

IRRIGATION DEPARTMENT



GOVERNEMENT OF SINDH

**REQUEST FOR PROPOSAL (RFP)
FOR
ACQUIRING CONSULTANCY SERVICES FOR SUPERVISION
& MONITORING OF THE WORKS CONSTRUCTION OF 02
NO SMALL STORAGE DAMS NAMEDLY VEERA WAH &
KALIDAS IN NAGARPARKAR AREA (THAR REGION)**



**EXECUTIVE ENGINEER
SMALL DAMS DIVISION
NAGARPARKAR @ MITHI**

October, 2015.

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

PART -I

**REQUEST FOR PROPOSAL (RFP)
FOR**

**NAME OF PROJECT: ACQUIRING CONSULTANCY SERVICES FOR
SUPERVISION & MONITORING OF THE WORKS CONSTRUCTION OF
02 NO SMALL STORAGE DAMS NAMEDLY VEERA WAH & KALIDAS
IN NAGARPARKAR AREA (THAR REGION)**

You are invited to submit Technical & Financial Proposals for the work "Consultancy Services For Supervision & Monitoring Of The Works Construction Of 02 No Small Storage Dams Namely Veera Wah & Kalidas In Nagarparkar Area (Thar Region)"

1.1 Background:

The spates of hill torrents emerging-out from various catchment areas of Karoonjhar hills in their presently uncontrolled form after playing destruction with lands and properties of downtrodden of areas and destroying standing plants and shrubs, out fall in Runn of Kutch and Arabian Sea. It has been necessitated by Irrigation Department Sindh that such damaging characteristics of hill torrents be converted into profit-able pre-position and be conserved into substantial reservoirs/bunds by constructing suitable Small Dams in Arid Zone, Sindh, wherever, feasible and to divert it in controlled form to the barren areas. In this context Small Dams Organization carried out a detail feasibility study of Nagarparkar areas through reputable consultants in 2010.

Area to be developed

120 acres are to be cultivated on both Dams.

**1.2 Cost of
Scheme:**

Rate quoted by Consultant, on cost of main months

1.3 Consultancy Services:

Interested SSCs may purchase RFP document at cost of Rs. 2000/- w.e.f. 23rd September, 2015 upto closing date of 29th October, 2015 from the office of Executive Engineer Small Dams Division Nagarparkar @ Mithi on written request in person or through mail paying additional cost of RS.200/-. Consultant Companies must fulfill the following conditions and can submit their Proposals on **Single stage – two envelope procedure under SPPRA rule 46 (1).**

Consultant Company must have the relevant experience and technical expertise in the fields of Consultancy for Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.

Consulting Company must be registered under Company Act 1984 & with Income Tax and Sales Tax Departments.

If Companies/firms do not supply the full information in accordance with requirement of TORs given in the RFP the proposals shall be considered as non responsive.

1.5.Registration/ Prequalification of SSCs.

All the Consultant Company registered will be scrutinised on the basis of their performance in the last three years. All firms including new firms will also be allowed to participate in the Consultancy Services. Only those firms which have got the registration under company's ordinance will be eligible to submit their proposals.

Only those companies will be participated and pre-qualified which deliver the full package of Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.

Company having capacity of the local manufacturing and dealer

for supplying of international of pumps, pipes, valve, sprinkler or drip components & etc;

- Companies having joint ventures with reputable international or regional companies but having experience of agricultural supplies and services in drip irrigation;
- International or regional companies of repute having authorized partners in Pakistan
- Company having sound financial standing to be supported by audited balance sheet tax declaration, etc.
- Company will be required to indicate the source of material they intend to use in the project. The material should be properly stamped indicating the source and/or standard as per international specifications.
- Company would be required for Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.

- 1.4 Location of the Project:** Veera wah & Kalidas Dams at Nagarparkar.
- 1.5 Purpose:** For acquiring services of reputable company for complete package of Consultancy Services For Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.
- 1.6.Implementing Agency:** Small Dams Organization Hyderabad Sindh, Irrigation Department, Government of Sindh.
- 1.7.Source of Funding:** Provincial ADP (two years project).
- 1.8 Financial Plan:** Year 2015-16 (30%)
Year 2016-17 (70 %)
- 1.9 Schedule:** 24 Months (From October, 2015 to September, 2017)

INFORMATION TO COMPANIES

For submission of proposal, find enclosed the following information.

1.11 INSTRUCTIONS.

- 1.11.1. Technical and Financial Proposal shall be submitted on standard forms & submission Forms.
- 1.11.2. The Technical proposal should follow guidelines given in the enclosed documents mentioned at a Para (3) forming part of RFP for Companies. Method of Technical Evaluation and Financial Evaluation shall be adopted on SPPRA Rules 2010, based on the highest score and most economical proposed cost respectively. The technical evaluation will be completed and communicated to concerned firms well prior to any financial proposal to be opened and compared.
- 1.11.3. The client is not bound to select any or all the firms submitting proposals.
- 1.11.4. The cost of preparing the proposal of negotiating the proposals, including a visit to the client or the sites is not reimbursable as direct cost of the assignment.
- 1.11.5. The Man Months indicated in the RFP are minimum and any reduction in the MM against each position & their respective (qualification and experience) requirement will make the proposal non-responsive.
- 1.11.6. The Companies must have the register with Pakistan Engineers Council as well as Sindh Revenue Board (SRB).
- 1.11.7. It is mandatory that Companies, shall base their main offices at Hyderabad, and Nagarparkar.
- 1.11.8. Any error if found or further information if required while going through the contents of subject RFP by the applied firm, the same be conveyed to this office within (03) days after receipt of RFP for necessary clarification. However, the decision of the Executive Engineer Small Dam Division Nagarparkar @ Mithi on the issue will be final.
- 1.11.9. We would appreciate you informing us the following information:

- (a) Your receipt of this request for proposal (RFP), and
- (b) Whether or not you will be submitting the proposal, in writing before a well in time from closing date.

1.11.10. Issuance of request for proposal (RFP is 23rd September, 2015 and last date for submission of Technical and Financial proposals is scheduled on or before 29th October, 2015, upto whole day of working hours.

1.11.11. Companies shall submit their proposals in two envelopes, writing clearly as technical proposals and financial proposals one in original and three its copies.

1.11.12. Application duly filled alongwith all enclosures in a sealed envelope shall be received to the office of Executive Engineer Small Dams Division Nagarparkar. The financial proposal will be opened in the presence of all interested companies/ their representatives after evaluation of Technical Proposals of all companies.

1.11.13. The conditional & late submission of applications / proposals shall not be accepted.

1.11.14The Procuring Authority reserves the right to accept or reject any or all proposals applications without assigning any reason thereof and no claim whatsoever in this respect shall be claimed.

