



**EXECUTIVE ENNGINEER PROVINCIAL BUILDINGS
DIVISION-II KARACHI**

**REQUEST FOR PROPOSAL
(RFP)**

**CONSULTANCY SERVICES
FOR**

**CONDITION SURVEY OF EXISTING ROOF SLAB
INCLUDING CONDUCTING NON-DESTRUCTIVE TESTS
ON ROOF, BEAMS & COLUMNS OF 3RD FLOOR OF SINDH
SECRETARIAT BUILDING NO-II(TUGHLAQ HOUSE)
KARACHI FOR DETERMINING STABILITY OF
STRUCTURE.
JANUARY 2015.**

DOCUMENTS ISSUED TO : _____

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SECTION – I: NOTICE FOR INVITING REQUEST FOR PROPOSAL**REQUEST FOR PROPOSAL (RFP)**

Executive Engineer Provincial Buildings Division-II, Karachi invites Proposals for Engineering Consultancy Services from reputed consulting firms for the assignment with scope of services mentioned below but not limited to:-

1. Condition survey of existing roof, slab, beams, columns OF Sindh Secretariat Building No-II (Tughlaq House) Karachi having roof area of **31202.50 Sft.**
 2. Submission of interim report about stability of structural components.
 3. Carrying out non-destructive test like cut & pull out tests (CAPO), cannin test, digischimid test (if required where ever necessary).
 4. Submission of comprehensive technical report & suggestions / remedial measures for rehabilitation / re-construction works, construction methodology, design drawings with engineering estimates.
 5. Detailed supervision of re-habilitation / re-construction works.
- **Eligibility:** Valid Registration with and Pakistan Engineering Council as consulting firm for the year 2014.
 - **RFP Documents:** Interested consulting firms can obtain the RFP documents or may request to obtain the same through mail from the address mentioned below.

The request must clearly state **“CONDITION SURVEY OF EXISTING ROOF SLAB INCLUDING CONDUCTING NON-DESTRUCTIVE TESTS ON ROOF, BEAMS & COLUMNS OF 3RD FLOOR OF SINDH SECRETARIAT BUILDING NO-II(TUGHLAQ HOUSE) KARACHI FOR DETERMINING STABILITY OF STRUCTURE.”**. The documents are available for a non refundable fee of Rs 3000/- in shape of pay order in the name of **Executive Engineer Provincial Buildings Division-II, Karachi** and Rs 200/- will be extra charged if documents are required by courier service.

- **Dead line of Issuance of Documents:** Documents will be issued to interested firms up to 15 days after publishing during office working hours on working days.
- **Dead line of Submissions:** Documents duly filled and attached with relevant certificates **must** reach on the address mentioned herein below on or before **02-02-2015 @ 2 pm** and will be opened on same day @ 3 pm, in presence of Representatives of participating firms who may wish to be present.

- **Method of Selection:** QCBS Method;
- **Evaluation Criteria:** As per evaluation criteria mentioned in the RFP document.
- **Bid Security:** 2% of Financial Proposal Cost.
- **Bid Validity period:** 120 days.

Procuring Agency reserves the right to accept or reject all or any bid(s) as per SPP Rules.

(SYED AHMED ALI SHAH)
EXECUTIVE ENGINEER
PROVINCIAL BUILDINGS DIVISION-II
KARACHI.
Ph: 021-99204972

SECTION II: INSTRUCTIONS TO CONSULTANTS**1. DEFINITIONS:**

- 1.1. "Procuring Agency (PA)" means the agency with which the selected Consultant signs the Contract for the Services.
- 1.2. "Consultant" means any entity or person that may provide or provides the Services to the PA under the Contract.
- 1.3. "Contract" means the Contract signed by the Parties and all the attached documents listed in the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- 1.4. "Day" means calendar day.
- 1.5. "Government" means the government of the Client's country.
- 1.6. "Instructions to Consultants" (Section 1 of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.
- 1.7. "Personnel" means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof,
- 1.8. "Proposal" means the Technical Proposal and the Financial Proposal.
- 1.9. "RFP" means the Request for Proposal prepared by the PA for the selection of Consultants.
- 1.10. "Services" means the work to be performed by the Consultant pursuant to the Contract.
- 1.11. "Sub-Consultant" means any person or entity with whom the Consultant subcontracts any part of the Services.
- 1.12. "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the 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.

