



NO. SO(P)/EDU/E&A/PRO-CON-SCHOOLS/17-18
GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT
Karachi, Dated 07-05-2018

To,

Manger
Sindh Public Procurement Regularity Authority
Government of Sindh.

SUBJECT: MINUTES OF MEETING FOR SHORT LISTING CONSULTANCY SERVICES FOR INDEPENDENT MONITORING OF REHABILITATION & EXPANSION OF HIGH PRIORITY 4560 SCHOOLS IN VARIOUS DISTRICTS OF SINDH PROVINCE SPPRA SERIAL NO.37196.

I am directed to refer to the subject noted to enclose herewith minutes of meeting for short listing consultancy services & RFP document for independent monitoring of rehabilitation & expansion of high priority 4560 schools in various districts of sindh province, for School Education & Literacy Department for placing the same on SPPRA website.


SECTION OFFICER / DDO

C.C. to:

1. The P.S. to Secretary, School Education & Literacy Department, Govt. of Sindh, Karachi.
2. The P.S. to Additional Secretary (PDF), School Education & Literacy Department, Govt. of Sindh, Karachi.
3. Office File.


SECTION OFFICER / DDO

SPPRA INWARD DIARY

NO : 2932

DATED : 07-05-2018


08-06-18



GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT

**MINUTES OF MEETING FOR SHORT LISTING CONSULTANCY SERVICES FOR
INDEPENDENT MONITORING OF REHABILITATION & EXPANSION OF HIGH
PRIORITY 4560 SCHOOLS IN VARIOUS DISTRICTS OF SINDH PROVINCE.**

&

**FINALIZATION OF REQUEST FOR PROPOSAL(RFP) FOR SUPERVISION
CONSULTANCY TO BE SHARED WITH THE SHORTLISTED FIRMS.**

Participants:

1. Mazhar Ali Siddiqui
Additional Secretary (PDF)
School Education & Literacy Department
 2. Mr. Toufique Ahmed Shaikh
Assistant Chief, Planning Development Board
 3. Naseem Abbas Abbasi
Section Officer (Dev-V)
Representative of Finance Department
 4. Shakil Ahmed Shaikh
Additional Director
PDR/ School Education & Literacy Department
 5. Abdul Azeem
Section Officer / DDO
School Education & Literacy Department
- On 26th March, 2018, the received Expression of Interest (EOI) were opened for the above cited Consulting services by the Consultant Selection Committee at the office of Additional Secretary, (PDF), School Education & Literacy Department Old KDA, Sindh Secretariat No. 3. The Meeting was called to complete the Evaluation process for shortlisted firms and to finalize the Request for Proposal (RFP).
 - EOIs from 10 following firms were considered for evaluation:

1	M/s Management & Development Centre (MDC)
2	M/s Umar Munshi Associates
3	M/s Qamar & Associates
4	M/s National Engineering Services Pakistan (Pvt.) Ltd
5	M/s CAMEOS Consultant
6	M/s ESS.I.AAR
7	M/s G3 Engineering Consultant (Pvt.) Ltd
8.	M/s Shahzad Associates
9.	M/s Techno Legal Consultants (Pvt.) Ltd

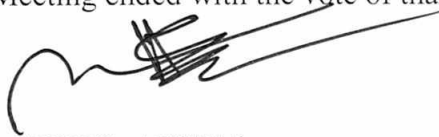
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10.	M/s RCC Consultants
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- The Consultant Selection Committee during the meeting deliberated and discussed the entire issue and finalized the evaluation process, the evaluation report is attached at Annex – A.
- During the meeting the RFP was discussed in detail and the committee approved the RFP. The Consultant Selection Committee has directed to share the shortlisted firms and RFP with SPPRA and after completing the codal formalities the RFP shall be provided to all shortlisted firms details of which are as under.


1	M/s Management & Development Centre (MDC)
2	M/s Umar Munshi Associates
3	M/s Qamar & Associates
4	M/s National Engineering Services Pakistan (Pvt.) Ltd
5	M/s CAMEOS Consultant
6	M/s ESS.I.AAR
7	M/s G3 Engineering Consultant (Pvt.) Ltd
8.	M/s Shahzad Associates
9.	M/s RCC Consultants


- The Meeting ended with the vote of thanks to and from the chair.


 ABDUL AZEEM
 Section Officer / DDO
 School Education & Literacy Department
 Member / Secretary


 TOUFIQUE AHMED SHAIKH
 Assistant Chief
 Planning Development Board
 Member


 NASEEM ABBAS ABBASI
 Section Officer (Dev-V)
 Finance Department
 Member


 SHAKEEL AHMED SHAIKH
 Additional Director
 PDR/ School Education & Literacy
 Department
 Member


 MAZHAR ALI SIDDIQUI
 Additional Secretary (PDF)
 School Education & Literacy Department
 CHAIRMAN




GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT

**EVALUATION OF CONSULTANTS PROFILES AS PER ESTABLISHED SCORING CRITERIA FOR HIRING OF CONSULTING FIRM
FOR INDEPENDENT MONITORING OF REHABILITATION & EXPANSION OF HIGH PRIORITY 4560 SCHOOLS IN VARIOUS
DISTRICTS OF SINDH PROVINCE.**