(KHALID NAWAZ DAHAR)

Executive Engineer
Small Dams Division
Nagarparkar @ Mithi

SUPPLEMENTARY INFORMATION FOR COMPANIES

2.0 INTRODUCTION.

Small Dams Organization Irrigation Department, Government of Sindh will select a Company/firm, in accordance with the method of section specified in the Data Sheet.

The companies are invited to submit a technical proposal and a financial proposal, as a specified in the Data Sheet for services required for the assignment named in the Data Sheet. The proposal will be evaluated on the basis of SPPRA 2010 for contract whatsoever is accomplished by the competent authority and ultimately the contract will be signed with the competitive firm.

The companies must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and the local conditions, companies are encouraged to visit the client before submitting proposals. The companies respective should contact the officials named in the Data Sheet to arrange for their visits or to obtained additional information on the pre-proposal conference. Companies should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

Please note that (i) the costs of preparing the proposal and obtaining the information of the contract, including a visit to the client or site, are not reimbursable as a direct cost of the assignment, and (ii) the Client is not bound to accept any of the proposals submitted by the companies.

Clients policy requires that companies provide professional, objective and impartial advice and at all time hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with the assignment are their own corporate interests. Companies shall not be hired for any assignment that would be conflict with their prior or current obligation to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

2.1 Without limitation on the generality of this rule, companies or any of their affiliate shall not be hired for any assignment, which, by its nature, may be in conflict with other assignments of the company.

2.2 The companies may be hired for downstream work, when continuity is essential, and factors used for the selection of the company should take the likelihood of continuation into account. It will be the exclusive decision of the client whether or not to have the downstream assignment carried-out, and of it is carried out, which company will be hired for the purpose.

2.3 Companies shall be aware of the provision of fraud and corruption, as follows: It is the Irrigation Deptt: Govt. of Sindh's policy to require its staff and the company to observe the highest standard of the ethics during the selection and execution of such contract, in pursuance of this policy of Irrigation Deptt: Govt. of Sindh.

2.4 It is also SDO's policy to require its staff and the Companies to observe the highest standard of ethics during the selection and execution of such contract, in pursuance of this policy, SDO Sindh:

2.4.1 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 any thing 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 to influence a selection process or the execution of a contract;
- iii) "Collusive practices" means a scheme or arrangement between two or more companies with or without the knowledge of SDO, designed to establish prices at artificial, non competitive levels and to deprive SDO 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.

2.4.2 Will reject a proposal for award if it determines that the cont company recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

2.4.3 Will sanction a contract, including declaring the company in eligible, either in deficiently or for a stated period of time, to be awarded a SDO contract if it any time determines that the company has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.

2.5 Companies shall furnish information as described in the financial proposal submission forms.

2.6 **Clarification and Amendment of RFP Document.**

2.6.1 Companies may request a clarification of any of the RFP document upto the number of days indicated in the Data Sheets before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable or facsimile to the client's address indicated in the Data Sheet. The client will respond such requests and will send written copies of the response including and explanation of the query but without identifying the source of inquiry to all invited consultants who intend to submit proposals.

2.6.2 At any time before the submission of proposals, the client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited companies and will be binding on them. The client may at its discretion extend the deadline for the submission of proposals.

2.7 **Preparation of proposal**

2.7.1 Companies are requested to submit a proposal written in English language.

2.8 **Technical Proposal**

2.3.1 In preparing the Technical Proposal, companies are expected to examine the documents constituting this RFP in detail, material deficiencies in providing the information requested may result in rejection of a proposal.

2.8.2 While preparing the technical proposal, companies/ firms must give particular attention to the followings:

- i. If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual company(s) and / or other firms or entities or sub company, only with approval of the Client.
- ii. For assignment on a staff-time basis, the minimum estimated number of professional staff- months is given in the Data Sheet. This shall, be based on the number of professional staff-months estimated in the RFP and any reduction in these Man Months will make the proposal non-responsive and may increase the input if the firm needs to have more input.
- iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- iv. Proposed professional staff must, at a minimum, have the experience indicated in the data sheet, preferably working under conditions similar to those prevailing in the province of the assignment.
- v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) duly attested may be submitted for each position.
- vi. Reports to be issued by the companies as part of this assignment must be in English Language. It is desirable that all the key staff have a working knowledge of English Language.
- vii. Estimates of the total staff input (professional and support staff, staff time) needed to carry-out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member. The companies shall provide the list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their deployment schedule.
- viii. A detailed description of the proposal methodology and staffing.

- ix. The firms are to provide details of planning, preparation of detailed design of drip projects, supplying of materials, installation, construction supervision and post operation & maintenances undertaken by them. Also indicate whether such drip project was completed independently or with association of firms.
- x. List separately, the projects undertaken relating to drip design and water resources, widespread technical supervision of installation/ construction activities (No. of project completed and their values).
- xi. The companies firms who cannot demonstrate sufficient experience in above disciplines need not to apply.
- xii. The companies / firms should provide details of experience of undertaking GIS preparation using latest aerial mapping and surveying techniques to be used in the drip project.
- xiii. To acquire all field topographical and mapping data on latest digital format, the firm should also demonstrate that it is well equipped in term of survey equipment including high precision GPS system (at least 5 units), Total Station (at least 5 Nos.), Precision Real Time Survey logging/ data processing software with navigation capabilities, having the latest GIS with Hydro analysis licensed software.
- xiv. Any additional information requested in the Data Sheet or deemed necessary by the companies.
- xv. Firms/Companies are to indicate any evidence of blacklisting or debarring or temporary suspension during the last ten years with any client.
- xvi. Firm/Companies are to declare their present work load and commitment of staff and resources clearly for their involvement in carrying out such scheme and detailed design and construction supervision of High Efficiency Irrigation System and other similar drip projects anywhere in Pakistan. Similar information shall also be given for their commitment in other detailed design and installation supervision projects on-going in the country. Any concealment or false reporting in respect of above will lead to the firm's proposal being as rendered non-responsive and may lead to disqualification.

2.9 The Companies /firms shall have to provide the information on standard for ns.

The Technical Proposal shall not include any financial information.

Financial Proposal.

2.10 In preparing the Financial Proposal, companies are expected to take into account the requirement and conditions outlined in the RFP document. Input from foreign companies will also be entertained. Any foreign input should be included in the technical or financial proposal. The financial proposal should follow Standard Forms. It lists all costs associated with the assignment, including (a) remuneration for staff and (b) reimbursable expenses such as subsistence (per diem, housing) services and equipments as required in drip system including, office equipment, furniture, and supplies of material, office rent, insurance, printing of documents, surveys and training & etc.

2.11 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the company is expected to keep available the professional staff proposed for the assignment. The client will make its best effort to complete negotiations within this period. If the client wishes to extend the validity period of the proposal, the companies who do not agree have the right not to extend the validity of their proposals.

