OF INTEREST (EOI) FOR PREQUALIFICATION**

**NAME OF THE PROJECT/ASSIGNMENT**

- Invitation to consultants registered with PEC to apply for Prequalification (Short-listing)

by ( *Name of Government of Province/Federal Division/Department*) which has been entrusted the responsibility for execution of the (*Name of the Project*). The major project components include \_\_\_\_\_

\_\_\_\_\_ A part of the approved estimated amount of Rs. \_\_\_\_\_ million is to be expended on the procurement of engineering consultants' services. Application forms are available with the afore-listed entity at the following Address:-

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

- Interested consultants are invited to register their interest for participation in the project implementation by sending the following information in quadruplicate:-

- . Name, address, telephone, fax numbers and e-mail address of consultants.
- . Ownership and Organizational Structure of the consultant.
- . Financial Statement Summary for the past three years.
- . List of major (similar) assignments under-taken over the past 10 years.
- . Names and Short CVs of Principal Staff.

- The deadline for receipt of EOI/Applications is (day/month/year). EOI/Applications received after this date shall not be entertained. A long-list/shortlist shall be finalized from the afore-given submission. Only the firms with demonstrated experience in similar assignments will be considered and notified for further participation in the selection process.

- Interested firms should address their inquires and submit their applications to the following Address:-

Name :  
Position :  
Address :  
Telephone No :  
E-mail Address :  
Fax No. :

**ANNEX-A  
Form A-1**

**(NAME OF THE PROJECT)  
SUMMARY LIST OF PROJECTS HANDLED BY THE FIRM**

Sr. No.	Name of the Project	Location Province/ Country	Client	Cost of the Project	<u>Implementation</u>		Handled as:	Total Cost of Services	Cost of Services provided by the Firm	Scope of Services	Scope of Project Components /Volume of Work etc.
					Start	Completi on					
							<ul style="list-style-type: none"> <li>• Single Firm/ : S</li> <li>• Lead Firm/ : L</li> <li>• Joint Venture :J Partner</li> </ul>			<ul style="list-style-type: none"> <li>• Feasibility : F</li> <li>• Survey &amp; Investigation : S</li> <li>• Quality Control : Q</li> <li>• Project Monitoring: M</li> <li>• O &amp; M :O</li> <li>• Design :D</li> <li>• Procurement :P</li> <li>• Construction Supervision :C</li> </ul>	

**FORMAT OF SHORT CV OF PRINCIPAL STAFF**

1. Name :
2. Profession/Expertise :
3. Date of Birth :
4. Years with the Firm :
5. Nature of experience in this firm and others :
6. Membership of Professional Societies :
6. Education :
8. Other Training
9. Knowledge of Languages :
10. Key Qualifications (Maximum  $\frac{3}{4}$  of a page) :

(NAME OF THE PROJECT)  
COMPARATIVE OVERVIEW OF FIRMS

Sr. No.	Description/Items of Comparison	Firms/Groups			
		Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group

A. Experience of Firm

- Relevant Work Experience  
Maximum 5 projects for  
100% Points)
  - Feasibility Studies : F
  - Survey & Investigation : S
  - Detailed Engg. Design : D
  - Procurement Services : P
  - Construction Supervision : C
  - Quality Control : Q
  - O&M : O
  - Project Monitoring &  
Benefit Evaluation : M



**(NAME OF THE PROJECT)**  
**COMPARATIVE OVERVIEW OF FIRMS**

Sr. No.	Description/Items of Comparison	Firms/Groups			
		Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group

