

Brief of Project:

Shah Abdul Latif University, Khairpur is delivering a quality education in various fields and intends to Pre-qualify and hire the consultants for project titled, "Strengthening of Academic Facilities at Shah Abdul Latif University, Khairpur".

(Total Covered area is about 130,500 sft with Main Entrance Gate, Boundary Wall and allied facilities etc.)

Consultant's duties involve in, Designs, Drawings, BOQs supported by detailed measurement sheet, tender documents & detailed supervision for following works;

(i) Pre-Execution (Planning & Design) Phase:-

- (a) Architectural/Structural designs including plans, elevations, sections and other details of various components of the works alongwith design details.
- (b) Detailed working drawings of civil work, electrical work, plumbing work, drainage/sewerage system, landscaping and external development work, interior decoration and design, communication system, Roads and Paths, HAVC work and installation of IT equipments, etc. to be prepared as per approved PC-I.
- (c) Preparation of detailed estimates within the approved cost.
- (d) Preparation of Tender-documents based on the approved estimates giving all necessary details of specifications, materials, workmanship, finishes and equipments connected with the works including services.

(ii) Execution Phase:-

- (a) Performing detailed supervision of the Construction Works by deputing whole time consultant's representative at site duly qualified and capable to cope with proper and effective execution of the works.
- (b) Submit monthly progress reports.
- (c) Prepare and submit completion reports at the end of project.

Consultants are required to submit the following documents in details

- (i) Name and address of company/firm alongwith introductory profile showing ownership and Organizational Structure.
- (ii) (a) Details of projects/works completed during last ten years, showing scope of services rendered in various civil works alongwith copies of certificates about satisfactory completion from relevant clients.
(b) Details of Projects in hand.
(c) Details of similar nature Projects/Geographical conditions of the projects.
- (iii) (a) Proof of valid registration with Pakistan Engineering Council (PEC).
(b) Proof of valid registration with Pakistan Council of Architect and Town Planners (PCATP).
- (iv) List of Technical Personals with Bio-Data.
- (v) List of Tools and Plants, Equipments & Machinery.
- (vi) Financial status with proof of at least one year bank statement and last three years Tax assessment/balance sheet.
- (vii) Details of assets owned by the firm with evidence.
- (viii) Valid certificate of National Tax number.
- (ix) Affidavit that company / firm is neither black listed nor in litigation with any client.
- (x) Any other relevant information to facilitate in decision.
- (xi) The consulting firms supplying wrong information are liable to legal action and disqualification.

Project Director (Works)
Shah Abdul Latif University,
Khairpur.
Phone # 0243-9280070

To

The Project Director (Works),
Shah Abdul Latif University,
Khairpur.

Subject: Pre-qualification of Consultants for the Providing consulting Services to Shah Abdul Latif University, Khairpur for the project titled, "Strengthening of Academic Facilities, Shah Abdul Latif University, Khairpur".

Dear Sir,

Kindly find enclosed herewith the documents as required in the advertisement published in daily _____ Dated: _____ for subject work.

1. We accept that if our technical proposal is accepted than may be called by the "Client" for financial proposal.
2. We undertake that you are not bound to accept the lowest or any proposal you may receive.
3. If our proposal are accepted than we are bound for services as required in the scope of work.
4. Unless and until formal agreement is prepared and executed this document together with your written acceptance thereof shall constitute a binding contract between us.

5. Shah Abdul Latif University, Khairpur reserves the right to reject any application as per SPPRA rules provision. If any information furnished by undersigned proves to be false at later stage, the contract, if awarded, is liable for cancellation.

Dated this _____ days of _____ 2015

Name : _____

Firm: _____

Signature: _____

Seal:

Instructions to Consultants

01 Definition

- (a) "Client" means the Shah Abdul Latif University, Khairpur with which the selected Consultant signs the Contract for the Services.
- (b) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms, all other works related for construction of works.
- (c) "Contract" means an agreement enforceable by law and includes all conditions of the contract.
- (d) "Day" means calendar day including holiday.
- (e) "Government" means the Government of Pakistan.
- (f) "Proposal" means the Technical Proposal and the Financial Proposal.
- (g) "Sub-Consultant" means any person or entity to whom the Consultant subcontracts any part of the Services.

02. Introduction

- 2.1 The "Client" will pre-qualify /short list the consulting firms, in accordance with the method of selection as specified.
- 2.2 The eligible Consultants (pre-qualified/short-listed) are invited to submit a Financial Proposal. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to ask for any query, Consultants may liaise with "Client" for gaining better insight into the assignment.
- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The "Client" reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5 "Client" "may provide facilities and inputs as required by the bidder/firm.

03. Conflict of Interest

3.1 Consultants are required to provide professional, objective, and impartial advice and holding the "Client's" interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the "Client", or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

3.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

(i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.

(ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the "Client" staff who is directly or indirectly involved in any part of

(iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

04. Fraud and Corruption

Consultants should observe the highest standard of ethics during the execution of Contract.

"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

05. Eligible Consultants

Consultants pre-qualified on their technical proposals submitted, are eligible for the 2nd step of selection i-e call for financial proposal.

Pre-qualified/Short-listed Consultants may submit financial proposal, when required by the "Client"

06. Clarification and Amendment in pre-qualification Documents

06.1 Consultants may request for a clarification of contents of the pre-qualification document in writing, and "Client" shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The "Client" shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry.

06.2 At any time before the submission of Proposals, the "Client" may amend and issue an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the "Client" may, if the amendment is substantial, extend the deadline for the submission of Proposals.

07. Preparation of Proposals

07.1 In preparing their Proposal, Consultants are expected to examine in detail the documents, nature of work, etc.

11.2 The consultants are encouraged to co-ordinate for any query with representative of the "Client"

08. Language:

Written language will be English.

09. Technical Proposal Format and Content

09.1 While preparing the Technical Proposal, consultants must give particular attention to the following:

(i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.

(ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.

(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

09.2 The Technical Proposal shall provide the following information

(i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

(ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing

(iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

(iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.

(v) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.

(vii) Any additional information required by the "Client"

09.3 The Technical Proposal shall not include any financial information.

10. Financial Proposals

The Financial Proposal shall be prepared considering the scope and nature of the work, the financial proposal shall be asked after pre-qualification/short listing on the basis of technical proposal.

11. Taxes

The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract, levied by the Government.

12. Submission of proposals

Proposal shall contain no interlineations or overwriting and submitted accordingly.

12.1. Proposal Submission Requirements

12.1.1 For this tender SPPRA's **Two stage bidding procedure** as per clause 46 (3) and 72 (3) for open competitive bidding is adopted, detailed as under;

a) First stage (Technical Proposal)

- (i) The bidders shall first submit, according to the required documents, profile, brochure, technical proposal without price;
- (ii) The technical proposal shall be evaluated in accordance with the specified evaluation criteria and requirements of the "Client"; and may be discussed with the bidders regarding any deficiencies, unsatisfactory technical features;
- (iii) The "Client" may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements, Provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally at the time of invitation to submit final bids.
- (iv) Those bidders not willing to conform their respective bids to the "Client's" technical requirements may be allowed to withdraw from the bidding.
- v) Those bidders whose Technical proposal is not accepted would be informed.

b) Second stage (Financial Proposal)

- (i) The bidders, whose technical proposals are accepted, will be asked to submit their financial proposal.
- (ii) The financial proposal result of technically pre-qualified firms shall be communicated to the bidders
- (iii) The bid found to be the best evaluated bid shall be accepted:

13. Proposal Evaluation

From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the "Client" on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the "Client" in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in disqualification.

13.1 Evaluation of Proposals

Parameters of Technical Evaluation

Sections	Score	Score obtained
A. Profile	15	
B. Experience	35	
C. Technical staff	15	
D. Design and service	25	
E. Machinery and equipments	10	
Total	100	

- **Cut-off level for minimum marks obtained in technical proposal is 80 score**

Technical Evaluation Performa

A- Profile					
Sr.No.	Attributes	Max Score	Score Distribution	score obtained	Requirements
1	Registration with I.T /sales tax department	4	4		
2	Financial Strength	4	4		More than or equal to 50 Million turnover with consultancy service
			3		40 Million turnover with consultancy services
			2		Up to 20 Million
3	Company established (No. of years)	5	4		8 or more years
			3		3-7 years
4	Location of Offices	2	2		Office at Karachi and other places of Pakistan
			1		Office in only one city
Total		15			

B-Experience					
5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference completion certificate	5	5		20 or more completions
			3		10-20 completions
			2		4-10 completions
8	International projects	10			01 point for each project
Total		35			

C- Technical staff					
9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory ("Client's certificate)
			3		Average
Total		15			

D-Design					
12	Survey investigation	4	4		More than 10 project completed
			3		More than 5 project completed
13	Planning	4	4		2 or more implementation
			3		1 implementation
14	Design of project i. Architecturally ii. Structurally	6	6		More than 20, projects completed.
			6		More than 20, projects completed.
15	Site supervision	5	5		More than 10, projects completed.
Total		25			

E-Machinery and equipments					
16	Computers, design software, printers and scanners.	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	Total	10			
	Grand Total	100			

13.2 Parameters for Evaluation

Technical Bid: 70%, Financial Bid: 20% and Live Demonstration/Presentation about works 10%

1- Technical Bid Score: Marks obtained by Firm / 100 * 70 = _____

2- Financial Bid Score: $M/B * W =$ _____

M = Minimum Bid

B = The bid

W = Weight (20)

3- Live Demonstration/Presentation Score = Out of 10 marks obtained =

Total Score = Technical Bid Score + Financial Bid Score + Live Demonstration/Presentation Score

13.3 After the technical evaluation is completed, the "Client" shall notify in writing to the Consultants that have secured the minimum qualifying marks, allowing a reasonable time, for the Financial Proposals.