2.12 Companies should express the price of their complete services in PAK Rs. Only.

2.13 Submission Receipt and Opening of Proposals.

2.13.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the persons or person who authorized to sign (s) the proposals.

2.13.2 An authorized representative of the firm initials all page of proposals. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.

2.13.3 For each proposal, the companies shall prepare the number of copies indicated in the Data Sheet. Each technical proposal and financial proposal shall be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

2.13.4 The Original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposals" and the original and all copies of the financial proposal in a sealed envelop clearly marked "FINANCIAL PROPOSALS" and warning "DO NOT OPEN WITH THE TECHNICAL PROPOSALS". All envelops shall be placed into an outer envelopes and sealed this outer envelopes shall bear the submission address and other information indicated in the Data sheet and be clearly marked " DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE".

2.13.5 The completed technical and financial proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any personal received after closing time or submission, the proposals shall be returned unopened.

2.13.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The financial proposals shall remain sealed and deposit and keep safe with Executive Engineer Small Dams Division Nagarparkar until all submitted proposals are opened publicity.

2.14 **Proposal Evaluation**

General

2.14.1 From the time the bids are opened to the time the contract is awarded, if any company wishes to contact the client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the company's proposal.

2.14.2 Evaluators of Technical Proposal shall have no access to the Financial Proposals until the technical evaluation, is concluded.

2.15 GUIDELINES FOR EVALUATION OF PROPOSALS

2.15.1 On receipt of technical proposals, the client will appoint a suitably qualified committee to evaluate the technical proposal of all companies/firms. The committee will evaluate each technical proposal as regards the understanding of project needs, appreciation of important issues, comprehensiveness, depth and quality of methodology, work plan with details of commitment on planning, surveying, designing, supplying, installation, construction supervision and post O&M of drip system at Ranpur Dan in Nagarparkar development of water resources project on HEIS, with time schedule, experience and qualifications of personnel to be assigned, present work load and other pertinent aspects in relation to the services required of the project. Special weightage in the evaluation will be given to any technical personnel for reason of his being in public or private sector. The committee will rank the company's expertise in order of their suitability for HEIS project.

2.15.2 The client will then open the financial proposals of qualified company's expertise in the presence of such company's expertise who care to be present and will publicly announce the prices and terms of all proposals as per PPRA Rules 2010.

2.15.3 The Technically top ranking consulting firms above 70% score will be qualified and invited to be present during the opening of their Financial Proposals.

2.15.4 The priced proposal shall be evaluated for confirmation of overheads, social cost fee and reimbursable, which may negotiate. The supply of material required in drip system for 20 acres and salary cost of personnel will not be negotiated.

2.16 Award to Contract:

2.16.1 The contract will be awarded by the Executive Engineer Small Dams Division Nagarparkar promptly notifies other companies on the RFP that they were unsuccessful and did not match the lowest bid prices.

2.16.2 The successful firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

2.16.3 The contract will be signed of SPPRA Standard document of contract Supervision & Monitoring the works of 02 No Small Storage Dams in Nagarparkar Area.

2.17 Confidentially:

2.17.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the companies who submitted the proposals or to other persons not officially concerned with the process, until the winning company has been notified that it has been awarded the contract.

2.17.2 After the award of contract, the evaluation report and contract agreement will be made public on the website of Irrigation Department Government of Sindh or SPPRA Sindh.

INFORMATION TO COMPANIES

DATA SHEET

2.19 Clause Reference

2.19.1 The Name of the Client is: Executive Engineer, Small Dams Division
Nagarparkar @ Mithi

2.19.2 The Method selection is based on: **Financial Proposals of only technically qualified firms shall be opened. The firm with the lowest quoted cost or bid shall be selected.**

2.20 Technical and Financial Proposals are requested:

2.20.1 The name objective and description of the assignment for Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.

2.21 A pre-proposal conference will be held: If requested by the consultant. The name, address and telephone numbers of the Client official is as under:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi
Apposite Mukhtiarkar Office Mithi**

**Tel: No: 023-2216108
Fax: No: 023-2216108
Mob No: 0300-3272022
Email: xensdd_nagarparkar@yahoo.com**

2.22 The Client will provide following inputs:

SDO, Irrigation Department will provide the company with all existing data, information, land and locations of the project in reports whatever available with SDO Irrigation Department.

SDO Irrigation Department will provide liaison and will ensure that the company should have access to the relevant land/ data available with the SDO Irrigation Department Govt: of Sindh for the completion of their assignment. SDO Irrigation Department Govt: of Sindh may assign qualified counterparts from its staff to work with personnel of the company's for the purpose of the liaison.

- 2.22.1 The client envisages the need for continuity for downstream work: **NO**
- 2.22.2 The clauses on fraud and corruption in the contract are defined in RFP clause 2.4.
- 2.22.3 Clarification may be requested 07 days before the submission date:
- 2.22.4 The address for requesting clarification is:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi**

**Tel: No: 023-2216108
Fax: No: 023-2216108
Mob No: 0300-3272022
Email: xensdd_nagarparkar@yahoo.com**

- 2.22.5 Proposal should be submitted in English Language.
 - i) Qualified firm/entity may associated with other firm: YES

The study period is 24 months for finalizing and closing of the project accounts. It is estimated that the following order of minimum man-months for given position meeting

their respective qualification and experience requirements will be required for the assignment and proposal should be based on these requirements for each division individually.

CHAPTER-3

3.0 (A) TECHNICAL PERSONNEL'S FOR SMALL DAMS DIVISION NAGARPARKAR.

Sr. No.	Description	Minimum Man Months
1.	Team Leader / CRE	24
2.	Resident Engineer	24
3.	Assistant resident Engineer 1	24
4.	Assistant resident Engineer 2	24
5.	Sub-Engineer / Server 1 Sub-Engineer / Server 2 Sub-Engineer / Server 3 Sub-Engineer / Server 4	24
6.	Lab Assistant	24
7.	Accountant	24
8.	Computer Operator	24
9.	Office Boy	24
Total		288

3.1 Qualification and experience required for various positions in the HEISs Project

Post	Grade	Qualification	Experience
Team Leader / CRE	20	B.E Civil	Over 20 years experience In Consultancy Services
Resident Engineer	18	B.E Civil	Over 15 years experience In Consultancy Services
Assistant Resident	17	B.E Civil	Over 10 years experience In

Engineer 1 Assistant Resident Engineer 2			Consultancy Services
Sub-Engineer / Server 1 Sub-Engineer / Server 2 Sub-Engineer / Server 3 Sub-Engineer / Server 4	16	B.E Civil / DAE Civil	Over 10 years experience In Consultancy Services
Lab Assistant	17	B.E Civil / DAE Civil	Over 10 years experience In Consultancy Services
Accountant	17	MBA	Over 10 years experience In Accounting Services
Computer Operator	14	Diploma in Computer	Over 05 years experience In Accounting Services
Office Boy	02	Matric	Over 05 years experience In Accounting Services

3.2 (A) It are most important to mention that:

3.3 Taxes: Taxes as per Laws of Government of Pakistan. Complete information on taxes to be obtained by companies from the tax department.