2. INTRODUCTION

- 2.1. The PA will select a Firm / Consortium as per the requirements of Clause 76 of SPP Rules 2010.
- 2.2. Consulting Firms are invited to submit separately sealed Technical and Financial Proposals as per Clause 72(3) of SPP Rules 2010. The assignment shall be implemented in accordance with the logical sequence of the work /consultancy services.
- 2.3. The "Integrity Pact" has to be signed by the successful Firm / Consortium at the time of signing the contract; if contract amount exceeds beyond prescribed limit.

- 2.4. The Consulting Firm shall furnish information as required through Technical and Financial Proposal for the Project.
- 2.5. The consulting firm shall submit affidavit that firm is not black listed by any organization.
- 2.6. The consulting firm will also furnish list of litigation with previous history and their present status.

3. CONSULTANT'S ASSOCIATES:

The consultants associated with any manufacturing or construction firms relating to the Consultant's assignment will not be eligible to participate.

4. CLARIFICATION AND AMENDMENT IN RFP DOCUMENTS

Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency 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 procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.

5 (A). Bid Security:

Consultants shall submit 2% bid security along with financial proposal defined in the data sheet also.

5 (B). Bid validity: - Bids submitted will be valid for time mentioned in the Data Sheet.

6. CERTIFICATE OF REGISTRATION:

7.1 Attested copy of certificate from Pakistan Engineering Council as registered Consulting Firm valid for the current year and beyond shall be submitted which is the basic eligibility requirement for the consultancy assignment. The original Certificate of Registration shall be produced whenever called for and will be returned.

7.2 Corporation or limited company shall indicate their Registration number and name of personal and his designation who is authorized to sign documents on behalf of Corporation or limited Company. In the absence of above documents the Department reserves the right to reject the Proposal

8. PREPARATION OF PROPOSALS

8.1 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the English.

8.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

9. TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall be prepared using the attached Standard Forms (Section 3).

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

10. FINANCIAL PROPOSALS

The Financial Proposal shall be prepared using the attached Standard Forms (Section 4).

11. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

11.1 Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

11.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "Original".

11.3 The submission shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.

11.4 The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;

11.5 The Technical Proposal shall be marked "Original" or "Copy" as appropriate. The Technical Proposals shall be submitted in the number of copies again indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

11.6 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the name of the assignment, and with a warning "Do Not Open With The Technical Proposal." The envelopes containing-the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment, and be clearly marked "Do Not Open, except in presence of the Official Appointed" Before-insert the time and date of the submission deadline indicated in the Data Sheet". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

11.7 The Proposals must be sent to the address/addresses no later than the time and the date indicated in the Letter of Invitation, or any extension in this date granted thereafter. Any proposal received by the PA after the deadline for submission shall be returned unopened.

11.8 The Client shall open the Technical Proposal immediately after the deadline for their submission.

11.9 The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the PA without being opened

11.10 PA shall evaluate the technical proposal in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements

11.11 During the technical evaluation no amendments in the technical proposal shall be permitted

11.12 The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

11.13. 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 accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders

11.14 The bid found to be the lowest evaluated bid shall be accepted.

12. Evaluation of Technical Proposals

12.1 Notwithstanding any method used pursuant to Rule 36 (a-d) of SPP Rules 2010, the evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub- criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

12.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

12.3 Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

13. Evaluation of Financial Proposals.

13.1 In QCBS, Financial Proposals shall be opened publicly in the presence of choose to attend. The name of the Consultant and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

13.2 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.

13.3 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical and financial score.

14. Performance Guarantee: Successful consultant has to submit the performance guarantee in the shape of Bank Guarantee which shall be 2% of the bid.

