

# IRRIGATION DEPARTMENT

EXECUTIVE ENGINEER  
Small Dams Organization  
Kohistan-I Dadu



**GOVERNEMENT OF SINDH**

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**FOR**

**SHORT LISTING OF CONSULTANTS**

**FOR**

**“ACQUIRING CONSULTANCY SERVICES FOR SUPERVISION,  
MONITORING THE WORKS CONSTRUCTION OF FOUR (04) NOS  
RECHARGE DAMS NAMEDLY DILLAN, NAING, ANGAI & MAZRANI IN  
UPPER & CENTRAL KOHISTAN”**



*[Handwritten signature]*

**EXECUTIVE ENGINEER  
SMALL DAMS DIVISION KOHISTAN-I  
DADU**

**SUPERINTENDING ENGINEER  
SMALL DAMS ORGANIZATION CIRCLE SINDH  
HYDERABAD**

**Price Rs. 3000/-**

**Non Refundable**

\_\_\_\_\_, 2014.



**SMALL DAMS ORGANIZATION (SDO), IRRIGATION  
DEPARTMENT, GOVERNMENT OF SINDH.**

**PART -I  
INVITATION FOR EXPRESSION OF INTEREST (EOI)  
FOR**

**SELECTION OF CIVIL ENGINEERING CONSULTANTS**

Name of Project: **“ACQUIRING CONSULTANCY SERVICES FOR SUPERVISION, MONITORING THE WORKS CONSTRUCTION OF FOUR (04) NOS RECHARGE DAMS NAMELY DILLAN, NAING, ANGAI & MAZRANI IN UPPER & CENTRAL KOHISTAN”.**

**A - INFORMATION TO CONSULTANTSING FIRMS/ JOINT VENTURE/  
CONSORTIUM.**

- Background:** The Corrected / Modified Approved PC-I's for the “Construction of Four (04) Nos Recharge Dams Namely Dillan, Naing, Angai & Mazrani in upper & central kohistan” amounting to Rs: 942.000 million. The scheme was approved by Government & the Administrative Approval is also issued by the Finance Department Government of Sindh Order No. FD.SO(DEV-II)7(98)2004-5 Part-VIII Karachi Dated: 21.07.2014 & the Secretary to Government of Sindh Irrigation Department Order No. SO(WSIP)/12-168/2013/1762 Dated:22.07.2014 wherein 1% provision of the estimate cost is provided for hiring consultancy services for supervisions & monitoring of ADP works amounting to Rs. 8.876 Million the details are narrated below:

S.No	Name of Small Dam	Provision of Consultancy Services
01	Recharge Dam across Dillan Nai in Upper Kohistan	2.219 (M)
02	Recharge Dam across Mazrani Nai in Upper Kohistan	1.913 (M)
03	Recharge Dam across Naing Nai in Central Kohistan	2.105 (M)
04	Recharge Dam across Angai Nai in Central Kohistan	2.639 (M)
	<b>Total</b>	<b>8.876 (M)</b>

□ **Status of Schemes:** The 1% Consultancy cost of scheme amounting Rs: 8.876 million.

□ **Scope of Consultancy Services.** Small Dams Organization, Irrigation Department, Government of Sindh intends to appoint Consultants for:

- (i) Supervision and monitoring the works for the schemes namely "Construction of **Four (04) Nos Recharge Dams** Namely **Dillan, Naing, Angai & Mazrani** in upper & central kohistan" under ADP Programme (WSIP).
- (ii) Consultant shall verify the site wheather the location selected is as per actual requirement i.e. feasible and viable.
- (iii) Consultant shall carry out the Survey of Dam Site.
- (iv) Consultant shall Establish Bench Mark @ dam site.
- (v) Consultant shall carry out testing of Materials, used for construction of Dam i.e Cube Test, Slump Test, Water Quality Test & other tests which are required during the construction of work.
- (vi) Consultant shall carryout the survey & demarcation of agriculture lands which are to be benefitted for construction of Dam.
- (vii) Consultant shall access and earmark the area of ground water which is to be recharged the aquifer by construction of Dam.
- (viii) Consultant shall assist and select the proper location of Piezometers to be installed with the help of Small Dams