3.4 Proposal must remain valid 90 days after the submission date without change in the methodology, personnel proposed for the assignment and price proposed or as agreed by mutual by client and company.

3.5 Number of copies of Technical and Financial proposal:

Technical proposals: Original + 3 Copies (Total 4 Copies)

Financial Proposals: Original +3 Copies (Total 4 Copies) for each Division.

3.6 The Proposal submission address is:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi**

Tel: No: 023-2216108

Fax: No: 023-2216108

Mob No: 0300-3272022

Email: xensdd_nagarparkar@yahoo.com

Information on the outer envelope should also include:

Name and address of company submitting proposal and name of assignment, with type of proposal as Technical or Financials:

- 3.7 Proposals must be submitted not later than following date and time 29-10-2015 4:00 p.m. (during working hours).
- 3.8 The address to send information to the client is:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi**

**Tel: No: 023-2216108
Fax: No: 023-2216108
Mob No: 0300-3272022
Email: xensdd_nagarparkar@yahoo.com**

3.9 Note on scrutiny of skill staff:

It is most important to mention that during scrutiny of skill staff the SDO authority would be competent to verify their original paid-up vouchers other necessary record for verification.

3.10 Note on awarding points.

In case a proposal appears to be unacceptable under these criteria i.e it doesn't deserve to be rated "Poor". It may be considered non responsive.

Grade	Percentage marks
Poor	50%
Satisfactory	60%
Good	70%
Very Good	80%
Excellent	90%

The Committee evaluates the quality of materials and the adequacy of the proposed methodology and work plan by considering such aspects as:

- Undertaking of the objectives of this assignment. The extent to which the company's technical approach and work plan respond to the objectives indicated in the TOR.
- Completeness and Responsiveness: Does the proposal respond exhaustively to all the requirement of the TOR.
- Creativity and Innovation: Does the proposal suggest any new approaches to the assignment or new methodologies that help achieve better outcomes?
- Clarity: Are the various elements coherent and decision points well defined?
- Efficiency and resource Utilization: Is the staffing schedule appropriate with neither too many short- term experts nor too many generalists?
- Is the proposed staff permanent staff. This aspect should always be considered?
- Flexibility and Adaptability: Are the methodology and work plan flexible and easy to adapt to changes that might occur during implementation of the assignment? This aspect is especially relevant when the assignment takes place in potentially changing environments.
- Technology: Does the methodology propose the use of appropriate technologies and the adoption of innovative solutions?
- Timeliness of Output: Does the proposed activity schedule provide the requested outputs in timely manners?

3.11 Logistics:

The companies have to work at remote sites, the companies approach to logistics will also be considered in the evaluation of proposal.

The address for negotiation is:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi**

Tel: No: 023-2216108

Fax: No: 023-2216108

Mob No: 0300-3272022

Email: xensdd_nagarparkar@yahoo.com

3.13 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, date]

To,

Executive Engineer
Small Dams Division
Nagarparkar @ Mithi.

Tel: No: 023-2216108

Fax: No: 023-2216108

Mob No: 0300-3272022

Email: xensdd_nagarparkar@yahoo.com

We the undersigned, offer to provide the full package of Consultancy Services For Supervision & Monitoring Of The Works Construction Of 02 No Small Storage Dams Namely Veera Wah & Kalidas In Nagarparkar Area (Thar Region).

We are hereby submitting our Proposals which include four Technical Proposals, and four Financial Proposals sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the base of material and the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiation.

We undersigned you are bound to accept any proposal you receive.

We remain,

Your Sincerely.

Authorized Signature
Name and Title of Signatory
Name of Firm
Address:

3.13.1 TECHNICAL PROPOSAL FORMS

- | | |
|--------|--------------------------------------------------------------------------------------|
| Form 1 | Firm's Reference |
| Form 2 | Present Staff Deployment |
| Form 3 | Approach Paper on Methodology Proposed for Performing the assignment |
| Form 4 | Comments/ Suggestion of Companies |
| Form 5 | Format of CV for Proposed Key Staff |
| Form 6 | Work Plan / Activity Schedule |
| Form 7 | Completions and Submission of Reports |
| Form 8 | Work plan and Time Schedule for Key Personnel. |
| Form 9 | Composition of the Team (Personnel) and the tasks to be assigned to each Team Member |

3.14 FINANCAIL PROPOSAL SUBMISSION FORM

[Location, date]

To,

**Executive Engineer,
Small Dams Division,
Nagarparkar @ Mithi.**

Tel: No:

Fax: No:

“CONSULTANCY SERVICES FOR SUPERVISION & MONITORING OF THE WORKS CONSTRUCTION OF 02 NO SMALL STORAGE DAMS NAMEDLY VEERA WAH & KALIDAS IN NAGARPARKAR AREA (THAR REGION)”.

We the undersigned, Offer to provide the full package of Consultancy Services For Supervision & Monitoring Of The Works Construction Of 02 No Small Storage Dams Namely Veera Wah & Kalidas In Nagarparkar Area (Thar Region).

Our financial proposals we shall be binding upon us subject to the modifications are resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e. 90 days or as mutual agreed by both parties.

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

We remain,

Your Sincerely

**Authorized Signature
Name and Title of Signatory
Name of Firm
Address:**

TERM OF REFERENCE

PART-A

- Terms of Reference (TOR's) for submission of Technical and Financial proposals alongwith details of scope of work shall be verified and confirmed in accordance of work to be carried out.

It is to be noted that company will complete and furnish full package of Consultancy Services For Supervision & Monitoring Of The Works Construction Of 02 No Small Storage Dams Namely Veera Wah & Kalidas In Nagarparkar Area (Thar Region).

- It is the SDO policy to require its staff and the company to observe the highest standard of ethics during the Consultancy Services For Supervision & Monitoring Of The Works Construction Of 02 No Small Storage Dams Namely Veera Wah & Kalidas In Nagarparkar Area (Thar Region).
 - 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 companies with or without the knowledge of SDO, designed to establish prices at artificial, non competitive levels and to deprive SDO 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 company 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 Company in eligible, either in deficiently or for a stated period of time, to be awarded a SDO contract if it any time determines that the company 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 Executive Engineer Small Dam Division Nagarparkar on or before 29th October at 4:00 P.M and the Financial Proposals of successful companies will be opened after evaluation of technical proposals in the presence of Evaluation Committee. The conditional and late submission of applications shall not be accepted.
 - The RFP's shall be evaluated by the Evaluation Committee framing by the competent authority.
 - The Procuring Agency may reject all or any bids subject to the relevant provisions of SPPRA Rules 2010.

