

# Prequalification of firms

## For Provision & Installation of Solar Power Solution

**Issued by:** Institute of Space Technology (IST), T-Chowk, Rawalpindi

**Tender Reference No.:** Solar/1/2025

### 1. Invitation for Prequalification

Director Administration, Institute of Space Technology, invites applications for prequalification from reputable, experienced, and eligible firms for the **design, supply, installation, testing, commissioning, and net-metering** of a **500 kW to 800 kW On-Grid Solar Photovoltaic (PV) System** at IST premises located adjacent to SUPARCO, T Chowk Rawalpindi.

Only prequalified firms shall be invited to participate in the subsequent **Request for Proposal (RFP) / Bidding Process**.

### 2. Objectives

- To reduce dependency on grid electricity and minimize electricity costs.
- To adopt renewable, clean, and environment-friendly solar energy solutions.
- To ensure reliable, efficient, and cost-effective solar power generation with long-term sustainability.

### 3. Scope of Work (Indicative)

The successful bidder (to be selected later from prequalified firms) will be responsible for:

1. Site survey and load assessment.
2. Design and engineering of On-Grid Solar PV system. Design includes:
  - Structural Load calculations & Design Methodology
  - Structural Drawings
  - SAP2000 model (as per actual)
  - Slab shear and punch analysis
  - RCC/PCC block/foundation design and analysis.
  - Connection design and analysis.
  - Combined analysis and design report including sketches.
  - Single line diagram.
  - Shading analysis report on PV system or equivalent.
3. Supply of complete solar solution including:
  - Tier-1 solar panels ( $\geq 540W$  modules).
  - High-efficiency inverters with monitoring system.

- Durable mounting structures withstanding minimum 145 kmph Wind speed
  - Cables, breakers, and accessories (IEC/NEC standards).
- 4. Installation, wiring, testing, and commissioning.
- 5. Provision and commissioning of **net-metering system**.
- 6. Installation of capacitor banks if required by the concerned authorities i.e IESCO, NEPRA etc.
- 7. Ensuring **15 years of trouble-free operation** with proper after-sales service.
- 8. The entire project, including design, supply, installation, testing, commissioning, and handover, shall be completed within **18 weeks** from the date of issuance of **Letter of Intent (LoI) / Purchase Order (PO)**.
- 9. Ensuring proper synchronization of Diesel Generator (DG) with Solar PV system for seamless operation.

**Note:**

1. Site survey may be conducted up to **25<sup>th</sup> September 2025, 04:00 PM**. Interested firms must provide at least **24 hours' prior notice** before conducting the survey. The point of contact for site survey coordination will be the **Assistant Director (Maintenance)**.
2. Bidders shall be allowed to present their **site survey findings, analysis, and proposed approach** in the form of presentation on the date of bid submission. The presentation will take place on **29<sup>th</sup> September 2025** at the office of the **Director (Administration)**.

## 4. Eligibility Criteria

Firms applying for prequalification must provide documentary evidence of the following:

1. Valid registration with **SECP/PEC/Tax Authorities (NTN, GST, etc.)**.
2. Minimum **3 years of experience** in design and installation of solar PV systems.
3. Completion of at least **3 similar projects (≥200 kW capacity each)** in Pakistan (attach completion certificates or references).
4. Average annual turnover of at least **PKR 180 million** during the last two years (attach audited financial statements).
5. Availability of qualified technical staff (PEC registered engineers, certified solar technicians).
6. Relevant certifications (ISO, PEC license in relevant category).

## 5. Prequalification Application Submission

- **Deadline:** 29<sup>th</sup> September 2025, 11:30 AM.
- **Submission Address:**  
Director Administration,  
Institute of Space Technology (IST),  
T-Chowk, Rawalpindi.

Applications must include:

- Company profile.
- Documentary evidence of eligibility criteria.
- List of past projects with client references.
- Technical and financial capacity details.
- Any additional information supporting prequalification.

