



**INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL
SCIENCES
UNIVERSITY OF KARACHI**



**REQUEST FOR EXPRESSION OF INTEREST
FOR
DESIGNING AND DETAILED SUPERVISION
OF
THE LABORATORY BUILDING
UNDER THE PROJECT ENTITLED
“STRENGTHENING OF RESEARCH PROGRAMS AT H.E.J. RESEARCH INSTITUTE
OF CHEMISTRY, AT INTERNATIONAL CENTER FOR CHEMICAL AND
BIOLOGICAL SCIENCES, UNIVERSITY OF KARACHI”**

*Civil Engineering Department, I.C.C.B.S.
University of Karachi*

**INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES
UNIVERSITY OF KARACHI**

**DESIGNING AND DETAILED SUPERVISION
OF
THE LABORATORY BUILDING UNDER THE PROJECT ENTITLED STRENGTHENING OF
RESEARCH PROGRAMS AT H.E.J. RESEARCH INSTITUTE OF CHEMISTRY AT INTERNATIONAL
CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES, UNIVERSITY OF KARACHI**

TENDER

ISSUED TO: _____

ADDRESS: _____

ON: _____

TIME: _____

**SIGNED FOR
INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES
UNIVERSITY OF KARACHI**

BIDDING DATA

(a). Name of Employer:

INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES, UNIVERSITY OF KARACHI

(b). Brief Description of Works

DESIGNING AND DETAILED SUPERVISION OF THE LABORATORY BUILDING UNDER THE PROJECT ENTITLED "STRENGTHENING OF RESEARCH PROGRAMS AT H.E.J. RESEARCH INSTITUTE OF CHEMISTRY AT THE INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES, UNIVERSITY OF KARACHI"

(c).Employer's address:-

Director,
International Center for Chemical and Biological Sciences
University of Karachi
Karachi-75270
Telephone: (92)21-3481-9016
Telefax: (92) 21-3481-9018/19
UAN: 111-222-292

(d). Deadline for Submission of Bids along with time:-

5th May, 2015 at 02.30 p.m

(e). Venue and Date:-

Meeting hall, H.E.J. Research institute of Chemistry, ICCBS, University of Karachi on 5th May, 2015.

REQUIREMENT FROM CONSULTANCY FIRMS

1. Registration with PEC/PCATP for the current year.
2. Status of the Company/firm along with registered office.
3. Details of Organization including bio-data of Technical personnel permanently employed.
4. List of project completed along with project size, completion date, name of owner, address and contact number.
5. Details of present enlistment with Govt./Semi Govt. and other institutions with documentary evidence.
6. Present work load and commitments as against the financial position of Company/Firm must be furnished in the form of documents.
7. Proof of financial solvency. All these details/ information shall be submitted by the applicant firm in the form of banker's certificate issued by a scheduled bank.
8. National Tax Number with Income Tax statements for the last 3 years along with certified copies of yearly income tax returns in shape of IT-30 form.
9. List of cases entered into Arbitration/Litigation.
10. Affidavit that company has never been black listed from any department/organization is a mandatory requirement else application will not be entertained.
11. Any additional information the applicant firm may like to furnish in support of its papers.
12. Incomplete applications will not be entertained or considered under any Circumstances.

12. ICCBS reserves the right to accept or reject any application.

SHORT LISTING CRITERIA

| | | |
|--------------|---|------------------|
| i) | Valid Consulting Engineer/Architect firm's License for the year 2015 and beyond (Mandatory Requirement) – Consultants to provide copy of PEC/PCATP License in their own name valid for year 2015 or beyond – The same will be confirmed. | 20 Points |
| ii) | Date of Establishment of the firm – Provide evidence of Establishment of date, else marks will not be given Above 15 years: 10 Between 10-15 years: 07 Between 05-10 years: 05 | 10 Points |
| iii) | Technical Staff and Personnel i.e Engineers and Architects (Provide copies of bio-data along with list), otherwise marks will not be given Above 5 Engineers/Architects: 15 Less than 5: 10 | 15 Points |
| iv) | List of Completed building Projects along with project size, completion date, owner name, address and contact number with supporting papers like completion certificates and work order/agreement, else marks will not be given. Above 25 projects: 20 Between 20-25: 17 Between 15-20: 15 Between 10-15: 12 Between 05-10: 09 Between 01-05: 06 | 20 Points |
| v) | Present Enlistment with Govt./Semi Govt. and other institutions, certificates for enlistment should be attached, else marks will not be given. Six or more organization: 10 Less than six organizations: 05 | 10 points |
| vi) | Present work load and commitments, supporting papers like work orders from the client at which cost is mentioned, otherwise marks will not be given Projects of Rs. 200 M and above – 15 Points Projects of Rs. 150 to 200 M – 12 Points Projects of Rs. 100 to 150 M – 09 Points Projects of Rs. 50 to 100 M – 06 Points Projects of Less than Rs. 50 M – 03 Points | 15 Points |
| vii) | Financial Solvency (Provide copy of current certificate, else marks will not be given) Current Bank Certificate 05 Points | 05 Points |
| viii) | Income tax for last three years assessments (Provide copy of Income tax returns, else marks will not be given) For three years 05 For two years 03 For one year 01 | 05 Points |
| xi) | Affidavit required for never black listing and litigation, (provide original), else application will not be considered. | - |

Minimum Qualifying marks: 60 points

DESCRIPTION OF ASSIGNMENT AND SCOPE OF CONSULTANCY SERVICES

1. DESCRIPTION OF ASSIGNMENT:

- (i) Preparation of all the requisite Documents for calling of Tenders for the Site Investigations.
- (ii) Preparation of all Plans, Designs, Drawings Specifications and Schedules etc. for the proposed "WORKS". These works will be defined as per requirements to be determined by the Client from time to time.
- (iii) Preparation of detailed architectural and structural designs, drawings and other type of documentation service.
- (iv) Detailed Supervision of all Construction Works at site.