S.NO	NAME OF FIRM	Experience of consultancy / project management Firm in engineering sector upon similar nature of projects.	Experience of required Services for Educational Building Works (Procurement services as per SPPRA, Detailed Construction Supervision, Project Execution & Quality Assurance in Pakistan.	Technical capacity of Human Resource	Administrative and Operational Capacity of the firm to manage the assignment successfully in whole Sindh.	Financial capacity to manage Project Management, Detailed Supervision and Quality Assurance of similar nature projects of Rs 100 Million to manage the assignment successfully in last 05 years.	TOTAL
1	M/s Management & Development Centre (MDC)	8	8	35	10	15	76
2	M/s Umar Munshi Associates	20	20	35	10	15	100
3	M/s Qamar & Associates	20	20	30	5	10	85
4	M/s National Engineering Services Pakistan (Pvt.) Ltd	20	20	35	10	15	100
5	M/s CAMEOS Consultant	20	20	35	5	15	98


MM


6	M/s ESS.I.AAR	20	20	35	5	15	98
7	M/s G3 Engineering Consultant (Pvt.) Ltd	8	20	35	10	8	81
8.	M/s Shahzad Associates	20	20	30	9	15	94
9.	M/s Techno Legal Consultants (Pvt.) Ltd	2	20	35	0	8	<u>63</u>
10.	M/s RCC Consultants	20	20	35	9	15	99


ABDUL AZEEM
 Section Officer / DDO
 School Education & Literacy Department
 Member / Secretary

Representative of Finance Department
 Member


TOUFIQUE AHMED SHAIKH
 Assistant Chief, Planning Development Board
 Member


SHAKEEL AHMED SHAIKH
 Additional Director
 PDR/ School Education & Literacy Department
 Member


MAZHAR ALI SIDDIQUI
 Additional Secretary (PDF)
 School Education & Literacy Department
 CHAIRMAN

**SPPRA REQUEST FOR PROPOSALS
DOCUMENT FOR**

**SELECTION OF CONSULTANTS
UNDER**

SUPERVISION / INDEPENDENT MONITORING OF REHABILITATION &
EXPANSION OF HIGH PRIORITY 4560 SCHOOLS IN VARIOUS DISTRICTS OF
SINDH PROVINCE



Sindh Public Procurement Regulatory Authority

CONSULTING SERVICE FOR SUPERVISION / INDEPENDENT
MONITORING OF REHABILITATION & EXPANSION OF HIGH PRIORITY
4560 SCHOOLS IN VARIOUS DISTRICTS OF SINDH PROVINCE

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Section 1. Letter of Invitation



GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT

Letter of Invitation

Refer Adv: NO. SO(P)/EDU/E&A/PRO-CON-SCHOOLS/17-18; Karachi dated:

I. M/S _____

Dear Mr. / Ms.:

The School Education & Literacy Department, Government of Sindh (hereinafter called "Procuring Agency") now invites proposals to provide the following consulting services: SUPERVISION / INDEPENDENT MONITORING OF REHABILITATION & EXPANSION OF HIGH PRIORITY 4560 SCHOOLS IN VARIOUS DISTRICTS OF SINDH PROVINCE. More details on the services are provided in the Terms of Reference.

1. It is not permissible to transfer this invitation to any other firm.
3. A firm will be selected under QCBS as per the procedures described in this RFP (enclosed).
4. The services are required for one year and expected to be extended based on the satisfactory performance of the consultants. More than 01 consultant would be engaged to cover Sindh Province, which is administratively divided in 06 regions i.e (Karachi, Hyderabad, Benazirabad, Mirpurkhas, Sukkur and Larkana). The consultants may set the priority of Regions as provided in the RFP document, the selected consultant firm would be awarded work upto maximum 03 regions of Sindh.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants (including Data sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract

Documents dully filled with required certificates as per the requirement of RFP are to be delivered on the following address

Additional Director – I (PDR), School Education & Literacy Department, 2nd Floor, Old KDA Building Sindh Secretariat No. 3, School Education and Literacy Department, Sindh, Karachi.

Dead line of submission: 24-05-2018 on or before 03:00 PM

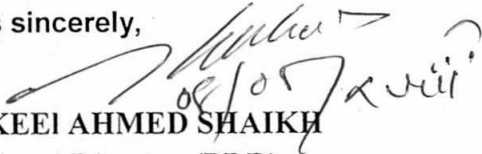
Date and Time of Opening of Technical Proposal: 24-05-2018, at 03:30 PM (In case of any holiday the RFP will be collected and opened on the next working day at same time).

Important: Consultants shall provide technical proposal for any one Typical Region however the Consultants are required to quote the rates in the Financial Proposal for each region separately and same will be evaluated accordingly. Consultancy work of the Province is divided into following six regions. The districts wise details in each region is given below;

- **Region-I**, Karachi (Central, East, North, Malir, Southi & West)
- **Region-II**, Hyderabad (Badin, Dadu, Hyderabad, Jamshoro, Matiari, Sujawal, TandoAllahyaar, Tando Muhammad Khan & Thatta),
- **Region-III**, Benazir Abad (Nausheroferoze, Sanghar and Shaheed Benazirabad),
- **Region-IV**, Larkana (Jacobabad, Kamber-Shahdadkot, Kashmore, Larkana, Shikarpur),
- **Region-V**, Sukkur (Ghotki, Khairpur Mirs and Sukkur)and
- **Region-VI**, Mirpurkhas (Mirpurkhas, Tharparkar and Umerkot).

Note: The above classification of regions will follow where region wise details are being asked.

