



**ESTABLISHMENT OF WOMEN SUB CAMPUS  
BATKHELA, UNIVERSITY OF MALAKAND**

Telephone No. 0945-920534

Email. \_\_\_\_\_

**REQUEST FOR PROPOSAL**

**COUNTRY**

**PAKISTAN**

**BATKHELA, DIR LOWER, KHYBER PAKHTUNKHWA**

**NAME OF PROJECT**

**Establishment of Women Sub-Campus at Batkhela, University of Malakand  
(EWSCB)**

**PROJECT DURATION: 30 MONTHS**

<b>Assignment Commencement Period</b>	3 Months
<b>Design Phase</b>	3 Months
<b>Detail Construction Supervision Phase</b>	24 Months

**TITLE OF CONSULTANCY**

**HIRING OF CONSULTING FIRM FOR PROVISION OF CONSULTANCY SERVICES REGARDING GEOTECHNICAL INVESTIGATION, TOPOGRAPHIC SURVEY, MASTER PLANNING, HYDRO STUDY, DETAILED DRAWING/DESIGN, PREPARATION OF TENDER DOCUMENTS, DETAILED COST ESTIMATES/BOQS AND DETAILED CONSTRUCTION SUPERVISION FOR THE PROJECT “ESTABLISHMENT OF WOMEN SUB-CAMPUS AT BATKHELA, UNIVERSITY OF MALAKAND”.**

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## ESTABLISHMENT OF WOMEN SUB CAMPUS BATKHELA, UNIVERSITY OF MALAKAND

Telephone No. 0945-920534

Email. \_\_\_\_\_

### REQUEST FOR PROPOSAL (RFP)

The University of Malakand (UOM) intends to engage a consulting firm for provision of Consultancy Services regarding Geotechnical Investigation, Topographic Survey, Master Planning, Hydro Study/Resistivity Survey, Detailed Design & Drawing, Detailed Cost Estimates, Preparation of Tender and construction Documents and Detailed Construction Supervision for the Project **“Establishment of Women Sub-Campus at Batkhela, University of Malakand”**.

#### TERMS & CONDITIONS ARE AS UNDER:

1. The firm should have valid registration with Pakistan Engineering Council for the year 2022.
2. The firm must be available in the active taxpayer list of the FBR.
3. The firm must be actively registered with Khyber Pakhtunkhwa Revenue Authority.
4. The firm and/or respective architect must be valid License holder of Pakistan Council of Architects and Town Planners (PCATP).
5. The firm shall solely apply on its own independent profile and not as Joint Venture (JV) arrangement.
6. The selection of a firm will be based on Quality-cum-Cost Based Selection (QCBS) method as per procedure/criteria described in the request for proposal (RFP) document.
7. The interested firms are required to submit sealed bids (comprising technical and financial proposals separately, clearly marked on the envelope as **“Technical Proposal”** and **“Financial Proposal”**) for the services mentioned in the Request for Proposal (RFP), latest by December 6, 2022 **till 11:00 AM**. The technical bids will be opened on the same day at **11:30 AM** in the presence of the bidders or their authorized representatives in the Conference Hall of University.
8. Pre-Bid meeting will be held on November 30, 2022 at 10:00 AM in the office of the Project Coordinator (EWSCB).
9. RFP/TORs can be obtained from the office of the Project Coordinator (EWSCB), University of Malakand, Chakdara, Lower Dir, Khyber Pakhtunkhwa on any working day during office hour on cash payment i-e Rs. 3000/-.
10. The successful firm shall be liable to all admissible taxes.
11. The University of Malakand, reserves the right to reject all bids at any time prior to the acceptance of the bid as per clause 47 of the KPPRA rules 2014 and ground of rejection will be conveyed to the bidders upon their request.

**Director Works/Project Coordinator**  
**Establishment of Women Sub-Campus at Batkhela**  
**University of Malakand, Chakdara, Lower Dir, Khyber Pakhtunkhwa**  
<http://www.uom.edu.pk>  
**Telephone No. 0945-920534**

**DEFINITIONS:**

- I. "Client" means The University of Malakand, Chakdara, Lower Dir, Khyber Pakhtunkhwa with which the selected Consultant will sign the agreement of "Contract for the Services"
- II. "Consultant" means any individual entity that will provide Services to the Client under the Contract
- III. "Contract" means the Contract signed by the Parties and all the attached documents listed in its Claus-I, which is General Conditions (GC), Special Conditions (SC), by which the GC may be amended or supplemented, and the Appendices
- IV. "Data Sheet" means such part of the Instructions to Consultants to reflect specific assignment conditions
- V. "Day" means a calendar day
- VI. "Government" means the Government of Pakistan
- VII. "Instructions to Consultants" means the document which is provided to the consultants with relevant information needed to prepare their Proposals
- VIII. "Personnel" means qualified persons provided by the consultant and assigned to perform the Services or any part thereof
- IX. "Proposal" means a technical proposal or a financial proposal, or both
- X. "QCBS" means Quality-cum-Cost-Based Selection
- XI. "RFP" means this Request for Proposal
- XII. "Services" means the work to be performed pursuant to the Contract
- XIII. "Terms of Reference" (TOR) means the document included in the RFP, which explains objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment

## INSTRUCTION TO CONSULTANTS

### 1. INTRODUCTION

- 1.1 The University of Malakand intends to invite proposals (comprising Technical Proposal and Financial proposal) for Engineering/Architectural consulting services required for the Assignment named in this **Request for Proposal (RFP)** as “**Data Sheet**” annexed herewith. The proposals could form the basis for future negotiations (if required) and ultimately a contract between the firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the attached Data Sheet.
- 1.3 The Client “University of Malakand, Chakdara, Lower Dir, Khyber Pakhtunkhwa” has been entrusted the duty to implement the Project as Executing Agency by the Government. Funds for the project have been approved in the budget for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract.
- 1.4 To obtain first-hand information regarding the Assignment and the local conditions, eligible firms are encouraged to make a visit to the Client’s office before submitting the proposal and to attend a pre-bid meeting.
- 1.5 Please note that:
  - i) The cost of preparing the proposals and of negotiating the contract, including visit(s) to the Client office, are not reimbursable as a direct cost of the Assignment; and
  - ii) The Client is not bound to accept any of the proposals submitted
- 1.6 In order to avoid conflict of interest:
  - i) Any firm providing goods, works, or services which the successful firm is affiliated/associated with, is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
  - ii) Any previous or ongoing participation in relation with the project by the firm, its professional staff, its affiliates, or associates under a contract may result in rejection of proposal

### 2. DOCUMENTS

- 2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.