2. SCOPE OF CONSULTANCY SERVICES:

The Consultants shall perform their duties in the following phases, namely:

2.01. Investigation Planning and Schematic Phase:

Make preliminary site investigations, investigate data and information, from detail topographic survey (if required and available with Client) and soil investigations to ascertain the final requirements, for the proper design and construction for the complete scheme. The Consultants would prepare scheme (Plans and Layout) along with statement of probable project cost and submit three copies thereof to the client for his approval

2.02. Design Development Phase:

Prepare from the approved Schematic Design studies, final design development documents consisting of plans, elevations and other drawings, outline specification to fix and illustrate the entire project in its essentials as to kinds of materials, type of structure, mechanical, plumbing, HVAC and electrical systems and such other works as may be required, along with a further statement of the probable construction cost, and submit 3 (three) copies thereof to the Client for his approval.

2.03. Construction Documents Phase:

Prepare from the design development documents, working drawings, specifications and tender documents, setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical [including air conditioning], sanitation and water supply, electrical, service-connected equipment, site work [including

roads], drainage and landscaping of the project, and furnish 3 (three) copies of each such drawings, specifications and tender documents to the Client for his approval. The Consultants will also prepare, in addition to the above documents, the following and submit 3 (three) copies thereof to the Client for his approval:

Description of works, design documents, invitations to tenders, general rules for the guidance of the contractors, tenders of works, estimates, bill of quantities, conditions of contract, design sheets/data, specifications, schedule of finishes and any other documents necessary for the implementation and construction of the works.

2.04. Detailed Supervision of Construction Phase:

The Consultants Shall:

- 2.04.01. Scrutinize tenders sent by the Client prepare recommendation report, advise the Client on tenders, tender's price and estimates for carrying out the works and give definitive cost estimates.
- 2.04.02. Advise on the preparation of any contract relating to accepted tender for carrying out the works.
- 2.04.03. Issue necessary instructions to the Contractors with approval of the Client, to enable them to prepare their work/shop drawings; and check and approve the shop drawings.
- 2.04.04. Examine Contractors' proposals and their details.
- 2.04.05. Assist in settling disputes or differences, which may have arisen between the Client and the contractors.
- 2.04.06. Deliver to the Client such records as are necessary for the operation and maintenance of the works.
- 2.04.07. Inspect the works prior to the expiration of the guarantee provided by the construction contract.
- 2.04.08. Undertake detailed supervision of the various stages of construction of the works, appoint Consultants Representative on site, duly qualified to cope up with the proper and effective execution of the works. The supervision to be undertaken by the Consultants shall include:
 - a) Checking of correct marking on the ground of the designed buildings, in relation to Bench Mark and Base Line.
 - b) Checking the layout of all the infra structure and Re-adjusting the layouts and/or the designs if such re-adjustment prove necessary according to requirements.

- c) Fixing up design criteria and testing for structural and other materials before the start of the work so that it corresponds with design and make necessary changes if required, with prior consultation with the Client and his written/verbal approval.
- d) Ensuring during construction selection and use of building materials in accordance with the specifications, accepting or rejecting the test reports, and recommending to Client for further action.
- e) Ensuring that the Contractors carry out the construction in accordance with the final drawings and tender documents.
- f) Suggesting substitute materials, whenever any material is not available and working out the cost of such materials, the credits to be allowed in favor of Client or contractor and the adjustments in design, if necessary, due to such substitutions.
- g) Completing existing drawings and/or issuing new detailed drawings whenever it is deemed necessary to make adjustments in the construction.
- h) Holding meetings with the Client as desired and contractors as and when so required. Regular meetings programme will be fixed in advance of start up of the construction, which is to be followed throughout the construction period.
- i) Advise the Client for suspending of work whenever plans are not being accurately implemented or the work is not being done according to specifications.
- j) Ensuring that the contractors fulfill their obligations generally and particularly in respect of the proper implementation of the time schedule agreed upon by the Client and the contractor.
- k) Initiating variations in instructions relating to the works with prior permission of the Client.
- l) Checking bills for the works executed and issuing certificates of payments to the contractors.
- m) Guarding the Client against the defects and deficiencies in the working of the contractors.
- n) Supervising the replacement of any work damaged by fire or other causes during construction.
- o) Arranging for the work to proceed, if the contractors fail to proceed with the construction due to delinquency or insolvency.
- p) Checking completion drawings, showing construction changes in the works and final locations of mechanical service lines and outlets, and submission to the Client for maintenance purpose.

- q) Issuing completion certificate to contractors after entire satisfaction of the Client.
- r) Determining delays, extension of time and/or penalties against the Contractor and taking all precautionary measures to complete construction according to time schedule, and submission to the Client for further action.