

# **SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY**



## **PREPARATION OF MASTER PLAN OF 100 ACRES OF LAND OF SMIU MALIR CAMPUS , KARACHI**

**PLANNING & DEVELOPMENT  
DEPARTMENT** .....

**ARCHITECTURE &  
ENGINEERING DEPARTMENT**  
*SINDH MADRESSATUL ISLAM  
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Document issued to \_\_\_\_\_

Issued date \_\_\_\_\_

## **1. Introduction**

The basic aim of this process is to short list the competent Architectural J.V or Individual firms of National / International repute prior to issue of Request of Proposals (RFP) for submission of Technical and Financial Proposals. This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover, which are free of any major pending litigation and that, can provide all required deliverables in a timely manner and will be only invited to submit their proposals. Preference would be given to Architects / Planners of International repute with experience of similar planning to suit the environment.

**2. EOI Document** is issued to all interested firms to obtain required information and data in the similar manner, to facilitate the evolution as per criteria mentioned in it, It comprises of following section:

- (a). Section I. Instructions to Consultants.
- (b). Section II. Scope of Contract.
- (c). Section III. Eligibility & Evaluation/Quantification Criteria.
- (d). Section IV. Application Forms.

### **(a). Section I. Instructions to Applicants.**

#### **Clause 1.**

The Bidder shall enclose (one original and one copy) of the application in a sealed envelope which shall:

- (a). bear the name and address of the Applicant.
- (b). be delivered by hand or through registered mail to address mentioned in advertisement for EOI or in document and.
- (c). be clearly marked “Application for Short listing for **“Preparation of Master Plan for Establishment Of SMI University Campus On 100 Acres In Education City Super Highway”**”.

#### **Clause 2.**

If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement of the application.

#### **Clause 3.**

The applications shall be prepared in the English language, Information in any other language shall be accomplished by its translation in English.

#### **Clause 4.**

The applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result rejection of the Application.

#### **Clause 5.**

Clarification and modification of EOI Documents (SPPRA Rule 23).

Any Applicant, who has obtained EOI documents, may request for clarification of contents of the EOI document in writing, and response to such shall be made in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

**Clause 6 Addendum:**

At any time prior to the deadline for submission of applications, the agency may amend the EOI Document by issuing addenda. Any addendum issued shall be part of the EOI Document and shall be communicated in writing to all who have obtained the document.

**Clause 7 Deadline for submission of Applications (SSP Rule 22 & 24):**

Applications shall be received by the agency at the address **Accounts & Finance Department Sindh Madressatul Islam (SMI) University, Aiwan-e-Tijarat Road, Karachi – 74000** not later than March 13, 2014 upto 04:00 PM. The procuring agency may, at its discretion, extend the deadline for the submission of Applications by amending the EOI Document, and in which case all rights and obligations of the Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**Clause 8 Evaluation (Rule 74):**

The Applicant's general and particular experience, personnel, and financial position, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. The Procuring Agency reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract.

**Clause 9 Clarification of Applications (Rules 43):**

To assist in the evaluation of Applications, the agency may at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. If an Applicant does not provide clarifications of the information requested by the date and time set in the agency's request for clarification, its Application may be rejected.

**Clause 10 Verification of Prequalification Information (Rule 28 (1d):**

Verification of the information provided by the applicants in the submissions for short listing may be made. In case the information is found to be wrong or incorrect in any material way or the applicant is found to be lacking in the capability or resources to successfully perform the contract, the applicant shall not be entertained. The procuring Agency may ask for a presentation of the jobs of similar nature already completed / in hand before deciding about the eligibility of the applicant.

**(b). Section II. Scope of Contract.**

➤ **Scope of the Services** is not limited to following only:

- Feasibility Report;
- To review the detailed Topographic Plan already available & undertaking Geometric Survey;
- Master Planning & Site Location Plan;
- Making physical layout of approved plan on ground with permanent markings.