- 2.2 Consultants requiring any clarification of the Documents must notify to the Client in writing, not later than Five (5) days before the pre-bid meeting and send to the Client's address provided in the Data Sheet
- 2.3 At any time before submission of proposals, the Client may for any reason, whether at its own initiative or in response to a clarification requested by the bidding firm(s), modify the Documents by amendment. The amendment shall be provided in writing to all the participating firms. The Client may at its own discretion be able to extend the date of submission for the proposals.

### 3. PREPARATION OF PROPOSAL

- 3.1 The proposal shall comprise two parts (i.e. Technical Proposal and Financial proposal) which shall be in English language

#### 3.2 Technical Proposal:

In preparing the technical proposal, the consultants are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at their risk and result in rejection of proposal.

- 3.3 During preparation of the technical proposal, particular attention to the following shall be given:

- i) Subcontracting whole or part of the Assignment is not allowed
- ii) Maximum five completed and five in-hand assignments (i.e., building works) of similar magnitude, nature and complexity in public sector, having minimum worth of Rs 700 million will fetch full marks against the firm's similar experience. More than five completed and five in-hand projects will not be considered for technical evaluation
- iii) Maximum five completed and five in-hand general Construction Consultancy assignments, other than building works, in public sector of minimum Rs 700 million will fetch full marks against the firm's general experience. More than five completed and five in-hand projects will not be considered for technical evaluation
- iv) The proposed key professional staff shall be permanent employees of the firm unless otherwise indicated in the Data Sheet
- v) The Proposed staff should have experience preferably under conditions similar to those prevailing in the area of Assignment
- vi) Key professional staff (with no alternatives) may be proposed for each position. Curriculum Vitae (CV) and valid PEC/PCATP registration certificate of the key professional staff shall be provided
- vii) The Client has the right to verify the consultant's performance from the clients mentioned in consultant's proposal. In case of negative response from two or more than two clients, consultant will be declared as disqualified and the financial proposal will be returned unopened.

- 3.4 The technical proposal shall include the following and any additional information, using the formats attached in Appendix 1:

I-Form-1 Summary of similar assignments of Building Construction works (completed and in-hand) in Public Sector during last ten years.

- I-Form-2 Detailed Experience of Consultant i.e., 05 Similar Building Construction Projects completed and 05 Similar Building Construction Projects ongoing in Public Sector. The proposals must be supported by “Completion Certificate” of client for completed projects and “Performance Certificate” of client for ongoing projects. The amount/cost of the project and the services provided by the firm should be mentioned in the certificate, else the experience will not be considered for evaluation
- I-Form-3 Summary of five general Construction Consultancy assignments other than building works in public sector of completed assignments and five general Construction Consultancy assignments, other than building works in public sector of ongoing assignments in last ten years
- I-Form-4 Detailed Experience of Consultant of 05 general construction consultancy projects, other than Building Construction work, Completed and 05 Construction Consultancy projects, other than Building Construction Work, ongoing in Public Sector must be supported with ‘Completion Certificate’ of client for completed projects and ‘Performance Certificate’ of client for ongoing projects. The amount/cost of the project and the services provided by the firm should be mentioned in the certificate, else the experience will not be considered for evaluation
- I-Form-5 Consultants’ understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment
- I-Form-6 Any comments or suggestions on the TOR;  
The Consultant’s comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.
- I-Form-7 Summary of Proposed Key Professionals for the Project
- I-Form-8 CVs and consent letter recently signed by the proposed key professional staff must be supported with PEC online Engineer’s verification print & PEC/PCATP certificate. Key information should include experience comprising number of years with the firm and the detail of assigned responsibilities in various assignments, especially during the last ten (10) years. Additional qualification of the proposed professional(s) must be supported by attested copies of the Degree(s)
- I-Form-9 A monthly work plan, illustrated with a bar-chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.
- I-Form-10 A schedule for compilation and submission of various types of reports as envisaged in attached TOR.

3.5 The technical proposal shall not include any financial information. The Consultant’s comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR, shall be included in the technical proposal.

- 3.6 Mandatory Documents to be attached with ‘technical proposal’ are as under:
- a. Valid Certificate of registration of Firm issued by PEC
  - b. Valid License/Registration issued by the Pakistan Council of Architects and Town Planners (PCATP) to the architects and/or Architectural firms for the architectural related works
  - c. Valid National Tax Number of consultant(s)
  - d. Valid registration with KPRA
  - e. Audited Statements of Accounts and Annual Turnover for the last three years
  - f. A certificate/affidavit on judicial stamp paper that the firm has not been blacklisted or debarred by any Government/Autonomous/International Body
  - g. Affidavit by the proposed staff that is to be engaged during design stage for the specific period

### **Financial Proposal**

- 3.7 The financial proposal should include all the costs associated with the Assignment which shall cover remuneration for staff in the field and at the headquarter, accommodation, transportation for mobilization and demobilization, services, vehicles, office equipment, furniture, supplies, printing of documents, surveys investigations and such other. These costs should be clearly mentioned in foreign/local cost (whichever applies). The Financial Proposal should be prepared using formats attached as **Appendix-II**, else the proposal will be rejected.
- 3.8 The Financial Proposal shall necessarily comprise professional liability cost as provided under the relevant PEC Byelaws and cost of insurances
- 3.9 Costs shall be expressed in Pakistani Rupees, inclusive of all applicable taxes
- 3.10 The Evaluation Committee will rectify any computational errors while evaluating proposals. When rectifying computational errors, in case of discrepancy between a partial amount and the total amount, or between the words and figures, the former will prevail. In addition to the above corrections, activities and items described in Technical Proposal but not priced in the Financial Proposal shall be assumed to be included in the prices of other activities or items of the proposal.

