

# PRE-QUALIFICATION DOCUMENT (PQD)

For

Hiring a Consultant Firm for Survey/ Census of Fisheries and  
Aquaculture Sector in Punjab.



JANUARY, 2022

DIRECTOR FISHERIES (PM&E)/ PROJECT DIRECTOR  
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**DEPARTMENT OF FISHERIES, PUNJAB**

This pre-qualification document contains following sections:

- Section 1 \_\_ Introduction
- Section 2 \_\_ Instructions to Interested Applicants
- Section 3 \_\_ Project Background and Description of Works
- Section 4 \_\_ Technical Evaluation Criteria
- Section 5 \_\_ Application Form

## **Section 1: Introduction**

The Department of Fisheries, Government of Punjab hereby, invites applications from suitably experienced and established consultants/firms, having expertise for survey/census of Fisheries & Aquaculture sector in Punjab:

Under the **development scheme “Pilot Shrimp Farming Cluster Development Project” in Punjab Province.** The consultancy will be in compliance with Punjab Procurement Rules, 2014 (amended up to date).

It is intended to establish a list of pre-qualified firms who wish to participate through competitive process for survey/census of Fisheries & Aquaculture.

Interested applicants are requested to submit all documents required in this pre-qualification process and submit to the below mentioned address as per instructions and format mentioned in Section 2 and 5. The queries (if any) relating to this pre-qualification process should be addressed to the representative of client mentioned in Section 2: instructions to bidder applicants within 3 days before the submission date.



## Section 2: Instructions to the Interested Applicants

### A. General

1. The applicant may be a firm/company/corporation/ partnership firm either of Pakistan or foreign origin or a consortium/joint venture (JV) of such entities who may individually or jointly commit to implement the project. The term 'applicant' used hereinafter would, therefore, apply to both 'an individual entity' and 'joint venture/consortium'.
2. In the case of a JV, all partners should be jointly and severally liable for implementation and operation of the project in accordance with the terms and conditions specified in the upcoming request for proposal (RFP). The JV shall nominate an authorized representative who shall have the authority to conduct all business for and on behalf of any and all the members of JV during the pre-qualification process (in the event the JV submits a bid) and during the implementation and operation (in the event the JV is awarded the project). **Provide details of JV.**
3. An applicant shall submit only one application in the same pre-qualification process, either individually or as a partner of JV. An applicant, who submits or participates in more than one application, will cause all the applications in which the applicant has participated to be disqualified.
4. The ownership structure of each member of the applicant entity must be in accordance with the laws in respect of capital, equity participation in a joint venture, nationality and registration/ licenses.
5. The JV/ consortium must propose the lead member (LM).
6. The number of members of a consortium will be limited to three.
7. A qualified consortium may only bid with the same initial members and no substitutes shall be allowed in the bidding stage.
8. Provide history of non-performance, if any. Upon the evaluation of reasons for non-performance, the applicant may be considered for qualification.
9. Provide history of litigation. Chronic or any contentious cases which may endanger the applicant's ability as a going concern.



10. Applications must be received at the place designated and by the date and time specified.

11. Applicants should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by government of the Islamic Republic of Pakistan or any provincial government or any of the agencies of the Islamic Republic of Pakistan. If they are registered in any such list, they will be disqualified.

12. Confidentiality

a- Information relating to the evaluation of Applications, and recommendation for pre-qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

b- From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with relevant provision, if any Applicant wishes to contact the Procuring Agency on any matter related to the prequalification process, it may do so in writing.

No. of copies of bid that must be submitted	One original, two copies and soft copy (USB or CD) of the bid. In the event of discrepancy between them, the original shall prevail.
Deadline of proposal submission	Date and Time: 11:00 am on 28-01-2022 Applications received after the deadline shall not be entertained and shall be returned unopened to the applicant. Bids shall be opened on the same day i.e. 11:00 am on 28-01-2022.
Bid submission address	Within the due date to employer at the following address: The <b>Purchase cell</b> , Department of Fisheries, Punjab 9-A Bahawalpur Road, Chauburji, Lahore. 042-99212374-5
Allowable manner of submitting proposals	By courier or by hand delivery
Contact details for submitting clarifications/questions	Focal person: Director Fisheries (PM&E) /Project Director Address: 9-A Bahawalpur Road, Chauburji, Lahore

  


Mandatory Documents required for Qualification	<ol style="list-style-type: none"> <li>1. Proof of registration with Income Tax Department.</li> <li>2. Proof of GST registration.</li> <li>3. Undertaking regarding no litigation &amp; blacklisting with any public sector organization in Pakistan on judicial stamp paper.</li> <li>4. Letter of association and JV agreement in case of a JV/consortium of partners.</li> </ol>
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**B. Selection method**

Only applicant who achieve the minimum 65% of qualification marks will be called for upcoming RFP.