IRRIGATION DEPARTMENT



GOVERNEMENT OF SINDH

**REQUEST FOR PROPOSAL (RFP)
FOR**

**ACQUIRING CONSULTANCY SERVICES FOR SUPERVISION
& MONITORING OF THE WORKS CONSTRUCTION OF 06
NO SMALL STORAGE DAMS NAMEDLY JHANJASAR,
CHANIDA, RIMALSAR, ADHIGAM, LAKAR KHADIO AND
KOOWARO DAMS IN NAGARPARKAR AREA
(THAR REGION).**



**EXECUTIVE ENGINEER
SMALL DAMS DIVISION
NAGARPARKAR @ MITHI**

October, 2015.

Rate quoted by Consultant, on cost of main months

1.3 Consultancy Services:

Interested SSCs may purchase RFP document at cost of Rs. 2000/- w.e.f. 23rd September, 2015 upto closing date of 29th October, 2015 from the office of Executive Engineer Small Dams Division Nagarparkar @ Mithi on written request in person or through mail paying additional cost of RS.200/-. Consultant Companies must fulfill the following conditions and can submit their Proposals on **Single stage – two envelope procedure** under SPPRA rule 46 (1).

Consultant Company must have the relevant experience and technical expertise in the fields of Consultancy for Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.

Consulting Company must be registered under Company Act 1984 & with Income Tax and Sales Tax Departments.

If Companies/firms do not supply the full information in accordance with requirement of TORs given in the RFP the proposals shall be considered as non responsive.

1.5.Registration/ Prequalification of SSCs.

All the Consultant Company registered will be scrutinised on the basis of their performance in the last three years. All firms including new firms will also be allowed to participate in the Consultancy Services. Only those firms which have got the registration under company's ordinance will be eligible to submit their proposals.

Only those companies will be participated and pre-qualified which deliver the full package of Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.

Company having capacity of the local manufacturing and dealer for supplying of international of pumps, pipes, valve, sprinkler or drip components & etc;

- Companies having joint ventures with reputable international or regional companies but having experience of agricultural supplies and services in drip irrigation;
- International or regional companies of repute having authorized partners in Pakistan
- Company having sound financial standing to be supported by audited balance sheet tax declaration, etc.
- Company will be required to indicate the source of material they intend to use in the project. The material should be properly stamped indicating the source and/or standard as per international specifications.
- Company would be required for Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.

- 1.4 Location of the Project:** Jhanjasar, Chanida, Rimalsar, Adhigam, Lakar Khadio And Koowaro Dams at Nagarparkar.
- 1.5 Purpose:** For acquiring services of reputable company for complete package of Consultancy Services For Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.
- 1.6 Implementing Agency:** Small Dams Organization Hyderabad Sindh, Irrigation Department, Government of Sindh.
- 1.7 Source of Funding:** Provincial ADP (two years project).
- 1.8 Financial Plan:** Year 2015-16 (30%) Year 2016-17 (70 %)
- 1.9 Schedule:** 24 Months (From October, 2015 to September, 2017)

INFORMATION TO COMPANIES

For submission of proposal, find enclosed the following information.

1.11 INSTRUCTIONS.

- 1.11.1. Technical and Financial Proposal shall be submitted on standard forms & submission Forms.
- 1.11.2. The Technical proposal should follow guidelines given in the enclosed documents mentioned at a Para (3) forming part of RFP for Companies. Method of Technical Evaluation and Financial Evaluation shall be adopted on SPPRA Rules 2010, based on the highest score and most economical proposed cost respectively. The technical evaluation will be completed and communicated to concerned firms well prior to any financial proposal to be opened and compared.
- 1.11.3. The client is not bound to select any or all the firms submitting proposals.
- 1.11.4. The cost of preparing the proposal of negotiating the proposals, including a visit to the client or the sites is not reimbursable as direct cost of the assignment.
- 1.11.5. The Man Months indicated in the RFP are minimum and any reduction in the MM against each position & their respective (qualification and experience) requirement will make the proposal non-responsive.
- 1.11.6. The Companies must have the register with Pakistan Engineers Council as well as Sindh Revenue Board (SRB).
- 1.11.7. It is mandatory that Companies, shall base their main offices at Hyderabad, and Nagarparkar.
- 1.11.8. Any error if found or further information if required while going through the contents of subject RFP by the applied firm, the same be conveyed to this office within (03) days after receipt of RFP for necessary clarification. However, the decision of the Executive Engineer Small Dam Division Nagarparkar @ Mithi on the issue will be final.
- 1.11.9. We would appreciate you informing us the following information:

- (a) Your receipt of this request for proposal (RFP), and
- (b) Whether or not you will be submitting the proposal, in writing before a well in time from closing date.

1.11.10. Issuance of request for proposal (RFP is 23rd September, 2015 and last date for submission of Technical and Financial proposals is scheduled on or before 29th October, 2015, upto whole day of working hours.

1.11.11. Companies shall submit their proposals in two envelopes, writing clearly as technical proposals and financial proposals one in original and three its copies.

1.11.12. Application duly filled alongwith all enclosures in a sealed envelope shall be received to the office of Executive Engineer Small Dams Division Nagarparkar. The financial proposal will be opened in the presence of all interested companies/ their representatives after evaluation of Technical Proposals of all companies.

1.11.13. The conditional & late submission of applications / proposals shall not be accepted.

1.11.14 The Procuring Authority reserves the right to accept or reject any or all proposals applications without assigning any reason thereof and no claim whatsoever in this respect shall be claimed.

(KHALID NAWAZ DAHAR)

Executive Engineer
Small Dams Division
Nagarparkar @ Mithi

SUPPLEMENTARY INFORMATION FOR COMPANIES**2.0 INTRODUCTION.**

Small Dams Organization Irrigation Department, Government of Sindh will select a Company/firm, in accordance with the method of section specified in the Data Sheet.

The companies are invited to submit a technical proposal and a financial proposal, as specified in the Data Sheet for services required for the assignment named in the Data Sheet. The proposal will be evaluated on the basis of SPPRA 2010 for contract whatsoever is accomplished by the competent authority and ultimately the contract will be signed with the competitive firm.

The companies must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and the local conditions, companies are encouraged to visit the client before submitting proposals. The companies respective should contact the officials named in the Data Sheet to arrange for their visits or to obtain additional information on the pre-proposal conference. Companies should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

Please note that (i) the costs of preparing the proposal and obtaining the information of the contract, including a visit to the client or site, are not reimbursable as a direct cost of the assignment, and (ii) the Client is not bound to accept any of the proposals submitted by the companies.

Clients policy requires that companies provide professional, objective and impartial advice and at all time hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with the assignment are their own corporate interests. Companies shall not be hired for any assignment that would be conflict with their prior or current obligation to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

2.1 Without limitation on the generality of this rule, companies or any of their affiliate shall not be hired for any assignment, which, by its nature, may be in conflict with other assignments of the company.