#### 4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable). Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked “Technical Proposal” and the financial proposals in the one marked “Financial Proposal”. These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, *“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE”*.
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant’s representative. The representative’s authorization shall be confirmed by a written power of attorney accompanying the proposals. The person or persons signing the proposal shall provide initial on all pages of the technical and financial proposals.
- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. The person or persons signing the proposal shall provide initial on any such corrections.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its opening. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.
- 4.6 In case of unexpected holiday on bid opening day, the bid will be opened on next working day.

#### 5. PROPOSAL EVALUATION

- 5.1 A single stage two-envelope procedure shall be adopted in ranking of the proposals. Firms shall be ranked using combined technical & financial scores.

##### **Technical Proposal**

- 5.2 The evaluation committee prepared by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the following table & annexed technical proposal forms as under. Each responsive proposal shall be attributed a technical score (St). There are three essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar & general projects, its professional staff having the specific expertise to meet its obligations during the assignment & approach/methodology of consultant. The weightage of the respective component shall be as under.

S.No	Criteria	Weightage
1	(A)Experience of the Firm, Max- 5 projects of Similar nature, magnitude, and complexity (Building Construction Work in Public Sector Only) successfully completed during last ten years. (having minimum Cost of Rs. 700.00 Million)	(A) 25 Marks

	(B)Experience of the Firm, Max- 5 projects of Similar nature, magnitude, and complexity (Building Construction Work in Public Sector Only) in-hand. (having minimum Cost of Rs. 700.00 Million)	<b><u>(B) 15 Marks</u></b>
	<i>Note: The participating firms should have designed at least a three-story building in each project.</i>	
	(A)Experience of the Firm, Max- 05 general construction consultancy projects only, (other than Building Construction work) in Public Sector completed during last ten years. (having minimum Cost of Rs. 700.00 Million)	<b>(A) 10 Marks</b>
	(B)Experience of the Firm, Max- (05 General Construction Consultancy projects only, in Public Sector other than Building Construction work) in-hand. (having minimum Cost of Rs. 700.00 Million)	<b><u>(B) 05 Marks</u></b>
<b>2</b>	Quality of Core Team of the Firm: (the core team may comprise of, Senior Architect, Senior Structural Engineer, Senior Resident Engineer (Civil), Site Engineer (Civil), Electrical Engineer, Public Health Engineer, HVAC expert etc.)	<b>25 points</b>
<b>3</b>	Presentation Regarding the Consultant's Understanding of Assignment & Approach/Methodology	<b>15 points</b>
<b>4</b>	Firm local office available in district Islamabad, Peshawar, Mardan or Malakand Division.	<b>05 Points</b>
	<b>Total</b>	<b>100 points</b>

Technically qualifying marks are 70 %. So, only firms obtaining 70 % & above marks in technical evaluation will be called for financial proposal opening, whereas the financial proposals of the firms obtaining less marks than 70 % will be returned unopened.

### Technical Proposal Evaluation Criteria:

#### a. Evaluation of the Experience

Experience shall be considered under two heads i.e., Specific Experience and General Experience. A maximum of 05 similar completed and 05 similar in-hand & 05 general projects completed and 05 in-hand projects of minimum Rs.700.00 million with similar services i.e., (Master Planning, Detail Design, Bidding Documents/Engineer's Estimates, BOQs & detail Construction Supervision etc.) as required for the current project, will fetch full hundred percent points as under.

Similar		General	
Number of Projects	Weightage	Number of Projects	Weightage
Min: 1	20%	Min: 1	20%
2	40%	2	40%
3	60%	3	60%
4	80%	4	80%
5	100%	5	100%

#### b. Evaluation of Staff

For the sake of assigning weightage to judge capability of the firm based on expertise of its staff, the following Key Experts shall be evaluated:

S.No	Position	Minimum Academic Qualification	Professional Experience (in Years)	Professional Experience in similar projects (in Years)	Assignment Time
<b>Design Stage</b>					<b>03 Months</b>
1	Project Manager	BSc Civil	15	10	
2	Structure Engineer	MSc Structure	10	10	
3	Architect	BS Architect	15	10	
4	Geo Technical Engg.	MS in Geo Tech Engg.	10	5	
5	Public Health Engg.	BSc Civil	10	10	
6	Electrical Engineer	BSc Civil	10	10	
7	Surveyor	DAE	10	10	
<b>Supervision and construction Stage</b>					<b>24 Months (As described in APPENDIX-II)</b>
8	R.E.	BSc Civil	10	10	
9	Site Inspectors Civil	DAE Civil	10	10	
10	Site Inspectors Electrical	DAE Electrical	10	10	
11	Quantity Surveyor	DAE Civil	10	10	

Nominated experts shall be evaluated based on the following qualification as demonstrated in their C.

Vs:

- |     |                         |            |
|-----|-------------------------|------------|
| i)  | Academic Qualification  | 30 Percent |
| ii) | Professional Experience | 70 Percent |

### Financial Proposal

#### For Quality cum Cost Based Selection

5.3 The financial proposals of the technically qualified consulting firms will be opened after technical evaluation in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms. The date & time for opening of financial proposals of the firms will be intimated later.

5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal ( $F_m$ ) among the applicant shall be given a financial score ( $S_f$ ) of 100 points. Denoting the price of the proposal being considered by  $F$ , the financial scores of the proposals shall be computed as follows:

$$S_f = \frac{F_m}{F} \times 100$$

- 5.5 Proposals, in the quality cum cost-based selection shall finally be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights (T= the weight given to the technical proposal, P = the weight given to the financial proposal; and T+P=1) indicated in the Data Sheet:

$$S = (T \times S_t) + (P \times S_f)$$

Where S is the combined or total score.