- 15. Agreement:** Successful consultant has to execute agreement duly stamped with PA.
- 16. Award of Contract:** After completing the evaluation and as per the requirements of SPP Rules 2010, PA shall award the Contract to the selected Consultant, and promptly notify all Consultants who have participated in the process.

Data sheet.

Name of Assignment: **Condition Survey of Existing Roof Slab, Beams, Columns and Non-Destructive Test on 3rd Floor Roof of Sindh Secretariat Building No-II (Tughlaq House) Karachi for Determining Stability of Structure.**

6 (B). Proposals validity period is 120 days from date of opening of Technical proposal.

6 (A) **Bid Security** is 2% of the bid.

11.5 SUBMISSION: The original and two copies of the Technical Proposal shall be submitted in sealed envelop

11.6 Dead line of submission of bids date _____ time _____.

12. **Evaluation of Technical Proposals.**

QCBS method with 70% weighting for quality .

13. **Evaluation of Financial Proposals.**

30% for Cost shall be used.

14. **Performance Guarantee:** - 10% bid cost.

15. **Agreement:** - Stamps at rate of 0.3% of bid cost are to be affixed by the consultant.

SECTION-III: TECHNICAL PROPOSAL - STANDARD FORMS

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
A Consultant's Organization
B Consultant's Experience
- TECH-3 Comments of Suggestions on the Terms of Reference on Counterpart Staff and
Facilities to be Provided by the Client.
A On the Terms of Reference
B On the Counterpart Staff and Facilities.
- TECH-4 Description of the Approach, Methodology and work Plan for Performing the
Assignment.
- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for proposed Professional Staff.
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule

FORM TECH-1 Technical Proposal Submission FORM

[Location, Date]

To: **EXECUTIVE ENNGINEER**
PROVINCIAL BUILDINGS DIVISION-II
KARACHI

Dear Sir:

We, the undersigned, offer to provide the consulting services for “**Condition Survey of Existing Roof Slab including Conducting Non-Destructive Tests on Roof, Beams & Columns of 3rd Floor of Sindh Secretariat Building No-II (Tughlaq House) Karachi for Determining Stability of Structure.**”

In accordance with your Request for proposal **dated**_____ We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us for a period of Ninety (90) days from the date of opening of Technical Proposal.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2
A – Consultants Organization

1. Name of the Firm

(In Block Letter)

2. Full name of the Managing Partner /

Partners or Managing Director

Chief Executive / Chairman if the applicant

Is a Firm or limited concern

3. Permanent registered office with address

4. Telephone Number

Fax

Email

5. Title of Firm

- Sole proprietor

- Partnership

- Any other specify

(Provide partnership deed if working with partners)

6. Consortium / Joint Venture with any firm Name of the Firm.

B – Consultant’s Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted individually as a corporate entity or as one of the major companies within an association. For carrying out consulting services similar to the ones requested under this assignment. Use separate pages for each assignment]

| | |
|---|---|
| Assignment name: | Approx. value of the contract (in Pak Rs.): |
| Country: Location within country: | Duration of assignment (months): |
| Name of Procuring Agency: | Total N ^o of staff-month of the assignment. |
| Address: | Approx. value of the services provide by your firm under the contract (in Pak Rs.). |
| Start date (month / year): Completion date (month / year): | N ^o of professional staff months provided by associated consultants: |
| Name of associated Consultants, if any: | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project Director / Coordinator, Team Leader): |
| Narrative description of Project | |
| Description of actual services provided by your staff within the assignment : | |

Firm’s Name: _____

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND
ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE PROCURING
AGENCY**

A- on the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal,]

B- On Counterpart Staff and Facilities

[Comment here on counter part staff & facilities to be provided by the client]

FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

- a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objective of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA) and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents including reports, drawings, and table to be delivered as final output, should be included here. The work plan should be consistent with the work Schedule of Form TECH-8.
- c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.
- d). **Proposal presentation:** A presentation on multi media by your authorised representative encompassing all the above aspects of your proposal will be required as an essentially important element of the proposal.