13.4 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

13.5 The consultants may be called for demonstration/presentation.

14. Award of Contract

14.1 The "Client" shall award the Contract to the selected Consultant, and the same would be communicated to all participants accordingly.

14.2 After receiving of award of contract consultant are required to sign the agreement for the specified work.

15. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the finalization of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

16. Duties of the Consultants:

The Consultants shall perform their duties in the following phases:

16.1 Investigation Phase:

(a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction

(b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

16.2 Planning Phase:

The Consultants shall prepare Schemes, General plans of the works, at least three proposal with probable construction cost and allied details.

16.3 Schematic Design Phase:

Prepare from the approved General plans, Schematic Design along with statement of probable construction cost and submit to "Client"

16.4 Design Development Phase:

Prepare from the approved Schematic Design, the final Design and development Documents, consisting of working drawings with design calculations including plans, elevations and such other drawings, outline specifications to fix and illustrate entire building in its essentials as to kind of materials, type of structure, mechanical and electrical systems and such other works as may be required to the "Client" for his approval.

The working drawing shall comprise the following, detailed drawings of the building Architectural Drawings (Internal and External), Structural Design, Drawings and Calculations for record and check. Drawings related to, Internal and External water supply, Sanitation and drainage Internal and External electrification, gas installation and intercommunication system, Furniture and fixture and other services. Air-Conditioning System. Landscaping and interior decoration.

16.5 Construction Documents Phase:

The Consultants Shall prepare from the approved design, and developments documents, specifications setting forth details and prescribing the works to be done and the materials, workmanship, finishing and equipments required for the Architectural, Structural, Mechanical, Plumbing and Electrical services and submit copy to the "Client" for his approval.

16.5.1 The Consultants shall prepare the following documents:

- a. Description of the work. General rates, Terms and conditions of the contract for the approval of the "Client".
- b. Tender of the works including estimates of the quantities, based on the composite schedule of the rates issued by "Standing rates Committee", Government of Sindh or on the current market rates, Non-scheduled items to be supported by detailed Rate analysis. Any other documents, necessary for the proper implementation and construction of the building.

16.6 Construction Phase:

The Consultants Shall prepare all/complete tender documents and any further designs/drawings necessary for the information of the contractor to enable them to carry out the works. The Consultants shall assist in setting disputes or difference which may arise between the "Client" and Contractor.

Prepare and submit to the "Client", four copies and computer CD of complete drawing showing all details, according to the scale on completion of the project, for necessary operation and maintenance.

Suggest the replacement of any work damaged during construction through fire and other causes.

The Consultants undertake Detailed Supervision of various Stages of works, as under:

- a. Checking layout of the foundation of the building with reference to the detailed designs in relation to the bench mark, base line and their depth etc.
- b. Checking the layout of all infrastructures and re-adjusting the layout and/or the design if such readjustment proved necessary according to the requirement.
- c. Checking that the contractor executing the construction work in accordance with the final approved working drawings, tender documents and specifications. Suggest substitution of materials, whenever any material is not available. Preparing and issuing new detailed drawings whenever it is deemed necessary to make the adjustments in the construction.
- d. The "Client" may require the Consultants at any stage to modify or make variations in any plans, and Consultants shall make any modifications or variations in any plan, studies, drawings, specifications and other documents after the same have been approved by the "Client".
- e. The consultancy charges would be in terms of percentage of total cost of any work assigned to the consultants.
- f. The final cost of works shall be determined after acceptance of the contract price by the "Client". In the event that change occurs with the approval of the "Client" (upward or downwards) in the contract price, then the cost of the works will be adjusted accordingly. The adjusted completion price shall stand as the final cost of completed building and the Consultants fees shall be finalized accordingly.
- g. As per details given in the advertisement.

17. Mode of Payment:

Mode of payment shall be set after finalization of selection process.

18. Supervision of Construction Phase:

- a. For performing detailed supervision of the Construction Works by deputing whole time consultant's representative at site duly qualified and capable to cope with proper and effective execution of the works, for which no separate remuneration will be paid to the consultant (The Consultancy charges for Supervision Phase will be cover the same).
- b. On desire by the "Client", as schedule and whenever Consultants principals, their Senior Engineering Staff/Architect have to visit the project Site and /or are called for a meeting for supervision of work, only boarding and lodging shall be provided by the "Client".