Yours sincerely,



SHAKEEI AHMED SHAIKH

Additional Director (PDR)

**2ND Floor, Old KDA Building Sindh Secretariat,
School Education and Literacy Department, Sindh Karachi**

Section 2. Instructions to Consultants

Instructions to Consultants

Definitions

- (a) "Procuring Agency (PA)" 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 and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- (c) "Contract" means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) "Data Sheet" means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) "Day" means calendar day including holiday.
- (f) "Government" means the Government of Sindh.
- (g) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) "LOI" (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
- (i) "Proposal" means the Technical Proposal and the Financial Proposal.
- (j) "RFP" means the Request For Proposal prepared by the procuring Agency for the selection of Consultants.
- (k) "Sub-Consultant" means any person or entity to whom the Consultant subcontracts any part of the Services.
- (l) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

2. Introduction

- 2.1 The Procuring agency named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. 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 attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring agency's representative named in the Data Sheet 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 Procuring Agency 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 Procuring Agency may provide facilities and inputs as specified in Data Sheet.

3. Conflict of Interest

- 3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency 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 Procuring Agency, 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.
- 3.1.2 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 that has been engaged by the procuring agency to provide goods, works or services other than

consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

- (ii) 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.
- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

Conflicting Relationships

- 3.2 Government officials and civil servants may be hired as consultants only if:
- (i) They are on leave of absence without pay;
 - (ii) They are not being hired by the agency they were working for, six months prior to going on leave; and
 - (iii) Their employment would not give rise to any conflict of interest.

4. Fraud and Corruption

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 which defines:

“ 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;

Under Rule 35 of SPPR2010, “The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such

barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

5. Integrity Pact

Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex- A)

6. Eligible Consultants

- 6.1 If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPR2010 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been pre-qualified are eligible.
- 6.2 Short listed consultants emerging from request of expression of interest are eligible.

7. Eligibility of Sub-Consultants

A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.

8. Only one Proposal

Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.

9. Proposal Validity

- 9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

10. Clarification and Amendment in RFP Documents

10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.

10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing 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 Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

11. Preparation of Proposals

11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.

11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

12. Language

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

13. Technical Proposal Format and Content

13.1 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. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.

- (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (iii) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, 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.

13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) 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) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Section 3C).
- (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last _____ (PA may give number of years as per their requirement) years.
- (v) Estimates of the total staff input (professional and support

staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).

- (vi) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3D).
- (vii) Any additional information requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

14. Financial Proposals

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; 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.

15. Taxes

15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

16. Submission, Receipt, and Opening of Proposals

16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal

16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet)

shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA's internal despatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission. .

17. Proposal Evaluation

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

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

18. Evaluation of Technical Proposals

18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

Public Opening and Evaluation of Financial Proposals: (QCBS Selection Methods Only)

18.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum

qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

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

19. Evaluation of Financial Proposals

19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

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

19.4 **In case of Quality and Cost Based Selection QCBS Method** the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

20. Negotiations

20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

21. Technical negotiations

21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.

22. Financial negotiations

22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP).

23. Availability of Professional staff/experts

23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or qualification and experience than the original candidate and be submitted by the Consultant within

the period of time specified in the letter of invitation to negotiate.

24. Award of Contract

- 24.1 After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within seven of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.
- 24.2 After publishing of award of contract consultant required to submit a performance security at the rate indicated in date sheet.
- 24.3 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

25. 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 publication 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.

Data Sheet

1.1	<p>Name of the Assignment is: SUPERVISION REHABILITATION, MONITORING & EXPANSION WORK FOR HIGH PRIORITY SCHOOLS IN VARIOUS DISTRICTS OF SINDH PROVINCE</p> <p>The Name of the PA's official (s): SHAKIL AHMED SHAIKH Additional Director (PDR) 2ND Floor, Old KDA Building Sindh Secretariat, School Education and Literacy Department, Sindh Karachi</p>
1.2	<p>The method of selection is: _____ <u>QCBS</u> _____</p> <p>The Edition of the Guidelines is: _____ <u>SPPRA- 2010</u> _____</p>
1.3	<p>Financial Proposal to be submitted together with Technical Proposal: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (in a sealed envelope)</p>
1.4	<p>The PA will provide the following inputs and facilities:</p> <ul style="list-style-type: none"> - Relevant documents/information/school data/reports - Provisional Core List of Priority Primary/Secondary Schools prepared by I.U / districts - <u>Environmental & Social Framework</u> - Complete Packages, Tender / Bidding Documents including Design Drawings & Specifications - Any other administrative order/directives, rules/regulations as and when required in order to facilitate the coordination work with district, Design prepared under the Environmental and Social Management Framework - Sitting Guidelines for the Schools prepared by IU
1.5	<p>The Proposal submission address is: Additional Director - I 12nd Floor, Old KDA Building Sindh Secretariat No.3, School Education and Literacy Department, Sindh Karachi.</p> <p>Proposals must be submitted no later than the following date and time: 24-05-2018 on or before 03:00 PM, Date and Time of Opening of Technical Proposal: 24-05-2018 at 03:30 PM (In case of any holiday the RFP will be collected and opened on the next working day).</p>

14.1	<p>[The consultants shall make provisions for the following in their rates and these all shall be covered in the Man Months estimate and prize proposed by consultant]</p> <ol style="list-style-type: none"> (1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office and, as applicable, outside the beneficiary country for purposes of the Services; (2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; (3) cost of office accommodation, investigations and surveys; (4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of Consulting Services; (5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of Consulting Services; (6) cost of printing and dispatching of the reports to be produced for Consulting Services; (7) other allowances where applicable and provisional or fixed sums (if any); and (8) cost of such further items required for purposes of the Services not covered in the foregoing. <p>Note: The applicable expenditures will only be considered for this project.</p>
15.1	Amounts payable by the PA to the Consultant under the contract to be subject to local taxation, stamp duty and service charges, if applicable <input checked="" type="checkbox"/> _____ :
6.3	Consultants to state local cost in the national currency: Yes <input checked="" type="checkbox"/> _____ No <input type="checkbox"/> _____
16.2	Consultant must submit the original and <u>1</u> copy of the Technical Proposal, and the original of the Financial Proposal in a sealed envelope.