FORM TECH-5

COMPOSITION OF THE TEAM (PERSONNEL), AND TASK(S) OF EACH TEAM MEMBER

(Use separate sheets if necessary in the same format but annexure should be avoided).

1. Technical / Managerial Staff

| Name | Position | Task |
|-------------|-----------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2. Support Staff

| Name | Position | Task |
|-------------|-----------------|-------------|
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| | | |

FORM TECH-6 CURRICULUM VIATE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position [*only one candidate shall be nominated for each position*] _____

2. Name of Firm [*insert name of firm proposing the staff*] _____

3. Name of Staff [*insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education [*indicate college / university and other specialized education of staff member, giving name of institutions, degrees obtained, and date of obtainment*]: _____

6. Membership of Professional Associations: _____

7. Other Training [*indicate significant training since degrees under 5- Education were Obtained*] _____

8. Countries of Work Experience: [*List countries where staff has worked in the last ten years*]: _____

9. Languages [For each language indicate proficiency: good fair, or poor in speaking reading and writing]: _____

10. Employment Record [*starting with present position, list in reverse order employment held by staff member since graduation, giving for each employment (see format here below) dates of employment, name of employing organization, positions held*]:

From [year]:_____ To [Year]: _____

Procuring Agency: _____

Positions held: _____

| | |
|---|--|
| <p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p> | <p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned.</p> <p><i>[Among the assignment in which the staff has been involved. indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|---|--|

13. Certification:

I, the undersigned, certify that to be best of my knowledge and belief, this CV correctly describes myself, my qualifications, any may experience, I understand that may willful misstatement described herein my lead to my disqualification or dismissal, if engaged.

_____ Date: _____
 [Signature of staff member or authorized representative of the firm] Day/Month/Year

Full name of authorized representative: _____

FORM TECH-7 STAFFING SCHEDULE ¹

| N | Name of Staff | Staff input (in the form of a bar chart) ² | | | | | | | | | | | | | Total staff-month input | | |
|---|---------------|---|---|---|---|---|---|---|---|-----------------|----|----|----|---|-------------------------|--------------------|-------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | N | Home | Field ³ | Total |
| 1 | | [Home] | | | | | | | | | | | | | | | |
| | | [Field] | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| N | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | Subtotal | | | | | | | |
| | | | | | | | | | | Total | | | | | | | |

1. For Professional Staff in the input should be indicated individually; for Support staff it should be indicated by category (e.g. draftsman, clerical staff, etc).
2. Months are counted from the start of the assignment. For each indicate separately staff input for home and field work.
3. Field work means work carried out at a place other than the consultant's home office.

FORM TECH-8 WORK SCHEDULE

| No | Activity ¹ | Months ² | | | | | | | | | | | | |
|----|-----------------------|---------------------|---|---|---|---|---|---|---|---|----|----|----|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
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| N | | | | | | | | | | | | | | |

- 1 Indicate all main activities of the assignment, including delivery of report,(e.g. inception, interim, and final reports), and other benchmarks such as client approval. For phased assignment indicate activities, delivery of report, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chat

SECTION - IV: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

EXECUTIVE ENNGINEER
PROVINCIAL BUILDINGS DIVISION-II
KARACHI

Dear Sir:

We, the undersigned, offer to provide the consulting services for “**Condition Survey of Existing Roof Slab including Conducting Non-Destructive Tests on Roof, Beams & Columns of 3rd Floor of Sindh Secretariat Building No-II (Tughlaq House) Karachi for Determining Stability of Structure.**”

In accordance with your Request for proposal **dated** _____. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

| S: # | Items of work. | Unit | Rate |
|------|--|---|------|
| 1 | Condition survey of existing roof, slab, beams, columns of Sindh Secretariat No-II (Tughlaq House) Karachi having roof area of 31202.50 Sft | Lump Sum | |
| 2 | Submission. of interim report about stability of structural components | Lump Sum | |
| 3 | Carrying out non-destructive tests like cut & pull out tests (CAPO), cannin test, digischimid test (where ever necessary). (a) CAPO Test. . (b) Canin Test (c) Digischimidt Test . | P/Each P/Each P/Each | |
| 4 | Submission of comprehensive technical report & suggestions / remedial measures for rehabilitation / re-construction works, construction methodology, design drawings with engineering estimates. | Lump Sum | |
| 5 | Detailed supervision of re-habilitation / re-construction works. | % of cost of detailed estimate of Rehabilitation / Re-Construction Works. | |