## 6. Evaluation & Shortlisting Criteria

The applications will be evaluated based on the following criteria:

| Criteria  | Marks Allocation |
|---|------------------|
| Experience in solar system installation (80% marks for at least 3 systems of 200kW) | 30%              |
| Technical staff strength & technical capabilities                                   | 30%              |
| Financial capacity (turnover, financial stability)                                  | 20%              |
| PPIB/PEC certifications   | 10%              |
| After-sales service capability (service centers, O&M experience)                    | 10%              |

**Minimum Passing Score:** 70% to qualify for inclusion in the shortlist.

## 7. Terms & Conditions

- The procuring agency reserves the right to accept or reject any or all applications as per PPRA Rules, 2004.
- Incomplete or late submissions will not be entertained.
- Only prequalified firms shall receive the **Request for Proposal (RFP) / Bidding Documents** for submission of financial and technical bids.

## 8. Contact Information

For clarifications, please contact:

**Deputy Director (Procurement)**

Institute of Space Technology (IST), T-Chowk, Rawalpindi

Tel: 051-9075670

Email: mgr.proc@ist.edu.pk

# Annexure-B

## Application Form for Prequalification

*(Provision & Installation of Solar Power Solution at IST – Tender Ref. Solar/1/2025)*

### Section 1: Applicant Information

1. **Name of Firm/Company:** \_\_\_\_\_
2. **Year of Establishment:** \_\_\_\_\_
3. **Registered Address:** \_\_\_\_\_
4. **Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_
5. **Email Address:** \_\_\_\_\_
6. **Website (if any):** \_\_\_\_\_
7. **Legal Status of Firm (Tick one):**
  - ☐ Sole Proprietorship
  - ☐ Partnership
  - ☐ Private Limited Company
  - ☐ Public Limited Company
  - ☐ Joint Venture / Consortium (attach agreement)
8. **Registration Details:**
  - ☐ PEC License Category/No.: \_\_\_\_\_
  - ☐ PPIB/AEDB License No.: \_\_\_\_\_
  - ☐ NTN: \_\_\_\_\_
  - ☐ GST/STRN: \_\_\_\_\_

### Section 2: Financial Capacity

1. Average Annual Turnover (last 2 years): \_\_\_\_\_ PKR
2. Audited Financial Statements enclosed: [ ] Yes [ ] No
3. Bank Certificate/Statement enclosed: [ ] Yes [ ] No

## Section 3: Experience in Solar PV Projects

1. Number of Years in Solar PV Business: \_\_\_\_\_
2. Similar Projects Completed ( $\geq 200$  kW each) in Last 3 Years:
  - Project 1: \_\_\_\_\_ (Capacity: \_\_\_\_ kW, Location: \_\_\_\_\_, Client: \_\_\_\_\_, Year: \_\_\_\_\_)
  - Project 2: \_\_\_\_\_ (Capacity: \_\_\_\_ kW, Location: \_\_\_\_\_, Client: \_\_\_\_\_, Year: \_\_\_\_\_)
  - Project 3: \_\_\_\_\_ (Capacity: \_\_\_\_ kW, Location: \_\_\_\_\_, Client: \_\_\_\_\_, Year: \_\_\_\_\_)

*(Attach completion certificates / client references)*

## Section 4: Technical Resources

1. No. of PEC Registered Engineers: \_\_\_\_\_ (Attach list & PEC registration details)
2. No. of Solar Technicians / Certified Staff: \_\_\_\_\_
3. Key Personnel (Attach CVs): \_\_\_\_\_

## Section 5: Certifications & Authorizations

1. ISO Certification(s) (if any): \_\_\_\_\_
2. Other Relevant Certifications: \_\_\_\_\_

## Section 6: Service Facilities in Pakistan

1. Number of Service Centers: \_\_\_\_\_
2. Locations: \_\_\_\_\_
3. O&M Experience (Yes/No): \_\_\_\_\_

## Section 7: Declarations

1. We hereby declare that our firm/company has **not been blacklisted** by any government/semi-government/ autonomous body.
  - ☐ Yes (Compliant)
  - ☐ No
2. We agree to comply fully with the **PPRA Rules, 2004** (as amended) and the terms and conditions set by Institute of Space Technology.
3. We confirm that the information provided is true and accurate to the best of our knowledge, and understand that false information may lead to disqualification.

## Authorized Signatory

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

Designation: \_\_\_\_\_

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

Signature & Stamp: \_\_\_\_\_

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