13.1	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p>Mandatory requirement: registration details (PEC, SRB, FBR, income tax, others).</p> <p>(i) Specific experience of the Consultants relevant to the assignment: [20] Experience of required Services for Educational Building Works (Detailed Construction Supervision, Project Execution & Quality Assurance in Pakistan. Details of atleast 05 similar nature of projects executed in last five years. (04 Marks for each project).</p> <p>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</p> <p>a) Technical approach and methodology for any selected 01 Typical Region a) Technical Approach and Methodology for [Detailed Construction Supervision, Project Execution & Quality Assurance for 01 Typical Region], [35 Marks] The number of points Break up considered in Technical Approach & Methodology as, Detailed Construction Supervision [25 Marks], Project Execution & Quality Assurance [10 Marks],</p> <p>b) Work plan [10] c) Organization and staffing [05] Total points for criterion (ii): [50]</p> <p>iii) Key professional staff qualifications and competence for the assignment for only one typical region: for details about staff qualification and experience please see Table 3-2 in subsequent section</p> <ol style="list-style-type: none"> 1) Project Manager (1 NO, ME and BE Civil Engineering with 10 years of relevant experience), 05 Marks 2) Structure Engineer (01 NO, Master in Structure Engineering and BE Civil Engineering with 05 years of relevant experience), 05 Marks 3) Contract Specialists (01 NO) , MBA and BE Civil Engineering with 05 years of relevant experience), 05 Marks 4) Environmental Engineer (01 NO), (Masters in Environmental Engineering, BE Civil Engineering with 05 years of relevant experience) 05 Marks 5) Engineers (RE's (02 NOs), BE Civil Engineering with 07 years of relevant experience), 03 Marks 6) AREs (BE Civil with minimum 03 years of relevant experience) (03 NOs) 03 Marks 7) Material Engineer (01 NO), (BE Civil with 10 years of experience in case of MSC Geology 15 years of experience is desirable) [04 Marks] <p>Total points for criterion (iii): [30]</p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <ol style="list-style-type: none"> 1) General qualifications [20%] 2) Experience and Adequacy for the assignment [70%] 3) Experience in region and language [10%] (Total weight: 100%) <p>Total points for criterion (iii): [30]</p> <p>Total: 100 Marks</p> <p>The minimum technical score St required to pass is: <u>70 Marks</u></p> <p>Remuneration Type Time Based: The single currency for price conversions is: PKR</p>
20.1	Pre-bid meeting will be held at 3:00 PM on the _____ Expected date and address for contract negotiations: _____
24.2	Performance security of 3% shall be submitted along with the Financial Proposal
26.1	Consultant undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs.2.5 million.

25.1 (QCBS only)

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other

Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 80 % and;

P = 20%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

Section 3. Technical Proposal - Standard Forms

[Comments in brackets] provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

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	A - On the Terms of Reference	26
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Form TECH-5.	Team Composition and Task Assignments	30
Form TECH-6.	Curriculum Vitae (CV) for Proposed Professional Staff.....	31
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Form TECH-8.	Work Schedule.....	33

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]²

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

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Name and Address: _____
Signature and Title of _____
[In full and initials]:
Signatory: _____
Firm: _____

1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

2 [Delete in case no association is foreseen.]

For FTP Only

FORM TECH-2. CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of PA:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

APPLYING CONSULTANCY SERVICES FOR THE FOLLOWING REGIONS

**Table : Tick only which Regions the firm
is interested to Participate**

S.No	Regions	Region Wise Districts Details DISTRICTS	The firm participating Please Tick (√)	Please Mark Priority Scale (01-06)*
1	Karachi	Central Karachi, East Karachi, North Karachi, Malir, South Karachi & West Karachi		
2	Hyderabad	Badin, Dadu, Hyderabad, Jamshoro, Matiari, Sujawal, TandoAllahyaar, Tando Muhammad Khan & Thatta		
3	Sukkur	Ghotki, Khairpur Mirs and Sukkur		
4	Larkana	Jacobabad, Kamber- Shahdadt, Kashmore, Larkana, Shikarpur		
5	Mirpurkhas	Mirpurkhas, Tharparkar and Umerkot		
6	Benazirabad	Nausheroferoze, Sanghar and Shaheed Benazirabad.		

Priority Scale=01 High Priority Scale 06= Least Priority

For FTP Only

FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE
PROVIDED BY THE PA

A - On the Terms of Reference

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

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the PA according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

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

(For small or very simple assignments the PA should omit the following text in *Italic*)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter the consulting engineers shall explain understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

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

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations/ Pakistan Engineering Council Registration Number :** _____
7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

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

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

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

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

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

13. Certification:

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

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

Full name of authorized representative: _____

FORM TECH-7. STAFFING SCHEDULE¹

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

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

 Full time input
  Part time input

Section 4. Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix "Financial Negotiations - Breakdown of Remuneration Rates" is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]

Form FIN-1. Financial Proposal Submission Form	35 to 36
Form FIN-2. Summary of Costs.....	37 to 43
Form FIN-3. Breakdown of Costs by Activity ¹	44
Form FIN-4. Breakdown of Remuneration ¹	45
Form FIN-4. Breakdown of Remuneration ¹	46
Form FIN-5. Breakdown of Reimbursable Expenses ¹	47
Form FIN-5. Breakdown of Reimbursable Expenses	48
Appendix. Financial Negotiations - Breakdown of Remuneration Rates	49

FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,

Authorized Name and Address: _____
 Signature and _____
 [In Title of _____ full of and initials]:
 Signatory: _____
 Firm: _____

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

² If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."