- 11.6 The Firm obtaining max total score after combining technical & financial scores will be selected for the award of work.

## **6. NEGOTIATION**

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest-ranking proposal in writing, by registered letter, courier, email, or fax and invite to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of the technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Having selected Consultants based on, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract based on the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.5 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

## **7. AWARD OF CONTRACT**

- 7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

## **8. CONFIRMATION OF RECEIPT**

- 8.1 Please inform the Client by courier or any other means:
- i) That you received the letter of invitation;
  - ii) Whether you will submit a proposal; and
  - iii) If you plan to submit a proposal, when and how you will transmit it.

**LETTER OF INVITATION (LOI)****DATA SHEET**

<b>LOI Clause#</b>																												
1.1	<p><b>The name of the Assignment is:</b> The University of Malakand, Chakdara, Lower Dir, Khyber Pakhtunkhwa intends to engage a consulting firm for provision of Consultancy Services regarding Geotechnical Investigation, Topographic Survey, Master Planning, Hydro Study, Resistivity study, Detailed Drawing/Design, Preparation of Tender Documents, Detailed Cost Estimates and Detail Construction Supervision regarding the following civil work Components: -</p> <p><b>SALIENT FEATURES OF PROJECT ARE:</b></p> <table border="1" data-bbox="391 638 1430 1125"> <thead> <tr> <th data-bbox="391 638 483 688">Sr. #.</th> <th data-bbox="483 638 1036 688">Description</th> <th data-bbox="1036 638 1430 688">Covered Area (Sft)</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 688 483 758">01</td> <td data-bbox="483 688 1036 758">Academic Block (05 Academic Departments)</td> <td data-bbox="1036 688 1430 758">46,550.00</td> </tr> <tr> <td data-bbox="391 758 483 793">02</td> <td data-bbox="483 758 1036 793">Students Hostel</td> <td data-bbox="1036 758 1430 793">40,305.00</td> </tr> <tr> <td data-bbox="391 793 483 829">03</td> <td data-bbox="483 793 1036 829">Staff / Bachelor Hostel (Female)</td> <td data-bbox="1036 793 1430 829">12,971.00</td> </tr> <tr> <td data-bbox="391 829 483 888">04</td> <td data-bbox="483 829 1036 888">Administration Block</td> <td data-bbox="1036 829 1430 888">15,986.00</td> </tr> <tr> <td data-bbox="391 888 483 947">05</td> <td data-bbox="483 888 1036 947">Student Services Centre</td> <td data-bbox="1036 888 1430 947">13,594.00</td> </tr> <tr> <td data-bbox="391 947 483 1005">06</td> <td data-bbox="483 947 1036 1005">Central Library</td> <td data-bbox="1036 947 1430 1005">14,616.00</td> </tr> <tr> <td data-bbox="391 1005 483 1064">07</td> <td data-bbox="483 1005 1036 1064">Refurbishment of existing buildings</td> <td data-bbox="1036 1005 1430 1064">41,224.00</td> </tr> <tr> <td data-bbox="391 1064 483 1125">08</td> <td data-bbox="483 1064 1036 1125">External Development Works</td> <td data-bbox="1036 1064 1430 1125">As per provisions in the PC-01</td> </tr> </tbody> </table> <p><b>Name of the Client:</b> University of Malakand, Chakdara, Lower Dir, Khyber Pakhtunkhwa <b>The address (es) of the official (s) is (are):</b></p> <p><b>Project Coordinator (EWSCB)</b> <b>Telephone No. 0945-920534</b></p>	Sr. #.	Description	Covered Area (Sft)	01	Academic Block (05 Academic Departments)	46,550.00	02	Students Hostel	40,305.00	03	Staff / Bachelor Hostel (Female)	12,971.00	04	Administration Block	15,986.00	05	Student Services Centre	13,594.00	06	Central Library	14,616.00	07	Refurbishment of existing buildings	41,224.00	08	External Development Works	As per provisions in the PC-01
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08	External Development Works	As per provisions in the PC-01																										
1.2	<p><b>The brief description and the objectives of the assignment are:</b></p> <p><b>Location</b> <b>The Project site is located at 3Km from National Highway N45, on a road off taking from it at Piraan, short of Batkhela while traveling from Malakand pass towards Chakdara.</b></p> <p><b>Background:</b> University of Malakand is one of the public sector universities of Khyber Pakhtunkhwa, Pakistan, being established through a charter issued by the Governor Khyber Pakhtunkhwa on August 30, 2001, and is recognized by the Higher Education Commission, Islamabad. The University has been working sincerely towards the attainment of excellence as well as character-building; and to inculcate in its students the spirit of inquiry, research, dedication, and zeal, so that they will be able to bring prosperity in the country.</p>																											