Officers / Staff

- (ix) Consultant shall monitor, check and test the materials which are supplied at site by the contractor.
- (x) Consultant shall establish the temporary Camp Offices at Dam Site.
- (xi) Consultant shall prepare the check list and to be supplied to their field staff & SDO staff before pouring the mass concretes of Dam.
- (xii) Consultant shall test the water quality which is to be used in concrete before work as well as for curing purposes.
- (xiii) The Small Dams Organization will make payment to the consultant on basis of **running account bills** i.e. on **the basis of actual / payment to be made to the contractor through cheques** .
- (xiv) Consultant shall verify the last & final bill only, after verification of final bills the balance 10% amount will be released after making the payment to contractor.
- (xv) Consultant can advise any amendment and alteration in design if it is necessary before the start of work or during construction work.
- (xvi) Consultant shall submit the **fortnight progress report** to the Executive Engineer and copy to be sent to Superintending Engineer Small Dams Organization

Circle Sindh Hyderabad as well as to Chief Engineer  
Small Dams Organization Sindh Hyderabad (in original  
shape).

(xvii) Any reason if work is delayed and the extension period  
is granted to the contractor. The consultants shall not  
claim / pay any excess amount of contract during the  
extension period.

(xviii) Consultant shall not claim any excess amount as quoted  
by them @ the time of award of work due to delay in  
funds received from Government.

- Name of Location of the Project:** The proposed site for Four (04) Nos Recharge Dams Namely Dillan, Naing, Angai & Mazrani in upper & central kohistan”.
- Purpose:** For Acquiring Consultancy Services of reputable consultant for Supervision and Monitoring the works for the schemes namely “Construction of **Four (04) Nos Recharge Dams Namely Dillan, Naing, Angai & Mazrani** in upper & central kohistan”. ” under ADP Programme (WSIP).
- Source of Funding:** ADP 2014-15 & 2015-16
- Financial Plan:** Year 2014-15 (50%)  
Year 2015-16 (50%)

## TERM OF REFERENCE

### PART-A

Schedule Period: 24 Months.

- Terms of Reference (TOR's) for submission of Technical and Financial proposals alongwith details of scope of work shall only be issued in favour of short listed consultants.
- It is to be advised that consultant shall complete and furnish Supervision/Monitoring report for the work of schemes namely "Four (04) Nos Recharge Dams Namely Dillan, Naing, Angai & Mazrani in upper & central kohistan" under ADP Programme (WSIP), within schedule time. In this regard, the report of each dam is to be prepared and submitted to S.D.O.
- It is the S.D.O policy to require its staff and the consultants to observe the highest standard of ethics during the construction works of Small Dams in pursuance the policy of S.D.O Sindh:
  - a) Define, for the purpose of this provision, the terms set forth below:
    - i) "Corrupt practice" means the offering, giving receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution; and
    - ii) "Fraudulent practice" means a misrepresentation or omission of facts in order influence a selection process or the execution of a contract;
    - iii) "Collusive practices" means a scheme or arrangement between two or more consultants with or without the knowledge of S.D.O, designed to establish prices at artificial, non competitive levels and to deprive S.D.O of the benefits of free and open competition;
    - iv) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their

participation in a procurement process or affect the execution of a contract.


- b) Will reject a proposal for award if it determines that the consultants recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
  - c) Will sanction a contract, including declaring the consultants in eligible, either in deficiently or for a stated period of time, to be awarded a S.D.O contract if it any time determines that the consultants has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.
- Application duly filled up along with all enclosures in a sealed envelope to be sent to the office of Superintending Engineer Small Dams Organization Circle Hyderabad on **28.11.2014 2014 at 4:00 P.M.** The conditional and late submission of applications shall not be accepted.
  - The EOI's shall be evaluated by the Evaluation Committee framing by the competent authority.
  - The Procuring Agency may reject all or any bids without any reason subject to the relevant provisions of SPPRA Rules 2010.

