

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

**CONTRACTORS FOR SMALL CONSTRUCTION WORKS (INCLUDING CIVIL,
ELECTRICAL, & M.E.P) AT
INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI**

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 2012.
- b) Detailed list of civil and other engineering works completed. 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 and administrative staff employed by you.
- e) List of 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 a contractor. Attach copies of the Registration Certificates.

- g) Complete information on litigation/arbitration cases in which you are involved or in which you have been involved in the last five years.
- 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.

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: _____