

# **PREQUALIFICATION DOCUMENT FOR CONSULTANT**



## **GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**

Name of Project/Scheme

*(01)*

**RE CONSTRUCTION OF TOMB OF GEN. HOSH  
MOHAMMAD SHEEDI AT DISTRICT HYDERABAD**

Name of Procuring Agency

*PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT*

Document issued to

## **Brief of Project:**

General Hosh Muhammad Sheedi or Hoshu Sheedi was a supreme commander of Sindh's Talpu Battle of Dabbo, and army. Hoshu Sheedi fought with valor against the British forces under Sir Charles Napier at the martyred in the Defense of his homeland on March 24, 1843. Tomb of Hosh Mohmmad Sheedi was damaged due to weather effects and improper care.

Now Department intends to Pre-qualify and hire consultants for **Reconstruction of Tomb of Hosh Mohmmad Sheedi.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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

## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”



## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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

### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.



## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

**16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.

# **PREQUALIFICATION DOCUMENT FOR CONSULTANT**



## **GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**

Name of Project/Scheme

(02)

**PRESERVATION / CONVERSATION AND RESTORATION  
OF BUILDING OF JUFEL HURST PUBLIC SCHOOL  
KARACHI**

Name of Procuring Agency

***PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT***

Document issued to

## **Brief of Project:**

Jufel hurst was built in 1931, on the estate of Sybil D'Abreo, a Goan Catholic whose family had a long history in Karachi. D'Abreo ran the school herself, even naming it after her parents, Julia and Felix. Serving children from all religions, it survived partition, and was nationalized in 1974.

The poor state of the school is immediately evident from the stream of sewage that cuts through one of the playgrounds. There are four structures on the grounds, one of which has been closed due to damage. The corrugated iron roof, which replaced the original roof at some point in the past decades, is open to the sky. The resulting rain damage meant that the first floor has fallen in.

Now Department intends to Pre-qualify and hire consultants for  
**Preservation / conversation and restoration of building of Jufel hurst public school Karachi.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification .

## **Instructions to Consultants**

### **01 Definition**

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



## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”

## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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



### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.

## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

##### **16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.



# PREQUALIFICATION DOCUMENT FOR CONSULTANT



## GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Name of Project/Scheme

(03)

*Conservation Of JMB Girls Secondary School*

*Karachi*

Name of Procuring Agency

*PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT*

Document issued to

## **Brief of Project:**

The Project is initiated on the direction of Honorable Sindh High Court Karachi vide order in C.P.D-0000/2014 where in the main objective of the project is to establish a religious and responsive conservation of the heritage declared building: which was previously utilized for education purpose , but now it is abandoned and in possession of shopkeepers: who are using it as Godowns.

Now Department intends to Pre-qualify and hire consultants for  
**Conservation Of JMB Girls Secondary School Karachi**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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

## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”



## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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

### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.



## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

**16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.

# **G6 PREQUALIFICATION DOCUMENT FOR CONSULTANT**



## **GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**

Name of Project/Scheme

**(04)**

**Conservation / Restoration / Construction Of Masjid  
Muhmmad Bin Qasim Arrore, District Sukkur.**

Name of Procuring Agency

***PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT***

Document issued to

## **Brief of Project:**

Muhammad bin Qasim defeated Raja Dahir on 10th of Ramadan 711 AD. On 11th of Muharram, after appointing governors in all principal districts of Sindh, he left Brahmanabad and marched Towards Alore (Modern day Arore) where Fofi, son of Raja Dahir, had fortified his position. Muhammad Bin Qasim called his forces to a halt opposite the fort. This is where he built a mosque, known as Muhammad Bin Qasim Mosque. The ruins of the mosque still stand on top of a hill in Arore..

The building had suffered from certain factors of decaying: aging and soil based problems, decay of old constructed walls, roof, Domes etc. However and dampness in the walls is witnessed. These all factors have weakened the structure, surfaces of the walls & domes and decoration of the building. The structure requires immediate conservation to stop the decay of the expanding destruction day by day.

Now Department intends to Pre-qualify and hire consultants for  
**Conservation / Restoration / Construction Of Masjid Muhammad Bin Qasim Arore, District Sukkur.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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



## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”

## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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



### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.

## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

##### **16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.



# **PREQUALIFICATION DOCUMENT FOR CONSULTANT**



## **GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**

Name of Project/Scheme

*(05)*

**Conservation of Zoo Garden into National Science Museum at  
Tando Muhammad Khan.**

Name of Procuring Agency

***PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT***

Document issued to

---

## **Brief of Project:**

The objective of the project is to protect and conserve the historical public property as per its actual shape, aesthetics and elevation with same pattern and materials. The Zoo garden work was started in 2012 but not fully accomplished. The main objective of the project is to establish a rigorous and responsive conservation and restoration of the heritage declared building; The Culture, Tourism and Antiquities Department have charter to protect, preserve and restore the historical heritage of the province. In this regard the relationship of the sect-oral objectives is come into coherence with the main objectives of this Department.