**Note: Submit a complete set of all documents of a single Project recently completed for which services were provided by the firm.**

**(c). Section III. Eligibility and Evaluation Criteria.**

1. **Eligibility, J.V / Firms** must possess the following registration/certificates:-
- Valid registration certificate of PEC discipline for 2014.
  - Valid registration certificate of Pakistan Council of Architect and Town Planners (PCATP).
  - Registration with income tax authority (NTN) and Sindh Revenue Board.
  - Affidavit on Rs.100/- stamp paper that the firm / J.V Partnership has never been blacklisted by any Government organization and it does have any litigation case.

**2. Evaluation Criteria.**

**(A). Company Profile.**

- i. Period since Firm / J.V Partnership is in construction business. **05 Marks.**
- |                     |          |
|---------------------|----------|
| From 1 to 5 years.  | 01 Marks |
| From 5 to 10 years. | 03 Marks |
| Above 10 years.     | 05 Marks |
- (Attach Documentary Proof)
- ii. Office facilities **10 Marks**
- |                                   |               |
|-----------------------------------|---------------|
| Abroad                            | 05 Marks      |
| In Sindh Province                 | 03 Marks      |
| In any other Province / Islamabad | 01 Marks each |

**(B). General Experience Record. 35 Marks.**

1. Experience of similar nature of services Completed over latest 10 years.
- i. Joint Venture or Individual firm based abroad since last 10 Years with similar experience. 15
- ii. Experience of Master Planning / Architectural / Town Planning Projects \*(02 Mark for each project) 10
- iii. Experience of Planning similar nature works (01 Marks for each project) 05
- iv. Experience of Design / Planning of Infrastructures Development Projects. (01 Marks for each Project) 05
- \* (Project's Cost must not be less than ten Million)

(C). **Professional Staff. (Must have three years in service with firm) 40 Marks.**  
(Attach valid copy of PEC / PCATP Registration and copy of required qualification Documentary Proof)

**1. Head Office Staff.**

- i. Project Coordinator.
- **Qualification:** M.Sc/ME Architecture/Civil Engineering /Construction Management. (PEC/PCATP) 10
  - **Experience:** 10 years relevant experience.
- ii. Senior Architect.
- **Qualification:** B. Architect (PCATP)
  - **Experience:** 5 years relevant experience. 05
- iii. Geological Engineer.
- **Qualification:** BE (Civil) (PEC)
  - **Experience:** 10 years relevant experience. 05
- iv. Environmental Engineer.
- **Qualification:** Graduate in relevant field
  - **Experience:** 07 years relevant experience. 05
- v. Town Planner.
- **Qualification:** Graduate in relevant field
  - **Experience:** 10 years relevant experience. 10

**2. Field Staff. 05 Marks**

- i. Resident Engineer.
- **Qualification:** BE (Civil) (PEC)
  - **Experience:** 10 years relevant experience. 03
- ii. Surveyor.
- **Qualification:** BE (Civil) (PEC)
  - **Experience:** 10 years relevant experience. 01
- iii. Field Surveyor.
- **Qualification:** (Diploma in Civil Engineering)
  - **Experience:** 05 years relevant experience. 01

(D). Financial Soundness/Status **05 Marks**

1. Income Tax Return of Firm
- i. Last Continuous 5 years 01
- ii. Last Continuous 10 years 02
2. Average Annual Turnover of last five years.
- i. Between Rs.20.00 Million to Rs.40.00 Million. 01
- iii. Below Rs.40.00 Million and above 02

**(Attach Bank Statement)**

**Important: Minimum qualifying criteria for short listing will be 70% marks.**

## Section IV. Application Forms;

### 1. Application Submission Form

A-I

*(The covering letter is to be submitted by the interested bidder or partner responsible for a joint venture, on appropriate company letterhead)*

Date:

TO

The Chairmen Tender Committee  
Sindh Madressatul Islam (SMI) University  
Aiwan-e-Tijarat Road, Karachi – 74000

**Sub: Short listing of Firms for Preparation of Master Plan for “Establishment of SMI University Campus on 100 Acres in Education City Super Highway”.**