#### **PART-B**

Small Dams Organization, Irrigation Department, Government of Sindh intends to appoint Consultant for:

- (i) Supervision and monitoring the overall works for the schemes namely "Construction of **Four (04) Nos Recharge Dams Namely Dillan, Naing, Angai & Mazrani** in upper & central kohistan" under ADP Programme (WSIP).
- (ii) Consultant shall verify the site whether location selected is as per actual requirement i.e feasible and viable.

- (xvi) Consultant shall submit the fortnight progress report to the Executive Engineer and copy to be sent to Superintending Engineer Small Dams Organization Circle Sindh Hyderabad as well as Project Director/Chief Engineer Small Dams Organization Sindh Hyderabad (in original shape).
- (xvii) Any reason if work is delayed and the extension period is granted the consultant shall not claim / pay any excess amount of contract during the extension period.
- (xviii) Consultant shall not claim any excess amount as quoted by them @ the time of award of work due to delay in funds received from Government

  
Executive Engineer  
Small Dams Division Kohistan-I  
Dadu.



**B - INSTRUCTIONS TO CONSULTING FIRMS/ JOINT VENTURE/  
CONSORTIUM.**

- The work is proposed to be carried-out by local firms or a joint team of local consultants to be appointed by Small Dams Organization (S.D.O), Irrigation Department, Government of Sindh, who will be the main agency for Supervision the work of the scheme namely "Construction of Four (04) Nos Recharge Dams Namely Dillan, Naing, Angai & Mazrani in upper & central kohistan". under ADP Programme (WSIP)
- S.D.O will oversee the Supervision work implementation envisaged over a period of (24) months with the advice and assistance from the experts of organization. S.D.O and/ or concerned authority as the case may be, will review the progress reports of the consultants before final approval. Regular formal meetings will be held in fortnight so that there is no ambiguity on the supervision of the scheme, design and work progress.
- The consultants shall do all the data collection, surveys, investigation testing of material, water quality etc. as required to complete the assignment. However, actual requirement shall be approved by S.D.O at the time of approval of report.
- The consultants shall bear in mind that the list of tasks and activities provided herein can by no means be considered as the complete and comprehensive description of the consultant's duties. It is rather the consultant's responsibility to critically verify the scope of services indicating and to extend, reduce or amend it wherever, they deems necessary according to their own professional judgment and the knowledge during the preparation of the proposal. It is understood that

the consultants shall have to carry-out all such works as shall be necessary to fulfill the objective of the project.

- The firms/ consultants having vast experience in Planning, Detailed Design and Supervision works of Small, Medium and Large Dam shall only be eligible for participation in short listing.
- Interested consulting firms registered with Pakistan Engineer Council (PEC) invited to submit application of Expression of Interest (EOI) for the above project, alongwith information requested under Part-II of this short-listing documents. The joint venture should not be comprised of more than two firms.
- Extra weightage will be given to joint venture/ consortium having a wider base, regional representation and association arrangement to show equitable and effective participation of partner firms.
- The applicant should ensure that all submitted information is very correct. Any proposal submitted may be dropped at any time up to award of work if found significant omissions/ error or erroneous information as submitted by applicant is found. In this regard, the consultants shall have to certify the correctness of information submitted in his proposal.
- The applicant should not have been blacklisted at any level/ forum and he is required to submit an undertaking in this regard.
- The applicant shall have to prepare one (01) original and three (03) copies of the documents. The one original of the completed EOI is to be clearly marked "ORIGINAL" and other completed copies are to be clearly marked "COPY".

In the event of any discrepancy between the original and any copy, the original copy shall prevail.