2.2 The companies may be hired for downstream work, when continuity is essential, and factors used for the selection of the company should take the likelihood of continuation into account. It will be the exclusive decision of the client whether or not to have the downstream assignment carried-out, and of it is carried out, which company will be hired for the purpose.

2.3 Companies shall be aware of the provision of fraud and corruption, as follows: It is the Irrigation Deptt: Govt. of Sindh's policy to require its staff and the company to observe the highest standard of the ethics during the selection and execution of such contract, in pursuance of this policy of Irrigation Deptt: Govt. of Sindh.

2.4 It is also SDO's policy to require its staff and the Companies to observe the highest standard of ethics during the selection and execution of such contract, in pursuance of this policy, SDO Sindh:

2.4.1 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 any thing 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 to influence a selection process or the execution of a contract;
- iii) "Collusive practices" means a scheme or arrangement between two or more companies with or without the knowledge of SDO, designed to establish prices at artificial, non competitive levels and to deprive SDO 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.

2.4.2 Will reject a proposal for award if it determines that the company recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

2.4.3 Will sanction a contract, including declaring the company ineligible, either in part or for a stated period of time, to be awarded a SDO contract if it at any time determines that the company has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.

2.5 Companies shall furnish information as described in the financial proposal submission forms.

2.6 **Clarification and Amendment of RFP Document.**

2.6.1 Companies may request a clarification of any of the RFP document up to the number of days indicated in the Data Sheets before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable or facsimile to the client's address indicated in the Data Sheet. The client will respond to such requests and will send written copies of the response including an explanation of the query but without identifying the source of inquiry to all invited consultants who intend to submit proposals.

2.6.2 At any time before the submission of proposals, the client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited companies and will be binding on them. The client may at its discretion extend the deadline for the submission of proposals.

2.7 **Preparation of proposal**

2.7.1 Companies are requested to submit a proposal written in English language.

2.8 **Technical Proposal**

2.3.1 In preparing the Technical Proposal, companies are expected to examine the documents constituting this RFP in detail, material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.2 While preparing the technical proposal, companies/ firms must give particular attention to the followings:

- i. If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual company(s) and / or other firms or entities or sub company, only with approval of the Client.
- ii. For assignment on a staff-time basis, the minimum estimated number of professional staff- months is given in the Data Sheet. This shall, be based on the number of professional staff-months estimated in the RFP and any reduction in these Man Months will make the proposal non-responsive and may increase the input if the firm needs to have more input.
- iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- iv. Proposed professional staff must, at a minimum, have the experience indicated in the data sheet, preferably working under conditions similar to those prevailing in the province of the assignment.
- v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) duly attested may be submitted for each position.
- vi. Reports to be issued by the companies as part of this assignment must be in English Language. It is desirable that all the key staff have a working knowledge of English Language.
- vii. Estimates of the total staff input (professional and support staff, staff time) needed to carry-out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member. The companies shall provide the list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their deployment schedule.
- viii. A detailed description of the proposal methodology and staffing.

- ix. The firms are to provide details of planning, preparation of detailed design of drip projects, supplying of materials, installation, construction supervision and post operation & maintenances undertaken by them. Also indicate whether such drip project was completed independently or with association of firms.
- x. List separately, the projects undertaken relating to drip design and water resources, widespread technical supervision of installation/ construction activities (No. of project completed and their values).
- xi. The companies firms who cannot demonstrate sufficient experience in above disciplines need not to apply.
- xii. The companies / firms should provide details of experience of undertaking GIS preparation using latest aerial mapping and surveying techniques to be used in the drip project.
- xiii. To acquire all field topographical and mapping data on latest digital format, the firm should also demonstrate that it is well equipped in term of survey equipment including high precision GPS system (at least 5 units), Total Station (at least 5 Nos.), Precision Real Time Survey logging/ data processing software with navigation capabilities, having the latest GIS with Hydro analysis licensed software.
- xiv. Any additional information requested in the Data Sheet or deemed necessary by the companies.
- xv. Firms/Companies are to indicate any evidence of blacklisting or debarring or temporary suspension during the last ten years with any client.
- xvi. Firm/Companies are to declare their present work load and commitment of staff and resources clearly for their involvement in carrying out such scheme and detailed design and construction supervision of High Efficiency Irrigation System and other similar drip projects anywhere in Pakistan. Similar information shall also be given for their commitment in other detailed design and installation supervision projects on-going in the country. Any concealment or false reporting in respect of above will lead to the firm's proposal being as rendered non-responsive and may lead to disqualification.

2.9 The Companies /firms shall have to provide the information on standard forms.

The Technical Proposal shall not include any financial information.

Financial Proposal.

2.10 In preparing the Financial Proposal, companies are expected to take into account the requirement and conditions outlined in the RFP document. Input from foreign companies will also be entertained. Any foreign input should be included in the technical or financial proposal. The financial proposal should follow Standard Forms. It lists all costs associated with the assignment, including (a) remuneration for staff and (b) reimbursable expenses such as subsistence (per diem, housing) services and equipments as required in drip system including, office equipment, furniture, and supplies of material, office rent, insurance, printing of documents, surveys and training & etc.

2.11 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the company is expected to keep available the professional staff proposed for the assignment. The client will make its best effort to complete negotiations within this period. If the client wishes to extend the validity period of the proposal, the companies who do not agree have the right not to extend the validity of their proposals.

2.12 Companies should express the price of their complete services in PAK Rs. Only.

2.13 Submission Receipt and Opening of Proposals.

2.13.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the persons or person who authorized to sign (s) the proposals.

2.13.2 An authorized representative of the firm initials all page of proposals. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.

2.13.3 For each proposal, the companies shall prepare the number of copies indicated in the Data Sheet. Each technical proposal and financial proposal shall be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

2.13.4 The Original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposals" and the original and all copies of the financial proposal in a sealed envelop clearly marked "FINANCIAL PROPOSALS" and warning "DO NOT OPEN WITH THE TECHNICAL PROPOSALS". All envelopes shall be placed into an outer envelopes and sealed this outer envelopes shall bear the submission address and other information indicated in the Data sheet and be clearly marked " DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE".

2.13.5 The completed technical and financial proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any personal received after closing time or submission, the proposals shall be returned unopened.

2.13.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The financial proposals shall remain sealed and deposit and keep safe with Executive Engineer Small Dams Division Nagarparkar until all submitted proposals are opened publicly.

2.14 **Proposal Evaluation**

General

2.14.1 From the time the bids are opened to the time the contract is awarded, if any company wishes to contact the client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the company's proposal.

2.14.2 Evaluators of Technical Proposal shall have no access to the Financial Proposals until the technical evaluation, is concluded.