**Section 3: Project Background and description of work.**

**I. Background**

The aquaculture industry is rapidly growing in the Punjab, which need a proper planning with the support of baseline data. The census of aquaculture will provide a baseline data for future planning of aquaculture at the provincial and national levels. Aquaculture census data have a wide variety of uses by different groups and individuals including growers, buyers, seller, exporter, extension worker, universities, researchers as well as by federal, provincial and local government policy makers for future planning. The survey/census data is used for different purposes such as:

- Growers use the data to determine what to grow, whether or not to expand production, and to compare their operation and production volumes, pricing points, and culture methods.
- Suppliers of input for the aquaculture industry use the data to plan for the production and marketing of new products.
- Traders use the data to develop market strategies and to determine locations of facilities that will best serve aquaculture producers.
- Government, resources, and university representatives use the data to determine research needs. They also use the data as baseline for funding of research, extension service and other programs to develop innovative methods of increasing aquaculture production and profitability.
- Banks and other lending institutions need production and sales data for disbursement of grants and loans.



- Analysts use the data to provide a comparison of the economic contribution of the aquaculture in the GDP of the country.
- Media associations use the data as background material for critical analysis of sector.

## II. Objectives of The Consultancy

The baseline data of aquatic resources collected by the consultant firm will be analyzed and used for sustainable development of aquaculture sector and further planning thereof. In the light of this study further areas of specific public sector investments will be identified and a coherent framework and reforms required for the development of the aquaculture sector with an implementation timeframe will be planed accordingly.

The objectives of the assignment are as follows:

- a. Collection of baseline data regarding existing aquatic resources and aquaculture related businesses in Punjab.
- b. Assessment and appraisal of potential for sustainable development of aquaculture and fish biodiversity conservation.
- c. Identification of demand and supply in aquaculture production and per capita fish consumption thereof, and road map to bridging up the identified gaps.

## III. Areas of studies

### i. Existing status of Fisheries & Aquaculture in the Punjab:

Complete study of aquatic resources, farming systems, cultured fish species, production level, post-harvest techniques, human resources involved in aquaculture marketing & trade, contribution to economy, issues thereof & interventions required at public and private level for further improvement and growth of aquaculture.

### ii. Potential of aquaculture chain in Punjab:

Potential of natural water bodies, un-attended, saline, water logged, brackish and barren lands and other resources thereof.

### iii. Demand supply and gap:

Appraisal of the current situation, demand and supply analysis for fish production and consumption, in Punjab.

### iv. Future road map:



To develop a road map for enhancement of fish production and per capita fish consumption in Punjab during next 10 years.

#### **IV. Tasks of consultant firm**

The following major activities will be carried out by the consultant firm, but not limited to.

**A- Submission of inception report for launching the studies:**

**B- Survey of each component:**

##### **i. Fish Farms/Mini Dams:**

Detailed survey of existing fish farms of the Punjab with the information as under but not limited to.

- a. Name of farm/farmer/owner with complete address, contact number, WhatsApp, email etc.
- b. Location/address of Farm (mauza, UC, tehsil, District) with GPS coordinates, picture, nearest approach road.
- c. Date of establishment.
- d. Area of farm (total area, water surface area).
- e. Type of Farm (earthen, cage, IPRS, Bio floc, concrete raceway etc.)
- f. Method of farming (extensive, semi-intensive, intensive etc.)
- g. Species cultured with stocking density.
- h. Source of seed (Private/Govt. hatchery/imported).
- i. Feed and feeding methods.
- j. Source of feed (self-made / feed mill).
- k. Species wise per acre fish production (average of last 3 years / last harvest).
- l. Source of water (Tube well, canal, rain etc.).
- m. Water chemistry (salinity, EC, pH, DO, Temperature etc).
- n. Source of energy for water pumping, and other uses (electricity, solar, fuel, generator).
- o. Number of workers at farm (permanent, seasonal).
- p. Marketing methods (local market, big city, export).
- q. Fish health issues (if any).