Now Department intends to Pre-qualify and hire consultants for  
**Conservation of Zoo Garden into National Science Museum at Tando Muhammad Khan.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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

## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”



## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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

### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.



## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

**16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.

# **PREQUALIFICATION DOCUMENT FOR CONSULTANT**



## **GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**

Name of Project/Scheme

*(06)*

**INTERIOR & EXTERIOR CONSERVATION AND  
SURFACE DECORATION OF KHUDABAD MOSQUE AT  
DADU**

Name of Procuring Agency

*PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT*

Document issued to

## **Brief of Project:**

The Jamia Masjid Khudabad or Badshahi Masjid, is situated in Khudabad, Dadu, Sindh and was built during the reign of Yar Mouhammed Kalhoro between 1700 and 1718. The mosque served as a schools as well as for military training.

The Muslim monuments at Dadu District like Khudabad Mosque are the masterpieces of the art and Architecture and integral part our culture .it is our primary duty to preserve such architectural jewels and maintain them for our present and future generation.

Now Department intends to Pre-qualify and hire consultants for

**INTERIOR & EXTERIOR CONSERVATION AND SURFACE DECORATION OF KHUDABAD MOSQUE AT DADU**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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



## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”

## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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



### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.

## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

##### **16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.



# **PREQUALIFICATION DOCUMENT FOR CONSULTANT**



## **GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**

Name of Project/Scheme

*(07)*

**RE-CONSTRUCTION OF SHAH ABDUL LATIF LIBRARY  
RATODERO.**

Name of Procuring Agency

*PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT*

Document issued to

---

## **Brief of Project:**

The public Library will provide facility to the local's residents in education and literacy department Government of Sindh. The monitoring perspective through this supervising is being carried out by PDMI & E Cell of culture, tourism and antiquities department. The project will create a cycle of activities that will generate the benefits for local on account of increased activity of education.

Now Department intends to Pre-qualify and hire consultants for  
**Re-Construction Of Shah Abdul Latif Library Ratodero.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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

## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”



## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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

### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.



## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

**16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.

# **PREQUALIFICATION DOCUMENT FOR CONSULTANT**



## **GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**

Name of Project/Scheme

**(08)**

**RENOVATION / EXTENTION OF SAMBARA  
INN LARKANO**

Name of Procuring Agency

***PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT***

Document issued to

## **Brief of Project:**

Sambara Inn Larkano, Raza Shah Kabir VIP Road Larkana, Nearby Circuit House (D.C.O. House). The main objective of this project is to make extension of hotel, it is noted that existing building was constructed in early Seventies, which requires immediate attention to repair its exiting room, halls, virandahs and the kitchen etc

Now Department intends to Pre-qualify and hire consultants for  
**Renovation / extention of sambara inn larkano.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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



## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”

## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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



### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.

## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

##### **16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.



# PREQUALIFICATION DOCUMENT FOR CONSULTANT



## GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Name of Project/Scheme

(09)

**Construction of Museum, Library & Allied Facilities at  
Dargah sharif hazrat Allama Mian Ghullam Muhmmad  
Mahesar Kamal Dero at Taluka Gambat..**

Name of Procuring Agency

***PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT***

Document issued to

## **Brief of Project:**

The main objective of the scheme is to preserve Cultural Heritage (Tangible & Intangible) and promote the causes of education and literacy and awareness in public for preservation of cultural heritage which is in consonance with the policy of the present government.

Now Department intends to Pre-qualify and hire consultants for  
**Construction of Museum, Library & Allied Facilities at Dargah sharif hazrat Allama Mian Ghullam Muhmmad Mahesar Kamal Dero at Taluka Gambat.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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

## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”



## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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

### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.



## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

##### **16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.

# **PREQUALIFICATION DOCUMENT FOR CONSULTANT**



## **GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**

Name of Project/Scheme

*(10)*

### **Establishment Of Model Library at Orangi Town Karachi.**

Name of Procuring Agency

*PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT*

Document issued to

## **Brief of Project:**

The model library will provide facility to the locals in education and literacy department Government of Sindh. The project will create a cycle activities that will generate the benefits for local on account of increased activity of education.

Now Department intends to Pre-qualify and hire consultants for **Establishment Of Model Library at Orangi Town Karachi.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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



## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”

## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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



### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.

## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

##### **16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.



# PREQUALIFICATION DOCUMENT FOR CONSULTANT



## GOVERNMENT OF SINDH CULTURE, TOURISM & ANTIQUITIES DEPARTMENT

Name of Project/Scheme

(11)

**Establishment Of Shaheed Mohtrama Benzir Bhutto Public  
Library at Taluka Gharhi Khairo District Jacobabad.**

Name of Procuring Agency

*PDMI&E CELL - CULTURE, TOURISM &  
ANTIQUITIES DEPARTEMNT*

Document issued to

## **Brief of Project:**

The main objective of the project is to provide better regarding facilities to the people of Ghari Khairo town and surroundings. Further, it is to provide better academic and education environment to the young generation and to create a literary state of art situation for the public of the Ghari Khairo Town.

Now Department intends to Pre-qualify and hire consultants for **Establishment Of Model Library at Orangi Town Karachi.**

Following Works will be carried out by Consultant.

- Brief history with photo graphs.
- Current status with proper drawings and details.
- Proposed 3D Drawings (Master Plan) with selection of materials and Colour.
- Proper cooperation with department during conservation work.

## **Consultants are required to submit the following documents in details**

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council.
- Income tax registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipment.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

## **Instructions to Consultants**

### **01 Definition**

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

## **02. Introduction**

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

### **03. Conflict of Interest**

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

**3. 2** Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

#### **04. Fraud and Corruption**

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

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

## **05. Eligible Consultants**

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

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

## **06. Clarification and Amendment in pre-qualification Documents**

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

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

## **07. Preparation of Proposals**

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

07.2 The consultants are encouraged to co-ordinate for any query with representative Of the “Client”



## **08. Language:**

Written language will be English.

## **09. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- (ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

**09.2** The Technical Proposal shall provide the following information

- (i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

- (iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- (vii) Detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- (viii) Any additional information required by the “Client”

**09.3** The Technical Proposal shall not include any financial information.

## **10. Financial Proposals**

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

## **11. Taxes**

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

## **12. Submission of proposals**

Proposal shall contain no interlineations or overwriting and submitted accordingly.

### **12.1. Proposal Submission Requirements**

**12.1.1** For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

#### **a) First stage (Technical Proposal)**

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

**b) Second stage (Financial Proposal)**

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

**13. Proposal Evaluation**

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

### **13.1 Evaluation of Proposals**

#### **Parameters of Technical Evaluation**

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

**Cut-off level for minimum marks obtained in technical proposal is 85 score**

## Technical Evaluation Performa

### A- Profile

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

### B-Experience

5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in education sector	15	15		More than thirty projects
			10		More than fifteen projects
			5		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions

			2		4-10 completions
8	International projects	10			01 point for each project
	<b>Total</b>	<b>35</b>			

### C- Technical staff

9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory (“Client’s” certificate)
			3		Average
	<b>Total</b>	<b>15</b>			

### D-Design

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

### **E-Machinery and equipments**

16	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad, Karachi, Lahore, Peshawar, Quetta
	<b>Total</b>	<b>10</b>			
	<b>Grand Total</b>	<b>100</b>			

### **13.2 Parameters of Financial Evaluation**

**Technical Bid: 70%, Financial Bid: 30%**

**1- Technical Bid Score: Marks obtained by Firm / 100 \* 70% = \_\_\_\_\_**

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

**M → Minimum Bid**

**B → the bid**

**W → Weight (30%)**

**Total Score = Technical Bid Score + Financial Bid Score**

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

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

**13.5** The consultants may be called for demonstration/presentation.



## **14. Award of Contract**

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

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

## **15. Confidentiality**

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

## **16. Duties of the Consultants:**

The Consultants shall perform their duties in the following phases:

### **16.1 Investigation Phase:**

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction.
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

### **16.2 Planning Phase:**

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

### **16.3 Schematic Design Phase:**

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

#### **16.4 Design Development Phase:**

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

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

#### **16.5 Construction Documents Phase:**

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

##### **16.5.1** The Consultants shall prepare the following documents:

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

#### **16.6 Construction Phase:**

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry

out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

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

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

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

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

## **17. Mode of Payment:**

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

## **18. Supervision of Construction Phase:**

If desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff have to visit the project Site and /or are called for a meeting for supervision of work, the following expenses shall be reimbursed by the “Client”:

- a. For Consultants principal and executives, Senior Engineers, one economy class return ticket, boarding and lodging with transport facilities from airport/ hotel to site.
- b. Documents to be supplied by the Consultants:

*In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.*

- c. A set of five copies of each drawing to be provided free of cost.
- d. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

## **19. Care and Diligence:**

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.