- If the EOI consists of more than one volume, the applicant must clearly number the volumes constituting the EOI and provide an indexed table of contents for each volume. All documents should be securely bound.
- The consultants/ firms shall have to authorize the representative working in the firm on regular post and shall be well conversant with the subject job.
- Each sheet and where entries or amendments have been made, shall be initiated by a person or persons duly authorized to sign for the applicant and bind the applicant to the EOI.
- This document has been prepared in accordance with selection procedure described as under:-
  - i) The qualifying marks are fixed at 70% of total points.
  - ii) The ranking of firms of experience of "Specific" projects will be for maximum of 05 projects and for "general" will be 10 projects.
  - iii) Quality of staff shall be evaluated by following percentage.
    - (a) Academic Qualification \_\_\_\_\_ 30%
    - (b) Professional Experience \_\_\_\_\_ 70%
- The consultants having renewal certificate of PEC ending year 2015 with profile code No.1205 will be eligible for participation in short listing of Civil Engineering Consultants for proposed project.

**REQUIRED SUBMISSION BY FIRMS  
(LOCAL / JOINT VENTURE/ CONSORTIUM)**

1. Name, Address, Phone, Fax and E-Mail Address along with postal and telegraphic address for the head office and branch offices.
2. Copies of Registration of the firm/ Joint venture /Consortium with Pakistan Engineering Council (PEC) along with updated renewal and allocation of 1205 code (i, ii, iii, v, and vi).
3. Copy of partnership deed among the partners on non-judicial stamp paper duly attested by 1<sup>st</sup> class Magistrate.
4. Names and short CV's of Principals, Proprietor, Managing Director, Partners and Directors including their individual PEC registrations along with updated renewal with prescribed code profile.
5. Financial statement summary in the form of audited financial statements for the past 3 years of the firm/ Joint venture / Consortium members.
6. National Tax No. of the firm / Joint venture Consortium members as well as of the Principals, Managing Director, Partner, Directors and their employees.
7. List of other similar assignments /Work (Dams) duly substantiated undertaken by the firm/ Joint venture/ Consortium members with the following details.
  - (i) Name of the Project.
  - (ii) Estimated Cost.
  - (iii) Name and address of the client.
  - (iv) Consultancy services rendered (Detail Engineering Design, Construction Design and Tender Documentation) along with the duration /Period, Detailed Supervision and Project Benefits evaluation.
  - (v) Cost of consultancy services (with %age share among the partners), if applicable.

8. List of other similar assignments /works i.e for Dams or water sector carried out in Sindh Province including awareness of local knowledge and conditions.
9. List of works in detail wherein, participation of firm made and further status in case if the consultancy service not awarded.
10. List of technical personnel with qualifications in permanent employment of the firm/ Joint venture/ consortium members for last two years.
11. List of total employees from sub para (10) above committed on other projects.
12. Total personnel strength for the last two years.
13. List and status of litigation / arbitration by the firm or any member of the joint venture/ consortium against a client, if any.
14. Any other information, if necessary require can be furnished by the Consulting firm with the application so that the same be considered for evaluation of application and eligibility of the firm.

EVALUATION CRITERIA

FOR SHORT LISTING

OF

CONSULTANTS

AS PER GUIDELINES

OF

SPPRA 2010 / PEC

# EVALUATION CRITERIA FOR SHORT LISTING OF CONSULTANTS

## 1.0 Evaluation Criteria/ Selection Procedure for Short Listing of Consultants.

1.1 There are two essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar projects and its professional staff having the specific expertise to meet its obligations during the assignment. It is essential that appropriate importance/weightage be assigned to each item. It is prepared to be assigned in the following ratio:-

- |      |                                      |                   |
|------|--------------------------------------|-------------------|
| (i)  | Experience of the firm               | 30 percent points |
| (ii) | Quality of its Personnel's expertise | 70 percent points |

1.2 The committee constituted to compile the shortlist should also decide about the threshold minimum score for the firms below which limit they would not be considered for prequalification and inclusion in the shortlist. The qualifying marks will be 70% of the total 100 points.