Our Financial Proposal shall be binding upon, up to expiration of the validity period of the Proposal, i.e. One hundred and Twenty days (120) days from the date of submission of the Proposal.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours since

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

SECTION-V: TERMS OF REFERENCE**INTRODUCTION**

The main objective of Firm / Consultant's services is to assist the PA on the assignment in successful implementation by providing comprehensive detailed report and effective supervision of all aspects of the work as described in document.

SPECIFIC TASK OF CONSULTANCY SERVICES

The Consultant shall perform the following services in accordance with standard and sound engineering practices for the Procuring Agency.

- i). Condition survey of existing roof, slab, beams, columns of Sindh Secretariat Building No-II (Tughlaq House) Karachi.
- ii). Submission of interim report about stability of structural components.
- iii). Carrying out non-destructive test like cut & pull out tests (CAPO), cannin test, digischimid test (if required, where ever necessary).
- iv). Submission of comprehensive technical report & suggestions / remedial measures for re-habilitation / re-construction works, construction methodology, design, drawings with engineering estimates.
- v). Detailed suspension of re-habilitation/re-construction works, which include but not limited to:

Consultant shall act as "The Engineer" during the execution of works on site. All the responsibilities of "The Engineer" as per Standard Form of Bidding Documents by Pakistan Engineering Council shall be carried-out by the Consultants. The Consultants shall mobilize a Resident Engineer and Assistant Resident Engineers for the whole duration of the work. Fee of the consultants shall include the cost of personnel with their accommodation and transport facility. The consultant shall verify the bill submitted by contractor of re-habilitation / re-construction work & certify that work done by him is satisfactory & as per strength requirement of structural components.

3. PROJECT DURATION:

- (a) The time for condition survey & submission of interim report shall be 15 days from issuance of work order.
- (b). The time for conducting non-destructive tests (if required) & submission of comprehensive technical report shall be 15 days after submission of interim report & directives of Department to conduct such tests.
- (c). The supervision of works shall be continued till the completion of rehabilitation / re-construction works.

4. CONSULTANT'S FEE

The Consultant shall quote their fee on lump sum or percentage basis for services mentioned above as follows:

1. Condition survey of existing roof, slab, beams, columns of Sindh Secretariat Building No-II (Tughlaq House) Karachi. **Lump sum.**
2. Submission of interim report about stability of structural components. **Lump sum.**
3. Carrying out non-destructive test like cut & pull out tests (CAPO), canin test, digischimid test (if required, where ever necessary).
 - (a) CAPO Test. P/Each.
 - (b) Canin Test P/Each
 - (c) Digischimidt Test P/Each.
4. Submission of comprehensive technical report & suggestions / remedial measures for re-habilitation / re-construction works, construction methodology, design, drawings with engineering estimates. **Lump sum.**
5. Detailed supervision of re-habilitation / re-construction works. % of cost of detailed estimate of re-habilitation / re-construction works. % of cost of detailed estimate of Rehabilitation / Re-Construction Works.

Notes: The "Cost of Works" for the assessment and payment of consultants' fee shall be as follows:

- i) Final adjustment of Consultants fee shall be made at the time of finalization of a specific contract based on the final amount of the specific construction/rehabilitation works.
- ii) Supervision fee of the Consultants shall be paid as per the work done by the construction contractors.

6. Preparation of specification, BOOQS & bid / Tender documents.

Consultant shall prepare bid / tender documents (as per Engineering estimate submitted by them) containing BOQ, specification, conditions of contract etc based on standard form of bidding documents (Civil works) as issued by Pakistan Engineering Council as per policy of Procuring Agency for inviting of tenders.