##### **ii. Fish Hatchery:**

- a. Name of hatchery/owner with complete address, telephone contact, WhatsApp, email etc.



- b. Location of Hatchery (mauza, UC, tehsil, District) with GPS coordinates, picture, nearest approach road.
- c. Date of establishment.
- d. Area of hatchery (total area, pond size).
- e. Source of brooder.
- f. Feed and feeding methods.
- g. Source of feed (self-made / feed mill).
- h. Species wise annual seed production of last 3 years.
- i. Source of water (Tube well, canal, rain etc.).
- j. Water chemistry (salinity, EC, PH, DO Temperature etc).
- k. Source of energy for water pumping, and other uses (electricity solar, fuel generator).
- l. Number of workers at farm (permanent, seasonal).
- m. Fish health issues (if any).

**iii. Feed Mills:**

- a. Name of feed mill/owner with complete address, telephone contact, WhatsApp, email etc.
- b. Location of feed mill complete address with GPS coordinates, picture, nearest approach road.
- c. Date of establishment.
- d. Production capacity (MT/hr).
- e. Type of feed production.
- f. Annual feed production of last 3 years production.
- g. Number of workers.
- h. Available supporting facilities of feed mill.
- i. Marketing method.

**iv. Processing Plants:**

- a. Name of processing plant/owner with complete address, telephone contact, WhatsApp, email etc.
- b. Location of processing plant complete address with GPS coordinates, picture, nearest approach road.
- c. Date of establishment.
- d. Production capacity (MT/hr).
- e. Storage capacity.

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- f. Type of products/processing (species wise).
- g. Annual feed production of last 3 years.
- h. Number of workers.
- i. Available supporting facilities of processing plants.
- j. Marketing method.

**v. Markets:**

- a. Name of fish markets.
  - Ownership (public or private)
  - Name, contacts & particulars of owners (if private)
- b. Location. (Address and GPS coordinate)
- c. Number of fish traders.
- d. Method of fish buy and sale.
- e. Type of species buy and sale.
- f. Available facilities for fish handling/preservation.
- g. Data regarding annual fish export/import and local consumption.

**vi. Natural Water Bodies (pond area of headworks and barrages, small dams and natural lakes):**

- a. Name of water bodies.
- b. Location.
- c. Digital map with coordinates (each water body).
- d. Surface area, water depth and full storage capacity.
- e. Fish population dynamic.
- f. Water quality (pH, Do, Salinity, alkalinity).
- g. Carrying capacity of small dams and reservoirs for cage installations.

**vii. Other:**

Collection of data regarding people involved in ancillary fisheries industry like fish net making, boat making, fishing implements, drugs and medicines etc.

**C- Report regarding potential assessment of aquaculture value chain development in Punjab.**

**D- Identification of demand and supply analysis gap of fish production and consumption.**



E- Future road map for development of aquaculture value chain during next 10 years.

F- Future road map for enhancement of fish production and per capita fish consumption.

**V. Duration**

Overall duration of the assignment shall be 180 days from commencement of the signing of contract with the consulting firm.

**VI. Deliverables with time line and payment schedule:**

Sr No	Deliverable	Responsible HR	Time line / period (days)	Payment Schedule
1.	Submission of inception report for launching the studies.	Core Team	15	50%
2.	Survey/Census of all aquaculture related activities mentioned in scope of work (B.i to vii) for civil division D.G. Khan, Bahawalpur and Multan.	Core Team & Technical Team 1	90	
3.	Survey/Census of all aquaculture related activities mentioned in scope of work (B.i to vii) for civil division Sargodha, Sahiwal and Faisalabad.	Core Team & Technical Team 2		
4.	Survey/Census of all aquaculture related activities mentioned in scope of work (B.i to vii) for civil division Rawalpindi, Gujranwala and Lahore.	Core Team & Technical Team 3		
5.	Report regarding potential assessment of aquaculture value chain development in Punjab.	Core Team	10	22%
6.	Report of demand and supply analysis gap of fish production and consumption.	Core Team	10	
7.	Future road map for development of aquaculture value chain and enhancement of fish production & per capita fish consumption during next 10 years.	Core Team	15	
8.	Submission of draft report.	Core Team	20	28%
9.	Submission of final report.	Core Team	20	

**VII. Reporting Arrangement**

The Consulting Firm shall report to Director Fisheries (PM&E)/Project Director, Department of Fisheries, Punjab Lahore.