2.15 GUIDELINES FOR EVALUATION OF PROPOSALS

2.15.1 On receipt of technical proposals, the client will appoint a suitably qualified committee to evaluate the technical proposal of all companies/firms. The committee will evaluate each technical proposal as regards the understanding of project needs, appreciation of important issues, comprehensiveness, depth and quality of methodology, work plan with details of commitment on planning, surveying, designing, supplying, installation, construction supervision and post O&M of drip system at Ranpur Dam in Nagarparkar development of water resources project on HEIS, with time schedule, experience and qualifications of personnel to be assigned, present work load and other pertinent aspects in relation to the services required of the project. Special weightage in the evaluation will be given to any technical personnel for reason of his being in public or private sector. The committee will rank the company's expertise in order of their suitability for HEIS project.

2.15.2 The client will then open the financial proposals of qualified company's expertise in the presence of such company's expertise who care to be present and will publicly announce the prices and terms of all proposals as per PPRA Rules 2010.

2.15.3 The Technically top ranking consulting firms above 70% score will be qualified and invited to be present during the opening of their Financial Proposals.

2.15.4 The priced proposal shall be evaluated for confirmation of overheads, social cost fee and reimbursable, which may negotiate. The supply of material required in drip system for 20 acres and salary cost of personnel will not be negotiated.

2.16 Award to Contract:

2.16.1 The contract will be awarded by the Executive Engineer Small Dams Division Nagarparkar promptly notifies other companies on the RFP that they were unsuccessful and did not match the lowest bid prices.

2.16.2 The successful firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

2.16.3 The contract will be signed of SPPRA Standard document of contract Supervision & Monitoring the works of 02 No Small Storage Dams in Nagarparkar Area.

2.17 Confidentially:

2.17.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the companies who submitted the proposals or to other persons not officially concerned with the process, until the winning company has been notified that it has been awarded the contract.

2.17.2 After the award of contract, the evaluation report and contract agreement will be made public on the website of Irrigation Department Government of Sindh or SPPRA Sindh.

INFORMATION TO COMPANIES

DATA SHEET

2.19 Clause Reference

2.19.1 The Name of the Client is: Executive Engineer, Small Dams Division
Nagarparkar @ Mithi

2.19.2 The Method selection is based on: **Financial Proposals of only technically qualified firms shall be opened. The firm with the lowest quoted cost or bid shall be selected.**

2.20 Technical and Financial Proposals are requested:

2.20.1 The name, objective and description of the assignment for Supervision & Monitoring the works of Small Dam Division Nagarparkar @ Mithi.

2.21 A pre-proposal conference will be held: If requested by the consultant. The name, address and telephone numbers of the Client official is as under:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi
Apposite Mukhtiarkar Office Mithi**

**Tel: No: 023-2216108
Fax: No: 023-2216108
Mob No: 0300-3272022
Email: xensdd_nagarparkar@yahoo.com**

2.22 The Client will provide following inputs:

SDO, Irrigation Department will provide the company with all existing data, information, land and locations of the project in reports whatever available with SDO Irrigation Department.

SDO Irrigation Department will provide liaison and will ensure that the company should have access to the relevant land/ data available with the SDO Irrigation Department Govt: of Sindh for the completion of their assignment. SDO Irrigation Department Govt: of Sindh may assign qualified counterparts from its staff to work with personnel of the company's for the purpose of the liaison.

2.22.1 The client envisages the need for continuity for downstream work: **NO**

2.22.2 The clauses on fraud and corruption in the contract are defined in RFP clause 2.4.

2.22.3 Clarification may be requested 07 days before the submission date:

2.22.4 The address for requesting clarification is:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi**

**Tel: No: 023-2216108
Fax: No: 023-2216108
Mob No: 0300-3272022
Email: xensdd_nagarparkar@yahoo.com**

2.22.5 Proposal should be submitted in English Language.

i) Qualified firm/entity may associated with other firm: YES

The study period is 24 months for finalizing and closing of the project accounts. It is estimated that the following order of minimum man-months for given position meeting

their respective qualification and experience requirements will be required for the assignment and proposal should be based on these requirements for each division individually.

CHAPTER-3

3.0 (A) TECHNICAL PERSONNEL'S FOR SMALL DAMS DIVISION NAGARPARKAR.

Sr. No.	Description	Minimum Man Months
1.	Team Leader / CRE	24
2.	Resident Engineer	24
3.	Assistant resident Engineer 1	24
4.	Assistant resident Engineer 2	24
5.	Sub-Engineer / Server 1 Sub-Engineer / Server 2 Sub-Engineer / Server 3 Sub-Engineer / Server 4	24
6.	Lab Assistant	24
7.	Accountant	24
8.	Computer Operator	24
9.	Office Boy	24
Total		288

3.1 Qualification and experience required for various positions in the HEISs Project

Post	Grade	Qualification	Experience
Team Leader / CRE	20	B.E Civil	Over 20 years experience In Consultancy Services
Resident Engineer	18	B.E Civil	Over 15 years experience In Consultancy Services

Assistant Resident Engineer 1	17	B.E Civil	Over 10 years experience In Consultancy Services
Assistant Resident Engineer 2			
Sub-Engineer / Server 1 Sub-Engineer / Server 2 Sub-Engineer / Server 3 Sub-Engineer / Server 4	16	B.E Civil / DAE Civil	Over 10 years experience In Consultancy Services
Lab Assistant	17	B.E Civil / DAE Civil	Over 10 years experience In Consultancy Services
Accountant	17	MBA	Over 10 years experience In Accounting Services
Computer Operator	14	Diploma in Computer	Over 05 years experience In Accounting Services
Office Boy	02	Matric	Over 05 years experience In Accounting Services

3.2 (A) It are most important to mention that:

3.3 Taxes: Taxes as per Laws of Government of Pakistan. Complete information on taxes to be obtained by companies from the tax department.

3.4 Proposal must remain valid 90 days after the submission date without change in the methodology, personnel proposed for the assignment and price proposed or as agreed by mutual by client and company.

3.5 Number of copies of Technical and Financial proposal:

Technical proposals: Original + 3 Copies (Total 4 Copies)

Financial Proposals: Original +3 Copies (Total 4 Copies) for each Division.

3.6 The Proposal submission address is:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi**

Tel: No: 023-2216108

Fax: No: 023-2216108

Mob No: 0300-3272022

Email: xensdd_nagarparkar@yahoo.com

Information on the outer envelope should also include:

Name and address of company submitting proposal and name of assignment, with type of proposal as Technical or Financials:

- 3.7 Proposals must be submitted not later than following date and time 29-10-2015 4:00 p.m. (during working hours).
- 3.8 The address to send information to the client is:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi**

**Tel: No: 023-2216108
Fax: No: 023-2216108
Mob No: 0300-3272022
Email: xensdd_nagarparkar@yahoo.com**

3.9 Note on scrutiny of skill staff:

It is most important to mention that during scrutiny of skill staff the SDO authority would be competent to verify their original paid-up vouchers other necessary record for verification.