	<p>The university has established women sub campus in 2019 that would provide opportunity of higher education to female students of Malakand division as they could not join the existing co-education system in public sector universities due to socioeconomic, cultural, and family backgrounds. To improve the academic activities in newly established campus, University of Malakand have received funds for development of Academic Infrastructure. The work comprises of construction of buildings having 144,021 Sft covered area in addition to external development works and refurbishment of existing buildings.</p> <p><b>Objectives:</b> The overall objective of the consultancy services is to carry out the Planning, Designing and Construction Supervision of the of civil works approved in the project Specific objectives are:</p> <ol style="list-style-type: none"> <li>i. To plan state of the art purpose-built University Buildings including all internal and external facilities.</li> <li>ii. Propose different alternatives and select the best one in consultation with the Client.</li> <li>iii. Preparation of Master Plan Detail design, Engineer Estimate and BOQs of the selected option.</li> <li>iv. Assist in Procurement of contractors for construction.</li> <li>v. Supervise the construction activities and maintain the quality, progress, and timely completion.</li> </ol> <p><i>Details are provided in the TOR.</i></p>
1.3	<p><b>Phasing of the Assignment, if any:</b></p> <ol style="list-style-type: none"> <li>(a) Planning of area including conceptual design.</li> <li>(b) Conceptual Design of Building and Approval of preliminary drawings, if necessary, from technical evaluation committee recommended by the Higher Education Commission.</li> <li>(c) Detailed Design of Building, Infrastructure Works and Tender Documents.</li> <li>(d) Detailed Resident Construction Supervision.</li> </ol>
1.4	<p><b>Pre-Bid Meeting required in case of any clarification with Project Coordinator (EWSCB)</b></p>
1.5	<p><b>The Employer shall provide the following inputs:</b></p> <ul style="list-style-type: none"> <li>• Close Coordination</li> <li>• Identification of Project boundary etc.</li> </ul>
1.6	<p><b>Selection Procedure: -</b> The Consultants shall be selected under the selection method of Quality cum Cost Based Selection (QCBS). The procedure for opening of proposals will follow the principles of P.E.C/KPPRA. <b>Single Stage-two envelope procedure</b>, which is presented as follows: -</p> <ol style="list-style-type: none"> <li>(i) The bid shall comprise a <b>single package</b> containing two separate envelopes. Each envelope shall contain <b>separately the financial proposal</b> and the <b>technical proposal</b> and envelopes to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.</li> <li>(ii) Initially, only the envelope marked “<b>TECHNICAL PROPOSAL</b>” be opened and the envelope marked as “<b>FINANCIAL PROPOSAL</b>” shall be retained in the custody of the procuring agency without being opened.</li> <li>(iii) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, <b>without reference to the price</b> and reject any <b>Technical Proposal</b> which manifests material deviation from the specified requirements.</li> <li>(iv) During the technical evaluation, no amendments in the technical proposal shall be permitted. After the evaluation and approval of the TECHNICAL PROPOSAL, the procuring agency, shall at a time within the bid validity period, publicly open the FINANCIAL PROPOSALS of the technically qualified firms at a time, date and venue announced and communicated to the Consultants in advance for the attendance of their authorized representative duly notified in advance.</li> <li>(v) The proposals found to be highest ranked determined after the combined evaluation of TECHNICAL and FINANCIAL proposals obtaining highest total combined score as per</li> </ol>

	prescribed procedure in the RFP shall be recommended and submitted for acceptance to the Authority.												
2.1	<p><b>The following documents are required to be submitted as per PEC format:</b></p> <ol style="list-style-type: none"> <li>1. Data Sheet</li> <li>2. Technical Proposal Forms for consultancy services</li> <li>3. Financial Proposal Form for consultancy services</li> <li>4. Terms of Reference (TOR)</li> <li>5. Appendices etc.</li> <li>6. Draft Form of Contract</li> </ol>												
2.2	<p><b>The address of the Personnel for seeking clarification is:</b>  Project Coordinator (EWSCB)  <b>Telephone No. 0945-920534</b></p>												
3.1	<p><b>Proposed key staff shall be permanent employees of consulting firm(having a minimum of three months standing with firm) during the period of their services in the project nominated to work on the assignment (Three Months' valid salary slips should be provided).In case the employee is enrolled with the firm as per PEC online verification portal than the salary slip is not mandatory.</b></p>												
3.2	<p><b>The minimum required experience of proposed key staff during:</b></p> <p>(A) <b><u>Planning &amp; Designing Phase</u></b>  <u>As per table at 5.2 (b)</u></p> <p>(B) <b><u>Construction Supervision Phase</u></b>  <u>As per table at 5.2 (b)</u></p>												
3.3	<p><b>Costs may be expressed in currency (s) :-</b>  <b>Pakistani Rupees</b></p>												
3.4	<p>Following supervision staff will be deputed on site by the consultant during supervision phase,</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>S.No.</th> <th>Description</th> <th>No's</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>R.E</td> <td>01</td> </tr> <tr> <td>2.</td> <td>Site Inspector Civil&amp; Electrical</td> <td>02</td> </tr> <tr> <td>3.</td> <td>Quantity Surveyor</td> <td>01</td> </tr> </tbody> </table>	S.No.	Description	No's	1.	R.E	01	2.	Site Inspector Civil& Electrical	02	3.	Quantity Surveyor	01
S.No.	Description	No's											
1.	R.E	01											
2.	Site Inspector Civil& Electrical	02											
3.	Quantity Surveyor	01											
4.1	<p><b>The number of copies of the Technical Proposal required is:</b>  Original <u>One (1)</u> Copies <u>One (1)</u>  <b>The number of copies of the Financial Proposal (in sealed envelope) required is:</b>  Original <u>One (1)</u> Copies <u>One (1)</u></p>												
4.2	<p><b>Proposals to be submitted at:</b>  Project Coordinator (EWSCB)  <b>Telephone No. 0945-920534</b>  <b>The date and time of the proposal submission are:</b></p> <p style="text-align: right;"><b>Date: December 6, 2022</b>  <b>Time: 11:00 AM</b></p>												
4.3	<p><b>Validity of the proposal is:</b>  90 Days</p>												

5.1	<b>The points given to each category of evaluation criteria are:-</b>	
	<b>Sr.#</b>	<b>Description</b>
	1	Firm's Experience(Relevant & General)
	2	Qualification and competence of the Proposed Key staff
	3	Approach & Methodology and adequacy of the Work Program and Methodology in responding to the TOR & Presentation
	4	Local Office of Firm.
<b>Total Points</b>		<b>100</b>
<b>The minimum qualifying score for technical proposal is 70.</b>		
5.2	<b>The date, time and address for the technical proposal opening is: Date: December 6, 2022 Time: 11:00AM Place of Technical Proposal Opening:  Committee Room at University of Malakand Chakdara Lower Dir.</b>	
5.3	<b>The weights given to the Technical and Financial Proposals are: Technical: 70 Financial: 30</b>	
6.1	The successful bidder will be required to furnish a performance guarantee up to 10% of the contract amount if necessary, under the rules. All Government taxes will be deducted from the Consultant as per prevailing law/rules.	
6.2	<b>The assignment is expected to commence on:</b> within three(03) months <b>Time Period for the assignment is:</b> <b>Design Phase:</b> 03 Months <b>Detail Construction Supervision Phase:</b> 24 Months	
7.1	a- During Design Phase all Site Facilities including office space, accommodation, and transportation etc. to Consultant Site Staff etc. Will be provided by consultant at their own cost. b- During Execution Phase site camp offices with all facilities will be provided by the contractors.	
7.2	Consultant will return the endorsed RFP (each page must be signed) along with the proposal.	