## VIII. Required HR

### A-Core Team of Experts

The core team of experts for the proposed Consultancy services would be as under but not limited to:

#### a) Project Manager (Team Leader)

- Must have BS/Ms.c (Zoology/Fisheries & Aquaculture/Biology) /MBA/Statistics/Economics with background in project of survey/census with respect to its planning, designing and implementation.
- Experienced in appraisal, monitoring, evaluation of similar nature of contract and project management.
- More than 5 years of experience in management in relevant field.
- Experienced in development/preparation of reports regarding survey/census.
- Must have the ability to review the reports and provide valuable suggestions for the improvement of the sectors.
- Experienced in contract management, contract evaluation, conflict resolution and assessments for contract specifications and variations etc.

#### b) Data Analyst

- Must have a Master degree in Statistics or Biostatistics.
- Having 3 years' experience of understanding about data analysis.

#### c) Chemist/Environment Analyst

- Must have a Master degree in Chemistry/Bio chemistry/Environmental sciences.
- Having 3 years' experience of water and soil sampling and analysis.

#### d) Computer Operator

- Must have a Bachelor degree of Computer Science.
- Having 3 years' experience of Data Entry Operator.

### B- Technical Teams of Experts

Minimum 3 technical teams will be required for data collection in the field. Each technical team will comprise of atleast 3 members with following qualification and experience:

#### a) Zoologist/Fisheries Expert

- Must have BS/Ms.c (Zoology/Fisheries & Aquaculture/Biology)
- Having expertise in identification of fish species, fisheries extension services including feed and feeding etc.
- Having knowledge regarding aquatic resources of the Punjab.

#### b) Field Assistant

- Must have qualification of Fs.c Pre-medical with relevant experience.

#### c) Field man

- Matric with Science.



**IX. Additional Services.**

The department will be at liberty to increase or decrease the quantum of the work without assigning any reason.

**X. Special Terms and Conditions.**

- i. The Consultant Firm will be responsible for achievement of all technical, and physical targets/objectives within due course of time as per agreement.
- ii. The Consultant Firm will be responsible for all its requirements i.e. supporting staff, office space, computers, stationary, furniture, conveyance, scientific equipment etc.
- iii. The Consultant Firm will be liable to pay all taxes leviable to pay to the Government including IT/PST/GST etc.
- iv. The authenticity of survey and census shall be the sole responsibility of the consultant firm.
- v. Firm will be responsible for:
  - (a) Preparation and presentation of monthly progress report or any review/report requested by the client of the project.
  - (b) Preparation of survey forms and reports templates.
- vi. With one months' notice from either side, contract may quit.

In case of any dispute, the decision of the Director General Fisheries, Punjab will be the final one.



**Section 4:**

**Technical Evaluation Criteria**

Sr. #	Description (with scoring points)	Points
1	<b>Core Team of Experts (40)</b>	
	A firm having team of minimum following experts:	
	(i) One Project Manager (Team Leader) must have BS/M.Sc. Zoology/ Fisheries & Aquaculture / Biology /MBA/ Statistics/ Economics with 5 years of relevant experience). Experience less than 5 years will lose the marks proportionally (i.e. @ 2 mark per year).	5+10
	(ii) One Data Analyst having Master Degree in Statistics or Bio-Statistics with three experience of understanding about data analysis. Experience less than 3 years will lose the marks proportionally (i.e. @ 2 mark per year).	4+6
	(iii) Chemist / Environment Analyst having Master Degree in Chemistry / Bio-Chemistry / Environmental Science having three experience water & soil sampling and analysis. Experience less than 3 years will lose the marks proportionally (i.e. @ 1 mark per year).	4+6
(iv) Computer Operator having bachelor degree of Computer Science with three experience of data operator. Experience less than 3 years will lose the marks proportionally (i.e. @ 1 mark per year).	2+3	
2	<b>Technical Team of Experts (40)</b>	
	Minimum three technical team will be required for data collection in field. Each technical team will comprise of atleast three member with qualifications and experience	
	(i) Zoologist / Fisheries Expert must have BS/M.Sc. Zoology/ Fisheries & Aquaculture / Biology with 5 years' experience in identification of fish species, fish extension services including feed and feeding etc. Experience less than 5 years will lose the marks proportionally (i.e. @ 1 mark per year).	(5+5) *3
	(ii) Field Assistant having qualification of Fs.c pre-medical with relevant experience	05
(iii) Field Man having matric with science.	05	
3	<b>Technical Proposal (20)</b> <b>(standard assessment)</b>	
	Proposal with work plan/time line and methodology.	20
<b>Total Points Awarded = 100</b>		

- Note:**
1. Joint venture of two or more firms will be eligible to participate in pre-qualification process but one of them must be the leading member of JV.
  2. Attachment of relevant documentary proves/evidences against each description component is mandatory. In case of non-compliance no mark will be awarded.