BID PRICING

- a) Maximum number of 40 ± 10 Schools (in most cases 30 Schools are selected in a Single District) IU and Construction Supervision is expected by the consultants for Each District. The Man Months are calculated based on the work load and geographic spread of different Regions depends on the number of District. The client has proposed separate number of staff requirement to different Regions.
- b) The bid shall be inclusive of SRB, Income Tax, however 15% (Fifteen Percent) sales tax shall be mentioned over and above the bid price and shown separately. The financial opening and evaluation will be based on the bid price which is inclusive of Income Tax plus Sales Tax = Total Price of Project for each District/Region. In case of any variation in only Sales Tax by Government will be adjusted among parties during the term of engagement.
- c) The financial bid shall cover all the Man Months proposed in Table -03 of section 3.10. Low financial bids not covering the desired Man Months will be deemed as non-responsive.
- d) IU, will provide District Wise assignment order to the successful bidders. The number of staff will also be adjusted as per the number of schools selected in particular district.

FORM FIN-2. SUMMARY OF COSTS

Separate Sheets will be used for FY :

Item	Costs		Total Bid Price
	Indicate Local Currency inclusive of Income Tax --%	Taxes @ -----%	
Total Costs of Financial Proposal (Region I)			
Total Costs of Financial Proposal (Region II)			
Total Costs of Financial Proposal (Region III)			
Total Costs of Financial Proposal (Region IV)			
Total Costs of Financial Proposal (Region V)			
Total Costs of Financial Proposal (Region VI)			

Note: Consultant shall provide name of Regions against the cost proposed against each Region in the above table.

Section 4 – Financial Proposal – Standard Forms

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs excluding local taxes to be paid by the PA in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

NOTE: Consultants required submitting the financial proposal region wise, they need to split the financial proposal in separate 06 Regions that are (Karachi, Hyderabad, Benazirabad, Mirpurkhas, Larkana and Sukkur). Taking note of the large scope of work, PMIU will be initiating approx 30 schools in each District of Sindh. The work in various District will be initiated parallel and also stage wise. More than 01 consulting firm services will be engaged for assignment.

Consultants required submitting the financial proposal for the current year and separate indicative financial proposal for subsequent years. Only current year financial proposal will be considered for evaluation, and the subsequent year's works is dependent on the availability of funds and Government approvals.

A single Firm may assign maximum 03 Regions to perform the required supervision services. The below given is the District Wise Breakup of each Region. The firm only fills the table given below of their preferred Regions only.

Region / District	Total Consultancy Charges inclusive of Income Tax without Sales Tax	SALES TAX (15%)	TOTAL INCLUDING 10% INCOME AND 15% SALES TAX	ESTIMATED MONTHLY CHARGES BASED ON 06 MONTHS PERIOD
Region I Karachi				
District Central				
District Malir				
District East				
District West				
District South				
District Korangi				

Region / District	Total Consultancy Charges without Sales Tax	SALES TAX (----%)	TOTAL INCLUDING ---% INCOME AND ---% SALES TAX SRB	ESTIMATED MONTHLY CHARGES BASED ON 06 MONTHS PERIOD
Region –II Hyderabad				
District Hyderabad				
District Badin				
District Matiari				
District Sujawal/Thatta				
District Tando Mohammad Khan				
District Jamshoro				
District TandoAllahyaar				
District Dadu				

Region / District	Total Consultancy Charges without Sales Tax	SALES TAX (---%)	TOTAL INCLUDING --% INCOME AND --% SALES TAX SRB	ESTIMATED MONTHLY CHARGES BASED ON 06 MONTHS PERIOD
Region III				
Benazirabad				
District Benazirabad				
District Sanghar				
District Nausheroferoze				

Region / District	Total Consultancy Charges without Sales Tax	SALES TAX (---%)	TOTAL INCLUDING ---% INCOME AND --% SALES TAX SRB	ESTIMATED MONTHLY CHARGES BASED ON 06 MONTHS PERIOD
Region IV Larkana				
District Larkana				
District Kamber				
District Kashmore				
District Jacobabad				
District Shikarpur				

Region / District	Total Consultancy Charges without Sales Tax	SALES TAX (---%)	TOTAL INCLUDING ---% INCOME AND ---% SALES TAX SRB	ESTIMATED MONTHLY CHARGES BASED ON 06 MONTHS PERIOD
Region V Sukkur				
District Sukkur				
District Khairpur				
District Ghotki				

Region / District	Total Consultancy Charges without Sales Tax	SALES TAX (---%)	TOTAL INCLUDING ---% INCOME AND ---% SALES TAX SRB	ESTIMATED MONTHLY CHARGES BASED ON 06 MONTHS PERIOD
Region VI Mirpurkhas				
District Mirpurkhas				
District Tharparkar				
District Umerkot				

FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY ONE TYPICAL REGION ¹

Work shall be assigned on the basis of individual assignment orders issued by the department.

Group of Activities (Phase): ²	Description : ³			
	[Indicate Currency # 1]	[Indicate Currency # 2]	[Indicate Currency # 3]	[Indicate Local Currency]
Remuneration ⁵ Man Month Basis				
Region-I				
Region-II				
Region-III				
Region-VI				
Region-V				
Region-VI				
Sub Total				

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field for one typical region and suppose that the same man months will be required in other region if more than 01 region works shall be provided to any firm.
- 5 Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form for a typical region.
- 6 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form
FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. $\text{Remuneration} = \text{Staff-month Rate} \times \text{Input}$.