Sincerely,

**Project Coordinator (EWSCB)**  
**Telephone No. 0945-920534**

**Enclosures: -**

- Sample Forms for:
- Technical Proposal
- Financial Proposal
- Terms of References
- Contract for Engineering Consultancy Services



**DETAIL OF FIRM'S REFERENCE****Form-2**

**Relevant experience of similar nature (Building Construction Project only), magnitude and complexity projects worth of Minimum Rs 700 million carried out in the last ten (10) years in Public Sector which best illustrate specific qualifications. (The participating firms should have designed at least a three Story building in each of the project).**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

1	Assignment Name	
2	Country	
3	Nature of Contract	<input type="checkbox"/> On Man-Month Basis
		<input type="checkbox"/> On Lump Sum Basis
4	Location within specific Country	
5	Professional Staff Provided by Your Firm	
6	Name of Client	
7	Number of Staff	
8	Address of Client	
9	Number of Staff Months	
10	Start Date (Month/Year)	
11	Completion Date (Month/Year)	
12	Approx. value of Services (Rs/Current USD)	
13	Name of Associated Firms (if any)	
14	Number of Months of Professional Staff provided by the Associated Firm(s)	
15	Name of Senior Staff (Project Director/Coordinator, Team Leader, Architect, Structural Engineer etc.) involved and functions performed:	
16	Narrative Description of Project:	
17	Description of Actual Services Provided by your Staff:	

Signatures of Authorized Representative \_\_\_\_\_



**DETAIL OF FIRM'S REFERENCE****Form-4**

**Detail of firms' experience with Construction Consultancy projects (Other Than Building Construction) of worth Rs 700 million each carried out in the last ten (10) years in Public Sector which best illustrate specific qualifications.**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

1	Assignment Name	
2	Country	
3	Nature of Contract	<input type="checkbox"/> On Man-Month Basis
		<input type="checkbox"/> On Lump Sum Basis
4	Location within specific Country	
5	Professional Staff Provided by Your Firm	
6	Name of Client	
7	Number of Staff	
8	Address of Client	
9	Number of Staff Months	
10	Start Date (Month/Year)	
11	Completion Date (Month/Year)	
12	Approx. value of Services (Rs/Current USD)	
13	Name of Associated Firms (if any)	
14	Number of Months of Professional Staff provided by the Associated Firm(s)	
15	Name of Senior Staff (Project Director/Coordinator, Team Leader, Architect, Structural Engineer etc.) involved and functions performed:	
16	Narrative Description of Project:	
17	Description of Actual Services Provided by your Staff:	

Signatures of Authorized Representative \_\_\_\_\_

**CONSULTANTS WRITTEN MATERIAL AND PRESENTATION ON  
UNDERSTANDING OF  
THE OBJECTIVES OF THE ASSIGNMENT,  
APPROACH AND METHODOLOGY,  
PROPOSED FOR PERFORMING THE ASSIGNMENT FOR: -**

- (1) For Detailed Design of Buildings**
- (2) For Documentation (Bidding Documents)**
- (3) [Technical approach, methodology and work plan are key components of the Technical Proposal. Consultants are suggested to present the Technical Proposal divided into the following chapters]*

- (a) Technical Approach & Methodology*
- (b) Work Plan, and*
- (c) Organization and Staffing*

**(a) Technical Approach and Methodology**

The written material on Approach and Methodology is the reflection of the consultants' knowledge, experience, and expertise in relevant field. Technical approach & methodology should clearly deliberate the consultant's line of action to perform the specific job as per given scope of work.

The Consultants Methodology may include other parameters and innovativeness as to how the Consultants intend to address the issues with the state-of-the-art technology, if they are considered for the award of the work.

**(b) Work Plan**

In this Chapter Consultants should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed Work Plan should be consistent with technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

**(c) Organization and Staffing**

In this Chapter Consultants should propose the structure and composition of team. Consultants should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

**COMMENTS/SUGGESTIONS OF CONSULTANT**

On the Terms of Reference (TOR)

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
- Etc.

**COMMENTS/SUGGESTIONS OF CONSULTANT**

On the Facilities to be provided by the client;

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
- Etc.



**FORMAT OF CURRICULUM VITAE**

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**



*Completion and Submission of Reports*

<b>Reports</b>	<b>Date</b>

## FINANCIAL PROPOSAL FORM

## Form-12

S.#	(Phase1) Description (Design Phase)	Units	Qty	Quoted Unit Rate (Pak Rs.)	Quoted Amount (Pak Rs.)
1	Soil Investigation of buildings and it's surrounding as mentioned in the ToR's. Note: Number and the depth of boreholes should be considered as under. i- minimum 40ft to maximum 60 ft in depth & one bore in one kanal of building area is the minimum requirement)	Lump Sum	Lump Sum		
2	Hydro Study & Resistivity survey of the university spreading over the area of about 350 Kanals) for Design of Storm Water Drainage System, its disposal and possible water-harvesting plan.	Lump Sum	1		
3	Master Planning of Campus which is included of all future requirements along with Topo survey of the University as per ToR's. Master Planning should take care of the sites of existing surrounding structures and placed the proposed buildings as to minimize external development cost and economical land utilization. The master plan will give future expansion details of 50 years, which will be prepared by in consultation with client.	Kanal	350.00		
4	Detailed Architectural/Engineering Designing, Preparation of Detail Tender/Construction Drawings, BOQs, Engineer Estimates, Tender/Bid Documents, Bids Evaluation & Contract award for the buildings mentioned in ToR's having covered area of approximately 1,85,246.00 sft including all allied internal/external services/development as mentioned in the ToR's. (All the Documents would be provided in both soft and hard form for drawing the format would be AutoCAD and PDF also format for the documents would be M.S Excel and Word).	Sft	1,85,246.00		
5	Detailed Architectural/Engineering Designing, Preparation of Detail Tender/Construction Drawings, BOQs, Engineer Estimates, Tender/Bid Documents, Bids Evaluation & Contract award for all the <b>External Developmental Works &amp; Services</b> as per ToR's according to the site requirement and within available budget. (All the Documents would be provided in both soft and hard form for drawing the format would be AutoCAD and PDF also format for the documents would be M.S Excel and Word)	Percentage  %	Rs 105.369million		
S.#	Description (Supervision Phase)	Units	Months	Quoted Unit Rate (Pak Rs.)	Quoted Amount (Pak Rs.)
a.	Resident Engineer	1	24		
b.	Site Inspector-Civil	2	24		