## 2.0 Associations between Consultants

Consultants may associate with each other. Such an association may be for the long term (independent of any particular assignment) or for a specific assignment. The "association" may take the form of a joint venture or of a sub-consultancy. In case if the association is in the form of a joint venture, the association should appoint one of the firms to represent the association. All members of the joint venture shall sign the contract and shall be jointly and severally liable for the entire assignment. Any association in the form of joint venture or sub-consultancy among short-listed firms shall be permissible only with the approval of SDO.

## 3.0 EVALUATION OF APPLICATIONS

### 3.1 Evaluation of the Experience

#### 3.1.1 Specific Experience

As a general guide it is proposed that the experience in design of Dams shall be considered under two heads i.e. "specific experience" and "general experience". Weightage for specific experience should be 70%. For specific experience, which is similar in magnitude and complexity, even minimum 03 previous projects are considered enough to inspire confidence in the firm's capability. However, for ranking of the firms for inclusion in the shortlist, a maximum of 05 projects should fetch full marks for the firm under specific experience. The experience for the first 03 projects should be nearly as much as the threshold score and the remaining projects should be awarded points in descending order, e.g.:-

No. of Projects	For Max.10 Projects
1 <sup>st</sup> Project	50 Percent
2 <sup>nd</sup> Project	65 Percent
3 <sup>rd</sup> Project	75 Percent
4 <sup>th</sup> Project	85 Percent
5 <sup>th</sup> Project	100 Percent

### 3.1.2 General Experience

Similarly, the general experience of Irrigation and Drainage works shall be considered after certain limitation in numbers because after certain number, more projects may not add much to differentiate between the competitors. Weightage of general experience shall be 30%. A maximum of 10 projects should be enough number to fetch full hundred percent points. A sample is proposed as follows:-

Where Maximum No of Projects in fixed as 20.	
No of Projects	Proposed Criteria
Min : 4	20%
5	40%
6	60%
7	70%
8	80%
9	90%
10	100%

### 4.) Other Factors

There are some other factors, which do have a bearing on the overall proficiency of a firm in meeting its obligations later during the currency of the contract. For example, when training of Client's staff is a requirement on the project, the firms having previous experience and resources could be better placed to perform that part of the assignment. Similarly experienced home office professional staff as well as availability of equipment/software and facilities are useful for timely handling of critical issues and in time availability of equipment/facilities respectively. These and such other factors, which differentiate between otherwise excellent firms, should be considered as weighted qualifications.

### 5.0 Evaluation of Quality of Staff

5.1 For the sake of assigning weightage to judge capability of the firm on the basis of expertise of its staff, the following steps may be adopted:-

- i) List the type of essential expertise required for the project.
- ii) The number of discipline- types included in the list should be the most important ones and be limited to a maximum of 5 Nos.
- iii) Assess the relative importance of each expertise viz-a-viz the requirements of the project.
- iv) Assign number of credit points to each expertise/the staff member nominated for that expertise.



5.2 Nominated experts shall be evaluated based on the following three items of qualification as demonstrated in their C.Vs:-

i)	Academic Qualification	<b>20-30 Percent</b>
ii)	Professional Experience	<b>60-70 Percent</b>
	Specific	80%
	General	20%
iii)	Experience of working environment	<b>10 Percent</b>
	Nationally	60%
	Internationally	20%
	Specific Area within the Country	20%
	<i>Which is based on:</i>	
	Δ <i>Specific Province</i>	60%
	Δ <i>Regional Language</i>	40%

5.3 Evaluation of applications are to be carried out individually by the committee members on forms jointly developed by the committee and using the pre-determined weightage award sub-criteria. After finalization of the evaluation, each member should compile the grading list containing a Summary of points and a copy of which be submitted to the Convener of the Committee before a formal meeting is convened by him.