B. Quality of Principal Staff  
(Maximum of 7 preferably 5)

1. Education

- i) Basic Degree
- ii) Additional

2. Professional Experience  
(No. of years)

- i) Total
- ii) Relevant
- iii) General

**ANNEX-B**

**SAMPLE LETTER FOR  
SEEKING APPLICATIONS FOR SHORT-LISTING**

**Project:** \_\_\_\_\_  
\_\_\_\_\_

**Dear Sir,**

1. Letters of Interest/Applications are invited from firms registered by the PEC which are experienced consultants and who wish to be considered to undertake  
\_\_\_\_\_ (*Name of Assignment*)  
The \_\_\_\_\_  
(*Name of the Implementing Agency*)  
has been entrusted with execution of the subject project for which the  
\_\_\_\_\_  
(*Name of the approving office like ECNEC, P&D Board etc.*)  
has approved the funding for the project to be implemented over a \_\_\_\_\_ year period starting from \_\_\_\_\_ (*date*). A portion of the approved cost of the project is intended to be applied to finance the cost of the consultant's services.
2. The objectives of the Project [ *which shall be carried out jointly with the clients staff (Name of the department/entity)*] are:-  
(List the objectives)
3. The major components of the Project are:-  
(List the major components)
4. The expected results/benefits of the project are envisioned as follows:-  
(List the results/benefits)
5. The duration of the assignment will be \_\_\_\_\_ years and it is expected to start from (day / month / year). The estimated cost of the project / assignment is Rs.

- \_\_\_\_\_.
6. PEC registered consultants or association of consultants who are interested to be considered for the assignment should submit information in the format indicated in the attachment to this letter. Firms are required to support their experience in \_\_\_\_\_ specifically.

*(Objectives of the Project)*

Firms should also indicate their experience as specific/general and experience of their requisite nominated staff in the following disciplines in the CV Forms attached with this letter:-

*(List the disciplines/fields of expertise limited between 3 and 5)*

7. Applications alongwith accompanying material for consideration should be submitted to

\_\_\_\_\_  
*(Head of the Committee/Nominated person with complete address,  
telephone, fax & e-mail address)*

of the \_\_\_\_\_.

*(Name of the department/entity)*

8. Please restrict yourself to the essential information only and do not make your application cumbersome. On the basis of information received in these applications from applicants, the

\_\_\_\_\_  
*(Title of the officer who is entrusted the short-listing responsibility)*

will prequalify and finalize a shortlist of 4 to 7 consultants who will be invited to submit their Technical/Financial Proposals.

Sincerely Yours

[ Name ]  
[ Position ]

Attachments:

Form B-1	Information Form
Form B-2	Experience of Consultant
Form B-3	Format of Curriculum Vitae of Proposed Experts

**Form-B-1**

[ Name of Department/Entity ]

**Assignment** : \_\_\_\_\_  
**Project** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

**INFORMATION FORM**

1. Name of consultant [ Lead partner if association ]
  - Address
  - Telephone No(s)
  - Fax Number
  - E-mail Address
  - Registration No. with PEC alongwith Registered Office Address.
2. Description of consulting firm (ownership/organization)
3. Experience (Number of Years)
  - Local/national
  - International
  - Regional (within the country-details)
4. Name(s) and Address(es) of Associates, if a JV; their short description and description of their role in the JV/Association.
5. Experience of the Consultants (on appended forms) during the past 10 years:
  - Specific (3-5 Projects of similar magnitude and complexity)

- General (10-20 Projects)  
(in all Fields but not completely relevant)
6. Organization chart showing consultant's structure.
7. Capital of consultant (Financial Statements for the latest three years).
- Subsidiaries and associates.
  - Annual fees in the last five years in current index.
  - Financial reference [ name/address of bank(s)]
8. Professional staff available for the assignment on the appended format.
- (The client entity should provide the essential disciplines  
between 3 to 5 in number)
9. Additional information.

Yours truly,

Name of Authorized Representative

Position :

Date :

**Form B-2**

**EXPERIENCE OF CONSULTANT**

Relevant services carried out in the Last 7-10 years which best illustrate qualification.

**[NAME OF THE FIRM/CONSULTANT]**

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx: Value of Services :
11. Name of Other JV Firms :  
(If any)
12. No. of Staff/Staff Months  
Provided by the JV partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services  
Provided by the Firm :

**Form B-3**

**FORMAT OF CURRICULUM VITAE  
OF PROPOSED EXPERTS**

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. PEC Registration/  
Membership No. :
8. Key Qualifications : (Provide an outline of the nominee's experience)
9. Academic Qualification :
10. Employment Record :
11. Languages and  
Degree of  
Proficiency : (In speaking, reading and writing as  
Excellent-Good-Fair-Poor)
12. Certification I, the undersigned, certify that, to the best of my knowledge  
and belief, these bio-data correctly describes myself, my  
qualifications and my experience.