c.	Site Inspector-Electrical (intermittent)	1	08											
d.	Quantity Surveyor	1	24											
<b>GRAND TOTAL (Pak Rs.)</b>														
<p><b>Note:</b></p> <p>a) 10 % of each payment shall be retained until successful completion of defect liability period of the project. The retained amount shall be released after Consultants issues defect liability certificate, as built drawings in (AutoCAD, PDF, and hard form) and final structures safety/stability certificates.</p> <p>b) Running Payments of Consultant would be released subject to performance and progress of work done as per schedule of work.</p> <p>c) Mode of payment would be as under.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr.No</th> <th style="width: 60%;">Description</th> <th style="width: 30%;">Payment in percentage</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Upon submission and approval of Geotechnical, Hydro study &amp; Resistivity survey reports and preliminary master plan and architectural plans</td> <td style="text-align: center;">25 % of the bid cost of design stage</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Upon submission of Preliminary Design and Final Master plan, submission of soft/Hard copies of Detailed Architectural, Structural drawings &amp; Structural design calculations &amp; Bidding Documents (as per requirements of Form 12)</td> <td style="text-align: center;">75 % of the bid cost of design stage</td> </tr> </tbody> </table> <p>d) Penalty due to delay in work progress from approved schedule of work will be imposed according to the terms and conditions decided in the agreement.</p>						Sr.No	Description	Payment in percentage	1	Upon submission and approval of Geotechnical, Hydro study & Resistivity survey reports and preliminary master plan and architectural plans	25 % of the bid cost of design stage	2	Upon submission of Preliminary Design and Final Master plan, submission of soft/Hard copies of Detailed Architectural, Structural drawings & Structural design calculations & Bidding Documents (as per requirements of Form 12)	75 % of the bid cost of design stage
Sr.No	Description	Payment in percentage												
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2	Upon submission of Preliminary Design and Final Master plan, submission of soft/Hard copies of Detailed Architectural, Structural drawings & Structural design calculations & Bidding Documents (as per requirements of Form 12)	75 % of the bid cost of design stage												

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

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

Address: \_\_\_\_\_

Stamp/Seal: \_\_\_\_\_

*(Note: - above quoted rates maybe included of all applicable government taxes)*

**TERMS OF REFERENCE****ESTABLISHMENT OF WOMEN SUB-CAMPUS AT BATKHELA, UNIVERSITY OF MALAKAND, KHYBER PAKHTUNKHWA****TERMS OF REFERENCE (TOR)****FOR**

**HIRING OF CONSULTING FIRM FOR PROVISION OF CONSULTANCY SERVICES REGARDING GEOTECHNICAL INVESTIGATION, TOPOGRAPHIC SURVEY, MASTER PLANNING, HYDRO STUDY, RESISTIVITY STUDY. DETAILED DRAWING/DESIGN, PREPARATION OF TENDER DOCUMENTS, DETAILED COST ESTIMATES/BOQs, DETAILED CONSTRUCTION SUPERVISION OF THE PROJECT “ESTABLISHMENT OF WOMEN SUB-CAMPUS AT BATKHELA, UNIVERSITY OF MALAKAND, KHYBER PAKHTUNKHWA.**

**1. Introduction:**

University of Malakand is one of the public sector universities of Khyber Pakhtunkhwa, Pakistan, being established through a charter issued by the Governor Khyber Pakhtunkhwa on August 30, 2001, and is recognized by the Higher Education Commission, Islamabad. The University has been working sincerely towards the attainment of excellence as well as character-building; and to inculcate in its students the spirit of inquiry, research, dedication, and zeal, so that they will be able to bring prosperity in the country.

The university has established women sub campus in 2019 that would provide opportunity of higher education to female students of Malakand division as they could not join the existing co-education system in public sector universities due to socioeconomic, cultural, and family backgrounds. To improve the academic activities in newly established campus, University of Malakand have received funds for development of Academic Infrastructure. The work comprises of construction of buildings having 144,021 Sft covered area in addition to external development works and refurbishment of existing buildings. Details of these works is as under.

**2. Scope of Work/ Services:**

Selected consultant will provide Engineering/Architectural/Master Planning and Services for the construction/execution of following buildings & external developmental works/services.

<b>Sr. No.</b>	<b>Description</b>	<b>Covered Area (Sft)</b>
01	Academic Block (05 Academic Departments)	46,550.00
02	Students Hostel	40,305.00
03	Staff / Bachelor Hostel (Female)	12,971.00
04	Administration Block	15,986.00
05	Student Services Centre	13,594.00
06	Central Library	14,616.00
07	Refurbishment of existing building	41,224.00
08	External Development Works	As per provisions in the PC-01

Following are the services required to be performed by the selected consultant for the above-mentioned works.