FORM FIN-5. BREAKDOWN OF REMUNERATION TYPICAL REGION

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the PA)

Name ²	Position ³	Staff-month Rate ⁴
Foreign Staff		
		[Home] [Field]
Local Staff		
		[Home] [Field]

- 1 Form FIN-5 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.

FORM FIN-6. **BREAKDOWN OF MAN MONTHS REMUNERATION
FOR ONE TYPICAL 01 DISTRICT ONLY**

No.	Description	Unit	Unit Cost	Quantity	[Indicate Currency #1] ₄	[Indicate Currency #2] ₄	[Indicate Currency #3] ₄	[Indicate Local Currency #4] ₄
1	HR Cost	District		One				
2	Transportation Cost	District		One				
3	Boarding & Lodging	District		One				
4	Equipment & Stationary Cost	District		One				
5	Security Cost	District		One				
6	Communication Cost	District		One				
7	Field Office Expenses	District		One				
8	Unforeseen Expenses	District		One				
Total Costs								

- 1 Form FIN-6 should be filled for each of the Forms FIN-4 provided, if needed.
- 2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 3 Indicate unit cost and currency.
- 4 Use the same columns and currencies of Form FIN-2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
- 5 Indicate route of each flight, and if the trip is one- or two-ways.
- 6 Only if the training is a major component of the assignment, defined as such in the TOR.

APPENDIX. FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES

(Not to be used when cost is a factor in the evaluation of Proposals)

1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The PA is charged with the custody of funds from Government of Sindh and is expected to exercise prudence in the expenditure of these funds. The PA is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) **Salary**

This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

(ii) **Social Costs**

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iii) **Cost of Leave**

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^1 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

¹ Where *w* = weekends, *ph* = public holidays, *v* = vacation, and *s* = sick leave.

It is important to note that leave can be considered a social cost only if the PA is not charged for the leave taken.

(iv) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, nonbillable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The PA does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(v) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

(vi) Away from Headquarters Allowance or Premium

Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit.

(vii) Subsistence Allowances

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents the subsistence rate shall be the same for married and single team members.

Standard rates for the particular country may be used as reference to determine subsistence allowances.

2. Reimbursable expenses

2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer

rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

3. PA Guarantee

- 3.1 Payments to the firm, including payment of any advance based on cash flow projections covered by a PA guarantee, shall be made according to an agreed estimated schedule ensuring the consultant regular payments in local and foreign currency, as long as the services proceed as planned.

Sample Form

Consulting Firm:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consulting Firm]

Signature of Authorized Representative

Date

Name: _____

Title: _____

Consultant's Representations Regarding Costs and Charges

(Expressed in [insert name of currency])

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Fee ²	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour
	Home Office								
	Field								

1. Expressed as percentage of 1
2. Expressed as percentage of 4

Section 5. Terms of Reference

SECTION 05: TERM OF REFERENCE FOR SUPERVISION / INDEPENDENT MONITORING OF REHABILITATION & EXPANSION OF HIGH PRIORITY 4560 SCHOOLS IN VARIOUS DISTRICTS OF SINDH PROVINCE

1. BACKGROUND OF ASSIGNMENT

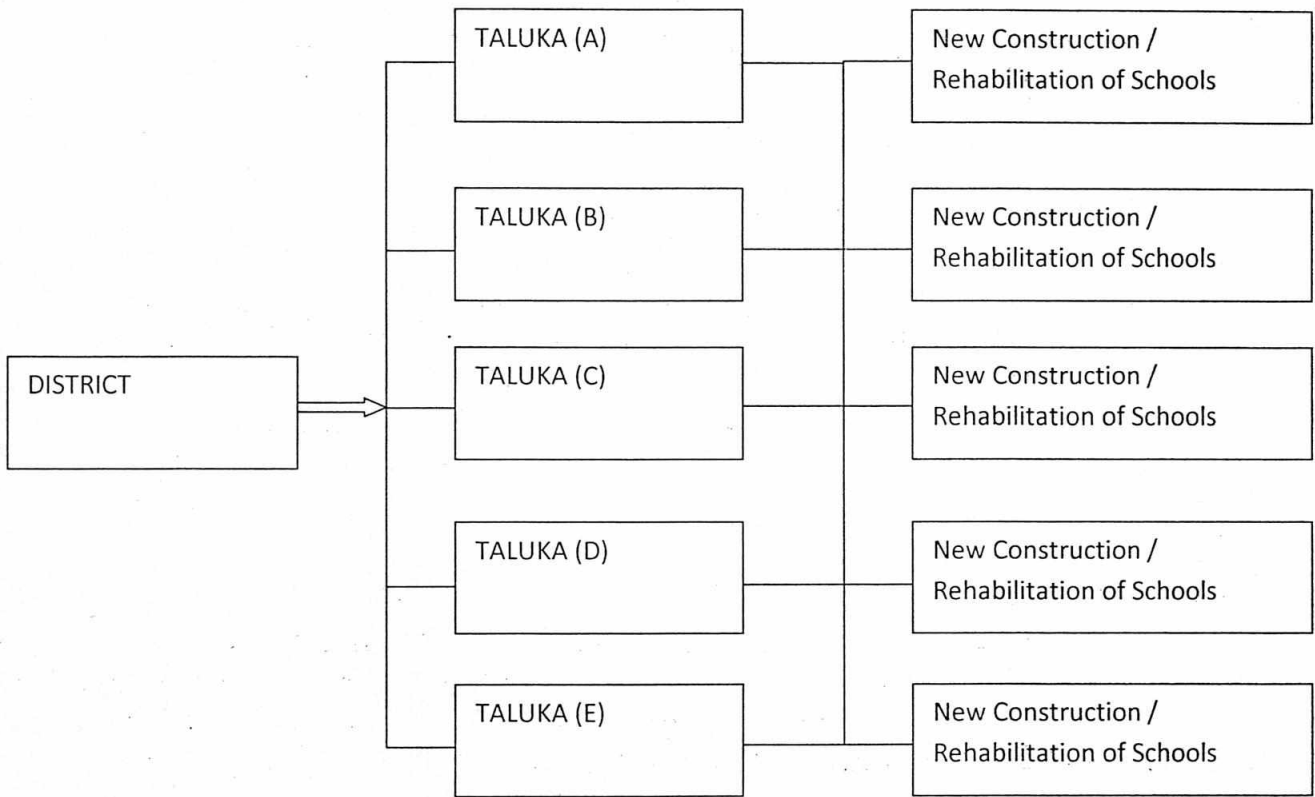
The Government of Sindh intends to take-up 4204 Schools for Rehabilitation & Expansion of facilities in various Districts of Sindh. These 4204 Schools lacks basic facilities. In order to streamline and ensure speedy provision of basic facilities, School Education & Literacy Department has introduced high priority programme wherein boundary wall, toilets, drinking water & Electricity and additional classrooms are to be provided starting in Financial Year 2017-18 in all Districts as per established criteria and guidelines.