**Note:** Evaluation criteria and sub-criteria on which the evaluation will be conducted shall be included in the prequalification documents.

## **6.0 FINALIZATION OF SHORT-LIST**

6.1 The selection committee should hold a meeting to review the evaluation/grading carried out by the individual committee members. The basic aim is to review the capabilities of consultants securing above qualifying marks in the individual grading on each list. Since the members have evaluated the firms on the basis of an agreed criteria hence it has considerable advantage of organized discussion and consideration of those firms only which are not unanimous choice. The discussion will yield a more balanced grading of firms and finalization of the short-list. Additionally, discussions in this meeting shall reduce the likelihood of unsupported personal bias.

All the applicants scoring qualifying marks shall be shortlist.

6.2 It requires that the status of the Partners, Directors, and Owners for the sake of conflict of interest must also be verified before its inclusion in the short-list.

For this purpose, the applicants should be required to provide this information in specific terms and any misrepresentation should be made a ground for rejection. Firms may also be forewarned that in case of their selection, any such links, if detected during the currency of their contract, would be reported to the SDO for cancellation of their Consultancy Services/Contract and request will be made to the PEC for cancellation of their registration/ license leading to their blacklisting.

6.3 The three Annexure, under Form A-1, A-2 and A-3 to summarize list of projects handled by Consultants, Format of Short C.V of Principal staff and Overview Comparative of firms including Form-1, Form-2 and Form-3, for Information, Experience and C.V of experts of consultants are attached to be prepared and furnished accordingly.



**FORMAT OF SHORT CV OF PRINCIPAL STAFF**

1. Name :
2. Profession/Expertise :
3. Date of Birth :
4. Years with the Firm :
5. Nature of experience in this farm and others :
6. Membership of Professional Societies :
6. Education :
8. Other Training :
9. Knowledge of Languages :
10. Key Qualifications (Maximum  $\frac{3}{4}$  of a page) :

(NAME OF THE PROJECT)  
COMPARATIVE OVERVIEW OF FIRMS

Sr. No.	Description/Items of Comparison	Firms/Groups		
		Name of Firm/ Group	Name of Firm/ Group	Name of Firm/ Group

A. Experience of Firm

- Relevant Work Experience  
Maximum 05 projects for  
100% Points)

- Feasibility Studies	:	F
- Survey & Investigation	:	S
- Detailed Engg. Design	:	D
- Procurement Services	:	P
- Construction Supervision	:	C
- Quality Control	:	Q
- O&M	:	O
- Project Monitoring & Benefit Evaluation	:	M

**(NAME OF THE PROJECT)  
COMPARATIVE OVERVIEW OF FIRMS**

Sr. No.	Description/Items of Comparison	Firms/Groups	
		Name of Firm/ Group	Name of Firm/ Group

**B. Quality of Principal Staff  
(Maximum of 7 preferably 5)**

1. Education
  - i) Basic Degree
  - ii) Additional
2. Professional Experience  
(No. of years)
  - i) Total
  - ii) Relevant
  - iii) General

m e o f F i r m / G r o u p

**SAMPLE LETTER FOR  
SEEKING APPLICATIONS FOR SHORT-LISTING**

Project: \_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. Letters of Interest/Applications are invited from firms registered by the PEC which are experienced consultants and who wish to be considered to undertake

\_\_\_\_\_

*(Name of Assignment)*

The \_\_\_\_\_

*(Name of the Implementing Agency)*

has been entrusted with execution of the subject project for which the

\_\_\_\_\_

*(Name of the approving office like ECNEC, P&D Board etc.)*

has approved the funding for the project to be implemented over a \_\_\_\_\_ year period starting from \_\_\_\_\_ (date). A portion of the approved cost of the project is intended to be applied to finance the cost of the consultant's services.