1. The undersigned, being duly authorized to represent and act on behalf of \_\_\_\_\_ apply to be short listed for the project cited above and enclosed one (1) original (together with one copy of our EOI documents and declare the following.
  - (a) We have examined and have no reservations to the EOI Document.
  - (b) We understand that you may cancel the short listing process at any time and that you are not bound either to accept any application that you may receive or to invite the short listed applicants to bid for the contract subject of this short listing, without incurring any liability to the Application.
  - (c) Bids by short listed applicants will be subject to verification of all information submitted for short listing at the time of bidding;
  - (d) Agency reserve the right to amend the scope and value of any contract under this project; in such event bids will only be called from short listed bidders who meet the revised requirements;

1. Your Agency and its authorized representatives may contact the following person(s) for further information, if needed;

Person to be contacted: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Signed:

Name:

**2. Company Profile**

**Date:**\_\_\_\_\_.

**Contract:**-----

*All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the joint Venture as required under the PEC Bye-Laws as a Partnership/Joint Venture.*

1.	Name of firm (legal): <i>(In case of Joint Venture (JV), legal name of each partner:</i>
2.	Nature of Business: <i>(Whether the firm is Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)</i>
2.	Head Office Address:
3.	Telephone: Fax numbers: E-mail address:
4.	Place of Incorporation/Registration:  Year of incorporation/registration:
5.	Branch office Address: Telephone: Fax numbers: E-mail address:
6.	Applicant's authorized representative: Telephone: Fax numbers: E-mail address:

### 3. General Experience Record

- (i). Details of Contracts of Similar Nature and Complexity completed over latest 10 years.  
Use a separate sheet for each contract.

1.	Name of Contract:	
	Location:	
2.	Name of Procuring Agency, Telephone and Fax Number:	
3.	Procuring Agency Address:	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify.	
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, and at date of award for current contract:  Currency _____;                      Currency _____;                      Currency _____	
7.	Equivalent in Pak/Rs.:	
8.	Date of Award:	
9.	Date of Completion:	
10.	Specified Requirements: <b>1</b>	
11.	Approved Cost of Civil works of the Project for which services were provided by the firm: ____ (M) Initial period of completion: ____ Months _____ Final Completion period: ____ Months Completion Cost of Civil Works of the Project for which services were provided by the Firm _____ (M) <i>Final /Up-to-date quantities of major items of work should be indicated with rate per sft/rft..</i>	
	<b>*<u>Attach supporting documentary evidence.</u></b>	

\_\_\_\_\_.



**3.(A). Professional Staff. (Head Office & Field Staff)**

Applicant should provide the names of suitably qualified personnel to meet the specified requirements stated in Section III (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

1.	Title of Position:
	Name:
2.	Title of Position:
	Name:
3.	Title of Position:
	Name:
4.	Title of Position:
	Name:
5.	Title of Position:
	Name:
6.	Title of Position:
	Name:
7.	Title of Position:
	Name:
8.	Title of Position:
	Name:
9.	Title of Position:
	Name:
10.	Title of Position:
	Name:

**3 (B). Technical Staff Data**

*(Use Separate Sheet for each Staff Member)*

Position		
Personnel Information	Name: Tel.# Mobile# CNIC#	Date of birth: Address:
	Professional qualification:	
Present employment	Name of employer:	
	Address of employer:	
	Telephone:	Contract (manager / personnel officer)
	Fax:	E-mail:
	Job title:	Years with present employer

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

**3 (D). Financial Soundness / Status.**

1. Income Tax Return of Firm

<b>Year</b>	<b>Amount of Income Tax Paid (Rs.)</b>
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2. Annual Turnover of last five years.

<b>Year</b>	<b>Amount in Million</b>
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(Attach Copies of Income tax return form & Bank Statement for authentication)

**SYED RIZWAN SHAH**  
Executive Engineer

**PIR MUZAFFAR ALI SHAH**  
Architect

# COUNTOUR AND TOPOGRAPHIC PLAN OF 100 ACRE OF SMIU MALIR CAMPUS