2. SCOPE OF SERVICES

The project period is of 02 years, the services will be engaged initially for 01 year and shall be extended for further time period based on the performance of consultants. More than 01 consultants will be engaged for the said job, maximum of 03 Regions will be awarded to any selected consultants. The consultants are required to establish District / Region supervision consultants office at assignment District.

3. DETAILED SCOPE OF SERVICES REQUIRED FROM THE CONSULTANT

The consultancy services are required for Supervision / Independent Monitoring in all districts of Sindh, and the works are expected to commence concurrently. The number of school in every District is 40 ± 10 , the schools will be selected from all districts of Sindh for infrastructure improvement including all basic facilities, the duration for completion of construction contracts would be fixed by the Implementation Unit (IU). IU will award contract on district basis, and each district is expected to have an average 5 to 6 number of packages (subject to the number of talukas in a district). Usually each package has 04 to 12 schools, One Town / Taluka may have more than 01 packages depends on the school selected in a particular Town / Taluka.



Consultancy work of the Province is divided into the following six regions and further into the following Districts:

- **Region-I**, Karachi (Central Karachi, East Karachi, Korangi Karachi, Malir, South Karachi & West Karachi)
- **Region-II**, Hyderabad (Badin, Dadu, Hyderabad, Jamshoro, Matiari, Sujawal, TandoAllahyaar, Tando Muhammad Khan & Thatta),
- **Region-III**, Benazir Abad (Nausheroferoze, Sanghar and Shaheed Benazirabad),
- **Region-IV**, Larkana (Jacobabad, Kamber-Shahdadt, Kashmore, Larkana, Shikarpur),
- **Region-V**, Sukkur (Ghotki, Khairpur Mirs and Sukkur)and
- **Region-VI**, Mirpurkhas (Mirpurkhas, Tharparkar and Umerkot).

3.1 Detailed Construction Supervision

IU seeks proposal for the detailed construction supervision,

The Consultant is required to:

- i. Coordinate with IU and Education Works wing to get all Designed Taluka/Town Packages and Drawings.
- ii. Verify site drawings (Architectural, Structural and Utilities) and estimates as per site (Each School Site) and review the scope of work prepared by the Education Works Department, and where required coordinate with the through IU to make necessary changes before initiating the work at site by the contractors in 05 working days. If no support is received from the Education Works Department then the supervision consultant would do the missing Design work in consultation with IU within reasonable time.
- iii. Once the Drawings estimate received by the Supervision Consultants, the scope of work of each site shall to be synchronized and finalized as per the work order amount. In case the defined scope is over/under covered as per the work order amount then revise estimates as per the actual site requirements and intimate to IU. Work at site will only be initiated once the scope, cost and time for construction is agreed amongst the IU, the Supervision Consultants and the selected contractors.
- iv. To mobilize the contractor at site and where required ask Contractors to develop contour maps of site.
- v. Provide detail construction supervision as per approved drawings and specifications and as per plan (including Gantt chart) for each district and provide all required services accordingly.

- vi. The standard procedures must be followed to ensure the quality of construction (which includes testing of materials and works at defined stages, vigorously perform field inspections and take timely actions as needed as per the site conditions). The cost required for any testing like soil testing, material quality, water quality and any other will be borne by the contractors.
- vii. Ensure Construction Supervision Protocols are followed (involving SOPs for implementation which may include service standards for decisions/responses from Client, contractor and consultant, construction quality and Environmental and Social Management Framework (ESMF) check list, invoice pattern/ procedure etc)
- viii. All logistics support to the Project Manager, RE, AREs & Site Inspectors shall be provided by the consulting firm to keep regular vigilance on site (s) under construction at District/Taluka Level.
- ix. Facilitate the IU by providing them all logistics supports for field visits to different construction sites when and where required.
- x. Certify the construction works and the approved material is brought at site by the contractor for use in accordance with the approved specifications and to be tested as per standard practices.
- xi. Monitor systematically the progress of work according to the construction methodology and schedule of work as per contract agreement, certifying allocation of resources by the contractor, suggesting any changes and recommendations to improve such practices at site and to avoid any delay in progress as forecast; the supervision consultancy firm will also provide to client / IU the weekly, fortnightly, monthly, quarterly and yearly physical and financial progress package wise along with sketches/pictures update in all respects.
- xii. The consultancy firm will need to ensure that all necessary and required tests are performed by the contractor and consultant will ascertain all test reports as per the quality standards for construction work. Conformity bore holes shall be ensured by Consultant through the contractors where ever required.
- xiii. Provide construction supervision (through qualified and well experienced civil engineers and supervisors/inspectors) for all the civil, electrical and plumbing works. Certify the work in conformance to approved drawings and specifications at different work stages and deliverables as approved by client to ensure the quality. The team of professionals required by the client for execution of required construction supervision services in all districts of Sindh is mentioned in table-3-2.
- xiv. Certify (under firm's seal) running payments of the contractors (on the basis of work done in compliance with drawings and specifications and other stipulations, considering all required documentations as per the conditions of contract.
- xv. Consultant would be responsible to certify the completion of work as per estimate and site requirements.