**Section 5: Application Forms**

**Form 1**

**Letter of Application**

[Letterhead of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no, fax no., and e-mail address].

Date:

.....

To:.....

[Name and address of the employer]

Sirs,

1. Being duly authorized to represent and act on behalf of.....(herein after "the Applicant"), and having reviewed and fully understood all the prequalified as an applicant for the following contract (s) under the .....[name of the Project to be listed by the User /Employer] project:
2. Attached to this letter are copies of original documents defining:
  - a. The Applicant's legal status;
  - b. The principal place of Business; and
  - c. The place of incorporation (for applications who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. DOF and its authorized representatives are hereby authorized to conduct any inquiry or investigation to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the



supporting information, to provide such information demand necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. DOF and its authorized representatives may contact the following persons for further information. If needed.

<b>Malik Muhammad Ramzan</b> Project Director/ Director Fisheries (PM&E), PIU Lahore	Telephone :03006083484 Email:mraheer@gmail.com
<b>Asif Ali</b> Deputy Director Fisheries, PIU, Lahore	Telephone :03324348643 Email:asifali8647@gmail.com

5. This application is made with the full understanding that:
- Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - DoF reserves the right to:
    - Amend the scope and value of any contract under this project; in such event bids will only be called from pre-qualified applicants who meet the revised requirements; and
    - Reject or accept all application, cancel the pre-qualification process, and reject applications; and
  - DoF shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.

**Applicants who are not joint ventures / consortium should delete para 6 & 7 and initial the deletions.**

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit / loss agreements to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of each contract.
7. We confirm that in the event that we bid, that bid as well as any resulting contact will be.
- (a) Signed so as to legally bind all partners, jointly and severally; and





(b) Submitted with a joint venture / consortium agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statements made the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture / consortium)	For and on behalf of (name of Applicant or lead partner of a joint venture / consortium)

**Form 2:**

Name of Company			
Address of Company			
		Primary Contact	Secondary Contact
	Name		
	Title		
	Phone Number		
	Email Address / Skype		
Year of Registration	Applicant shall submit valid business license.		
Copy of Trade License of Certificate of Incorporation			
Name of parent Company (if Applicable)			
Country of Registration of parent Company (if applicable)			
Countries of operation			

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**Form 4:**

**Details of Contracts of Similar Nature with Evidence**

Name of applicant or partner of a joint venture

Use a separate sheet for each contract.

1	Name of Contract
	Country
2	Name of Employer
3	Employer Address -----
4	Nature of works and special features relevant to the contract for which the applicant wishes to pre-qualify ----- -----
5	Contract Role (Tick One) (a) Sole Contractor (b) Sub-contractor (c) Partner in a Joint Venture
6	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7	Equivalent in Pak/Rs.
8	Capacity of work
9	Date of Award
10	Date of completion
11	Contract duration (years and months) _____ years _____ months
12	Specified Requirements _____ _____ _____

\_\_\_\_\_  
Description of project or other comments

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**Form 5:**

**Curriculum Vitae (CV) for proposed professional Staff**

1. Proposed position: (within this project)

\_\_\_\_\_

2. Name of Firm:

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

3. Name of Staff:

\_\_\_\_\_

4. Name of Birth: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Passport No: \_\_\_\_\_

7. Education

Degree	Major/Minor	Institution	Date (MM/YYYY)

8. Membership of Professional Associations:

\_\_\_\_\_

9. Other \_\_\_\_\_ Training

\_\_\_\_\_

10. Languages:

\_\_\_\_\_

11. Employment record (reverse order):

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

12. Detailed

[List all tasks to be performed under this project.

\_\_\_\_\_

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13. Work undertaken that best illustrates capability to handle the tasks assigned.

1) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

2) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

3) Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