**Signature:**

**Dated:            day/month/year**

**SAMPLE SUB-CRITERIA FORMS****ANNEX-C  
Form C-1**

(TITLE OF THE PROJECT)

**EVALUATION OF PREQUALIFICATION APPLICATIONS****I. QUALIFICATION/EXPERIENCE OF FIRM:****Maximum Points:  
30**Name of the Firm:  
\_\_\_\_\_

Sr. No.	Project Components	Weightage		A C T I V I T I E S					
		Percentage	Points	Survey/ Investigation/ Planning	Design of Project	Procurement	Construction Supervision	O&M	Points
				10%	30%	20%	30%	10%	
<b>A.</b>	<b>SPECIFIC</b> Experience (for 3-5 projects) on Similar Project of matching magnitude/ complexity i) Diversion Structures ii) Canal (Lined/Unlined) iii) Distribution System iv) OFWM	70% of 30	21	2.5	7	5	7	2.5	
	<b>Sub-Total (A):-</b>		<b>21</b>						
<b>B.</b>	<b>GENERAL</b> Experience (for 5-7 projects) on Projects which are not similar but are important to judge capacity of the Firm	30% of 30	9						
	<b>Sub-Total (B):-</b>		<b>9</b>						
	<b>Grand-Total (A+B):-</b>	<b>100%</b>	<b>30</b>						
	<b>Total Points Under-I</b>								



**ANNEX-C**

**SAMPLE SUB-CRITERIA FORMS**

**Form C-2**

(TITLE OF THE PROJECT)

**EVALUATION OF PREQUALIFICATION APPLICATIONS**

**EVALUATION OF NOMINATED EXPERTISE**

Name of the Firm : \_\_\_\_\_

Position/Expertise : \_\_\_\_\_

**Maximum Points: 70**

Name of Nominated Staff : \_\_\_\_\_

Sr. No.	Description	Maximum Weightage	Points	Status	Points Awarded
		Percentage			
<b>A.</b>	<b>ACADEMIC AND GENERAL QUALIFICATION</b>	<b>25%</b>			
	a) B.Sc. Engg. (Specified Discipline)	80%			
	b) M.Sc.Engg. (Specified Specialization)	05%			
	c) Ph.D. Engg	05%			
	iv) Management (Degree/Diploma/Training)	05%			
	v) Professional Papers, Recognition by the Govt/Professional Institutions	05%			
<b>B.</b>	<b>PROFESSIONAL EXPERIENCE RELATED TO ASSIGNMENT</b>	<b>65%</b>			
<b>B-1</b>	<b>Specific</b>	<b>50%</b>			
	a) <b>Experience in Lead Position</b>				
	b) <b>Experience as Senior Professional</b>				
	(i) <b>Irrigation Component</b>				

	<ul style="list-style-type: none"> <li>- Diversion Structure</li> <li>- Main Canal</li> <li>- OFWM</li> <li>- Structures</li> </ul>				
	<p><b>(ii) Drainage Component</b></p> <ul style="list-style-type: none"> <li>- Surface Drains</li> <li>- Sub-Surface Drains                             <ul style="list-style-type: none"> <li>- Tubewells</li> <li>- Tile Drains</li> <li>- Inceptor Drains</li> </ul> </li> </ul> <p><b>c) Experience as Junior Professional</b></p> <p><b>(i) Irrigation Component</b></p> <ul style="list-style-type: none"> <li>- Diversion Structure</li> <li>- Main Canal</li> <li>- OFWM</li> <li>- Structures</li> </ul> <p><b>(ii) Drainage Component</b></p> <ul style="list-style-type: none"> <li>- Surface Drains</li> <li>- Sub-Surface Drains                             <ul style="list-style-type: none"> <li>- Tubewells</li> <li>- Tile Drains</li> <li>- Inceptor Drains</li> </ul> </li> </ul>				
<b>B-2</b>	<b>General Experience</b>	<b>15%</b>			
<b>C.</b>	<p><b>EXPERIENCE / KNOWLEDGE OF LOCAL LANGUAGES</b></p> <p>i) National Experience</p> <p>ii) International Experience</p> <p>iii) Specific Area within the Country</p> <ul style="list-style-type: none"> <li>- Specific Province Experience</li> <li>- Regional Language</li> </ul>	<p><b>10%</b></p> <p>5%</p> <p>2%</p> <p>1.5%</p> <p>1.5%</p>			
	<b>Total (A+B+C):-</b>	<b>100</b>			