2. The objectives of the Project [ *which shall be carried out jointly with the clients staff (Name of the department/entity)* ] are:-
- (List the objectives)
3. The major components of the Project are:-
- (List the major components)
4. The expected results/benefits of the project are envisioned as follows:-
- (List the results/benefits)
5. The duration of the assignment will be years and it is expected to start from (day / month / year). The estimated cost of the project / assignment is Rs. \_\_\_\_\_
6. PEC registered consultants or association of consultants who are interested to be considered for the assignment should submit information in the format indicated in the

attachment to this letter. Firms are required to support their experience in \_\_\_\_\_ specifically.

*(Objectives of the Project)*

Firms should also indicate their experience as specific/general and experience of their requisite nominated staff in the following disciplines in the CV Forms attached with this letter:-

*(List the disciplines/fields of expertise limited between 3 and 5)*

7. Applications alongwith accompanying material including consent to sign the Integrity Pact ( Annexure-D) for consideration should be submitted to

\_\_\_\_\_  
*(Head of the Committee/Nominated person with complete address,  
telephone, fax & e-mail address)*

of the \_\_\_\_\_

*(Name of the department/entity)*

8. Please restrict yourself to the essential information only and do not make your application cumbersome. On the basis of information received in these applications from applicants, the

\_\_\_\_\_  
*(Title of the officer who is entrusted the short-listing responsibility)*

will prequalify and finalize a shortlist of 4 to 7 consultants who will be invited to submit their Technical/Financial Proposals.

Sincerely Yours

[ Name ]

[ Position ]

Attachments:

Form B-1	Information Form
Form B-2	Experience of Consultant
Form B-3	Format of Curriculum Vitae of Proposed Experts

[ Name of Department/Entity ]

Form-B-1

Assignment : \_\_\_\_\_  
Project : \_\_\_\_\_  
Date : \_\_\_\_\_

### INFORMATION FORM

1. Name of consultant [ Lead partner if association ]
  - Address
  - Telephone No(s)
  - Fax Number
  - E-mail Address
  - Registration No. with PEC alongwith Registered Office Address.
  
2. Description of consulting firm (ownership/organization)
  
3. Experience (Number of Years)
  - Local/national
  - International
  - Regional (within the country-details)
  
4. Name(s) and Address(es) of Associates, if a JV; their short description and description of their role in the JV/Association.
  
5. Experience of the Consultants (on appended forms) during the past 10 years:
  - Specific (3-5 Projects of similar magnitude and complexity)



General

(4-10 Projects)

(in Irrigation & Drainage Fields but not completely relevant)

6. Organization chart showing consultant's structure.
7. Capital of consultant (Financial Statements for the latest three years).
  - Subsidiaries and associates.
  - Annual fees in the last five years in current index.
  - Financial reference [ name/address of bank(s)]
8. Professional staff available for the assignment on the appended format.

(The client entity should provide the essential disciplines  
between 3 to 5 in number)

9. Additional information.

Yours truly,

Name of Authorized Representative

Position :

Date :

**EXPERIENCE OF CONSULTANT**

Relevant services carried out in the Last 7-10 years which best illustrate qualification.

[NAME OF THE FIRM/CONSULTANT]

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx. Value of Services :
11. Name of Other JV Firms :  
(If any)
12. No. of Staff/Staff Months  
Provided by the JV partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services  
Provided by the Firm :

**FORMAT OF CURRICULUM VITAE  
OF PROPOSED EXPERTS**

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 my  
qualifications, my experience and me.

**Signature:**

**Dated:**            day/month/year

## Integrity Pact

### DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/FIRMS/CONTRACTORS OF GOODS, SERVICES & WORKS

\_\_\_\_\_ [the Seller/Supplier/Contractor/Consultant] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Seller/Supplier/Contractor/Consultant] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback. Whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[The Seller/Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [the Seller/Supplier/Contractor/Consultant] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Signature and Seal  
Consultants/Authorized Representative