3.10 Note on awarding points.

In case a proposal appears to be unacceptable under these criteria i.e it doesn't deserve to be rated "Poor". It may be considered non responsive.

Grade	Percentage marks
Poor	50%
Satisfactory	60%
Good	70%
Very Good	80%
Excellent	90%

The Committee evaluates the quality of materials and the adequacy of the proposed methodology and work plan by considering such aspects as:

- Undertaking of the objectives of this assignment. The extent to which the company's technical approach and work plan respond to the objectives indicated in the TOR.
- Completeness and Responsiveness: Does the proposal respond exhaustively to all the requirement of the TOR.
- Creativity and Innovation: Does the proposal suggest any new approaches to the assignment or new methodologies that help achieve better outcomes?
- Clarity: Are the various elements coherent and decision points well defined?
- Efficiency and resource Utilization: Is the staffing schedule appropriate with neither too many short- term experts nor too many generalists?
- Is the proposed staff permanent staff. This aspect should always be considered?
- Flexibility and Adaptability: Are the methodology and work plan flexible and easy to adapt to changes that might occur during implementation of the assignment? This aspect is especially relevant when the assignment takes place in potentially changing environments.
- Technology: Does the methodology propose the use of appropriate technologies and the adoption of innovative solutions?
- Timeliness of Output: Does the proposed activity schedule provide the requested outputs in timely manners?

3.11 Logistics:

The companies have to work at remote sites, the companies approach lo logistics will also be considered in the evaluation of proposal.

The address for negotiation is:

**Executive Engineer
Small Dams Division
Nagarparkar @ Mithi**

Tel: No: 023-2216108

Fax: No: 023-2216108

Mob No: 0300-3272022

Email: xensdd_nagarparkar@yahoo.com

3.13 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, date]

To,

Executive Engineer
Small Dams Division
Nagarparkar @ Mithi.

Tel: No: 023-2216108

Fax: No: 023-2216108

Mob No: 0300-3272022

Email: xensdd_nagarparkar@yahoo.com

We the undersigned, offer to provide the full package of Consultancy Services For Supervision & Monitoring Of The Works Construction Of 06 No Small Storage Dams Namely Jhanjasar, Chanida, Rimalsar, Adhigam, Lakar Khadio And Koowaro Dams In Nagarparkar Area (Thar Region).

We are hereby submitting our Proposals which include four Technical Proposals, and four Financial Proposals sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the base of material and the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiation.

We undersigned you are bound to accept any proposal you receive.

We remain,

Your Sincerely.

**Authorized Signature
Name and Title of Signatory
Name of Firm
Address:**

3.13.1 TECHNICAL PROPOSAL FORMS

- Form 1 Firm's Reference
- Form 2 Present Staff Deployment
- Form 3 Approach Paper on Methodology Proposed for Performing the assignment
- Form 4 Comments/ Suggestion of Companies
- Form 5 Format of CV for Proposed Key Staff
- Form 6 Work Plan / Activity Schedule
- Form 7 Completions and Submission of Reports
- Form 8 Work plan and Time Schedule for Key Personnel.
- Form 9 Composition of the Team (Personnel) and the tasks to be assigned to each Team Member

3.14 FINANCAIL PROPOSAL SUBMISSION FORM

[Location, date]

To,

**Executive Engineer,
Small Dams Division,
Nagarparkar @ Mithi.**

Tel: No:

Fax: No:

“CONSULTANCY SERVICES FOR SUPERVISION & MONITORING OF THE WORKS CONSTRUCTION OF 06 NO SMALL STORAGE DAMS NAMELY JHANJASAR, CHANIDA, RIMALSAR, ADHIGAM, LAKAR KHADIO AND KOOWARO DAMS IN NAGARPARKAR AREA (THAR REGION)”.

We the undersigned, Offer to provide the full package of Consultancy Services For Supervision & Monitoring Of The Works Construction Of 06 No Small Storage Dams Namely Jhanjasar, Chanida, Rimalsar, Adhigam, Lakar Khadio And Koowaro Dams In Nagarparkar Area (Thar Region).

Our financial proposals we shall be binding upon us subject to the modifications are resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e. 90 days or as mutual agreed by both parties.

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

We remain,

Your Sincerely

**Authorized Signature
Name and Title of Signatory
Name of Firm
Address:**

TERM OF REFERENCE

PART-A

- Terms of Reference (TOR's) for submission of Technical and Financial proposals alongwith details of scope of work shall be verified and confirmed in accordance of work to be carried out.

It is to be noted that company will complete and furnish full package of Consultancy Services For Supervision & Monitoring Of The Works Construction Of 02 No Small Storage Dams Namely Veera Wah & Kalidas In Nagarparkar Area (Thar Region).

- It is the SDO policy to require its staff and the company to observe the highest standard of ethics during the Consultancy Services For Supervision & Monitoring Of The Works Construction Of 02 No Small Storage Dams Namely Veera Wah & Kalidas In Nagarparkar Area (Thar Region).
 - 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 companies with or without the knowledge of SDO, designed to establish prices at artificial, non competitive levels and to deprive SDO 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 company 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 Company ineligible, either in deficiently or for a stated period of time, to be awarded a SDO contract if it any time determines that the company 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 Executive Engineer Small Dam Division Nagarparkar on or before 29th October at 4:00 P.M and the Financial Proposals of successful companies will be opened after evaluation of technical proposals in the presence of Evaluation Committee. The conditional and late submission of applications shall not be accepted.
 - The RFP’s shall be evaluated by the Evaluation Committee framing by the competent authority.
 - The Procuring Agency may reject all or any bids subject to the relevant provisions of SPPRA Rules 2010.

PART-B

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

“CONSULTANCY SERVICES FOR SUPERVISION & MONITORING OF THE WORKS CONSTRUCTION OF 06 NO SMALL STORAGE DAMS NAMELY JHANJASAR, CHANIDA, RIMALSAR, ADHIGAM, LAKAR KHADIO AND KOOWARO DAMS IN NAGARPARKAR AREA (THAR REGION)”.

1. Consultancy Company's must have the relevant experience and technical expertise in the fields of Supervision & Monitoring.
2. Consultancy Company's must have the registration under Company Act 1984 & with Income Tax and Sales Tax Departments.
3. If firms do not supply the full information in accordance with requirement of TORs given in the RFP the proposals shall be considered as non responsive.
4. Consultancy Company's will supply required Staff as per list attached above.
5. Consultancy Company's will have to provide their services for Supervision & Monitoring of the works.
6. Consultancy Company's will establish Head Office at Nagarparkar.