The consultant shall submit two copies of each bid / tender document for record of client.

7. Evaluation of Financial Proposal.

For the evaluation of the Financial proposal, the cost of re-habilitation / re-construction works will be assumed as per cost of Engineering estimate prepared by consultant & authenticated by Procuring Agency.

8. Consultancy Agreement.

Consultancy Agreement shall be signed with the successful consultant on the basis of “Standard form of contract for Engineering Consultancy Services” issued by PEC with appropriate & required changes & updation.

Section-VI: TECHNICAL EVALUATION CRITERIA

| | | |
|-------------|--|------------------|
| i) | Valid PEC Consulting Engineer License for the year 2014 and beyond (Mandatory Requirement) – Consultants to provide copy of PEC Consulting Engineer License in their own name valid for year 2014 or beyond – The same will be confirmed from PEC. | |
| | Registration with PEC in current year - 05 Points Specialization Categories in PEC License 1201 Public building & Office (ii) Commercial Building and Office (iii) Residential Building and houses (iv) Hotels and Motels (v) Hospitals, medical facilities, laboratories, medical research (vi) Educational facilities and complexes (vii) Recreation and Sports facilities, stadiums (viii) Libraries, Museums, Galleries – 05 Points | 10 Points |
| ii) | Date of Establishment of the firm – Consultant to provide evidence of Establishment of date One Point for each 2year. 10 years or more – Full 05 points | 05 Points |
| iii) | Office Construction – Consultant to provide address, phone numbers and contact person at each office for counter verification. Office in Karachi 2 Points Offices other than Karachi – 1 point for each office out side Kyc: (Out side Sindh Province) – Maximum 3 Points | 05 Points |
| iv) | Financial Standing of the Firm | 10 Points |
| | Average Annual Turn-over for the last 5 years - Consultants to provide Audited Balance Sheets for the last 5 years Rs. 100 M and above – 10 Points Rs. 50 to 99 M – 7 Points Rs. 25 to 49 M – 4 Points Rs. 10 to 24 M – 2 Points Less than Rs. 10.00 M – 0 Points | |
| v) | Specific experience of the Consultant relevant to the assignment | 18 Points |
| | Similar Structural Works: Designed & Executed - Consultant to provide copy of letter of award or client's certificate for each project. Each – 5 Points 3 or more min. Full 15 Points | 15 Points |
| | Other Institutions/Projects - Consultant to provide copy of letter of award or PA's certificate for each project. Each Institution – 1 Point 3 or more – Full 3 Points | 03 Points |

| | | |
|-------|--|--------------------|
| (vi) | Adequacy of the proposed methodology and work plan in responding to the Terms of Reference | 20 Points |
| | a) Technical approach and methodology | 08 Points |
| | b) Work Plan | 08 Points |
| | c) Staffing Plan & Organization | 04 Points |
| (vii) | Key professional staff qualifications and competence for the assignment: (Minimum Qualification & Experience is mentioned in the following table. If a proposed professional does not meet the minimum qualification, he / she shall be given 0 points) | 32 Points |
| | a) Team Leader : M.E/M.S Structural Engineer Each Projects of Similar Structural works – 3 Points 3or More– Full 09 Points | 09 Points |
| | b) Structural design Engineer: Bachelor of Engineering (Civil) Each Project of - 02 Points 3 or More– Full 6 Points | 06 Points |
| | c) Resident Engineer proposed for this project: BE(Civil) with 12 yrs experience Each Project of Building structure /Other Institutions 02-Point 3 or More Full 6-Points | 06 Points |
| | d) Lead Quantity Surveyor: Diploma in Civil Engineering Each Project Building structure /Other Institutions - 2 Point 3 or More - Full 6 Points | 06 Points |
| | e) laboratory technician: proposed for this project: BE (Civil) with 5 yrs experience or D.A.E (Civil) with 12 yrs experience Each Project of Building structure /Other Institutions 1-Point 5 or More Full 5-Points | 05 Points |
| | Total | 100 Points. |

Minimum Qualifying Points for Technical Proposal: 70% Points