- 2.1 Soil Investigation for all buildings, Topographical & Master planning of complete University's Campus.
- 2.2 Detailed Architectural/Engineering design of buildings with allied internal & external services (Electrical, Water Supply, Sewerage System, Sui Gas, HVAC, Telephone, Data Networking, Fire Alarm System, PA System, Solarization "if deemed necessary" etc.)
- 2.3 Detailed Architectural/Engineering design of external developmental works & services (External Electrification with provision of standby generators & sub-station, Water Supply system including pipe networking and distribution lines for new buildings, Sewerage System, Sui Gas, Foot paths, Parking's, Walkways, Landscaping/horticulture irrigation system, Roads, Storm Water Drainage System, Retaining /Boundary Wall with fencing, Street/Perimeter security lights etc.)
- 2.4 Preparation of Tender/Construction Drawings, Bill of Quantities (BoQs)/Engineer Estimates and Tender/Bid Documents etc.
- 2.5 Assist the client in the hiring of the contractor's process.
- 2.6 Assist the client in Bids/Tenders evaluation and award of contracts to contractors.
- 2.7 Detail Construction Supervision

i) **Design Phase:-**

**a. Master Planning:**

- i. Preparing, describing, and illustrating preliminary master plan of the project including landscaping, existing surrounding structures, proposed structures, future facilities, internal roads, pavement network, parking area, and open spaces, etc. as per engineering / architectural standards.
- ii. Preparing and submission preliminary master plan report of the project.
- iii. Preparation and submission of final revised master plan of scheme with allied accommodation along with outline utilities plans.

**b. Survey & Investigation:**

- i. Topographic survey (Digital) and preparation of contour plans. Hydro/Resistivity Survey for storm water drainage system design.
- ii. Geotechnical investigation of sites including field or laboratory tests for safe structural footing design of buildings.
- iii. Observance of By-laws of local authorities, building and fire, etc.

**c. Preliminary Design:**

- i. Collection of project requirements and scope of work from the Client/User Department.
- ii. Evaluating the Client's requirement analytically and technically while designing and planning various components of the Project.
- iii. Preparation of site plan, describing and illustrating preliminary architectural design / outline proposal i/c 3D views of proposed buildings.
- iv. Evaluating feedback of the Client for further improvements in the design.
- v. Making presentations at various stages of Designing as per requirement of the Client.

**d. Detailed Architectural/Engineering Design:**

- i. After finalization of detail architectural designs, preparation of structural design of the buildings and allied structures as per established building codes, incorporating electrical, mechanical and other internal and external services i.e. telephone/IT, water supply, sewerage, sui gas, drainage, fire alarm system, PA system, solarization plan etc.
- ii. Detail Design of all allied external services like External electrification with standby generators system, Water Supply including pipe networking and distribution system, Sewerage disposal/treatment System, ICT infrastructure, CCTV Security

System, Street/perimeter security lights, Roads/Footpath/Parking's, Storm water drainage system etc.

- iii. Preparation & submission of draft and final detailed working/construction drawings of each and every component of building & external services in soft and hard form as per required format.
- iv. Preparation modified drawings at any stage of execution without additional charges if required by the Client in required format.
- v. Preparation of detailed cost estimate for grant of Technical Sanction of estimates.
- vi. Submission of detailed structural design calculation for all buildings and allied structures in soft and hard copy in required format.
- ix. Preparation of complete tender/bid documents comprising of BOQ, tender drawings, specifications.
- x. Attending Bid proceedings comprising of recording of minutes of meeting, preparation and signing of Bid evaluation report for hiring of contractor.
- xi. Preparation, and submission of contract agreement on approved format.
- xii. Preparation and submission of work plan in MS Project or primavera.

**ii) Construction Supervision Phase: -**

- i. To review all tender documents, designs, cost-estimates, conditions of Contract etc. and advice Client about their suitability without any additional cost. Prepare a detailed construction program consistent with the implementation schedule for the Project.
- ii. The detailed construction supervision shall include planning, guidance, programing, inspection, monitoring of construction activities and contractor's performance. Quantity and quality assurance, implementation of work plans and drawings as per design and specifications.
- iii. Preparation and verification of variation orders and maintaining record of correspondence with the contractor and other stakeholders in capacity of the Engineer.
- iv. To maintain a good liaison with the Client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best public interest.
- v. The quality and quantity assurance shall be the sole responsibility of the consultants in the capacity of the Engineer.
- vi. Developing and ensuring Quality Assurance mechanism as per standard engineering practices of check requests and test results of various materials and activities in the logical sequence.

- vii. Preparation & submission of monthly and quarterly progress reports as per Client requirements.
- viii. Verification of detailed measurements of work done included in the IPC along with its certification and recommendation to the Client for payments.

**ii.a) Post Completion Stage: -**

- i. Submission of As-built drawings/inventories/Project Completion report/PC-IV, other project documents and all correspondence made with the contractor/Client/other agencies after successful completion of the project.
- ii. The Consultants shall periodically visit completed projects during defect liability period and submit punch list (if any) for rectification by the contractor.
- iii. Processing and recommendation of contractor's security after successful completion of defect liability period.

The consultants will be accountable and shall indemnify the Client against defects, losses, damages, and overpayment (if any) because of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.

**Deliverables by the Consultant:**

**a. Detailed Design**

i)	Inception Report	5-Copies
ii)	Monthly Progress Report	5-Copies
iii)	Draft Detailed Design Report	5-Copies.
iv)	Tender/Bid Documents, Drawings and Specifications	According to the number of contractors participated in bidding with 5 extra copies for the client office only.
v)	Detail Cost Estimate	05-Copies.

**b. Construction Supervision**

i)	Monthly Progress Report & PC-III	5-Copies.
ii)	Construction Drawings	5-Copies
ii)	Project Completion Report/PC-IV	5-Copies.
iii)	As built drawings	5-Copies.
iv)	Post Completion Report/PC-V	5-Copies

**PROPOSED CONTRACT FOR ENGINEERING CONSULTANCY SERVICES**

Relevant standard form of contract document prepared by the Pakistan Engineering Council will be adopted.

**CRITERIA FOR TECHNICAL EVALUATION**