- xvi. Conduct a final inspection of the civil works and Revenue Component (bring standards to research for standard development, finalization of standards and procurement plan) delivered at each site and certify that the quality of the civil works delivered by contractors in each site meets the prescribed design standards, approved specifications, criteria and procedure and submit a completion report for each package.
- xvii. Prepare estimated variation/deviations where required & develop AS-BUILT drawings of each school during the construction activity.
- xviii. The Rehabilitation/Renovation works shall be completed in 02 to 03 months time.
- xix. The New construction schemes shall be completed in 06 months.
- xx. The bills of contractors shall also be processed within 05 working days after receiving.
- xxi. The details of team of consultant is provided in Table 3-2.
- xxii. Any other allied matter pertaining to supervision would be addressed by the consultant.

3.2 Maintenance of all project data / documents.

- i. The consultant will be required to maintain all project data / information during the tenure of the assignment and prepare all required reports (both periodic and on demand) in both soft and hard copies and provide it to the client during the tenure of the contract, and shall also handover all data/documents (hard/soft copies) to the client on completion of the assignment. The consultant will also be bound not to share any project data/report/information to any unauthorized person.

Construction Supervision control, reporting and monitoring will be performed for both capital and revenue component by the firm on a prescribed format agreed with the client/IU, for survey smart phone technology will be used and monitoring software will develop specifically for this purpose, the software will display the GPS coordinates and other general details of the survey. All supervision information from start to finish of specific school site will be accumulated in the database at consultant Head Office. For the purpose of displaying the information and details, an interactive website interface with Google Earth (GPRS) and smart phones will also develop for demonstration to project stakeholders and other record purposes.

3.3 Environmental Management Health and Safety Services at each site

- i. Prepare site specific Health and Safety procedures and train the contractors to implement the Health and Safety procedures. This is very important responsibility of supervision consultant to prepare and implement all health and safety protocols at each site. During the execution of civil work at the selected school, it is to be ensured that no student, teaching staff shall enter in the premises during the entire construction period. The protocols to work at height, and other necessary arrangement are met to avoid any accident at site.
- ii. The consultant need to engage Environmental Engineers to carry out the duties related to implementation.

3.4 Monitoring Support to Client

All logistics/travelling support shall be provided to IU staff to perform field visits for monitoring when and where required. Note that support will only be provided through the existing facilities used during the project by consultants.

Table – 3-1: Required Human Resource for Consultancy Services

Region / Required Staff	Project Manager	Procurement/Contract Engineer	Electrical Engineer	Environmental Engineer	R E	AR E	Inspectors (90% Civil & 10% Electrical)	Q.S	Cad Operators	Material Engineer	Design Engineers
Karachi	1	1	1	1	1	6	18	2	2	1	2
Hyderabad	1	1	1	1	1	9	20	2	2	1	2
Larkana	1	1	1	1	1	5	14	2	2	1	2
Mirpurkhas	1	1	1	1	1	3	12	2	2	1	2
Benazirabad	1	1	1	1	1	3	12	2	2	1	2
Sukkur	1	1	1	1	1	3	12	2	2	1	2

Note: Man Months shall be proposed by the consultants as per their proposed Work Plan and Methodology. **Maximum 06 Months Supervision in Each District shall be given to complete the Works**

Table – 3-2: Required Human Resource Qualification and Experience for One Typical Region

Sr. No.	EXPERT POSITION	QUALIFICATION & EXPERIENCE	MAN MONTHS (Based on the Work Plan and Methodology Consultants may propose Man Months Region applied for)
1.	Project Manager	Masters in Construction & Project Management or MBA, BE-Civil Engineering, registered with PEC's, having 10 years of experience of managing construction projects of diversified nature, ability to lead the team, hand on knowledge of contract management, conflict management claim Management, Quality Management and Work Scheduling at MS Project or Primavera familiar with Government Systems, Procurement Rules, able to take critical decisions and possess good communication skills.	
2.	Structure Engineer	Masters in Structure Engineering + BE Civil having 05 years of experience in designing building, checking steel at site as per drawings, checking steel quality, witness the school building under renovation that proper structure elements are strengthen where necessary. In case the school building is proposed to be demolished by the design consultant, verify via carrying out various structure elements tests like core test (strength checks) and prepare case for demolition order.	
2.	Procurement Specialist / Contract Engineer	Masters or MBA, BE in Civil Engineering with 05 years of procurement/contract and similar job experience, possess the hand on knowledge of Government Procurement rules and systems SPPRA-2010 (Amended 2013), and well aware	

General Condition of Contract

		of PEC's & FIDIC guidelines.	
3.	Environmental Engineer	(MS Environmental Engineering and BE Civil along with Minimum 05 years of experience of executing in environmental sector, supervising of water and sanitation facilities, having hand-on knowledge of available local resources to purify the contaminated water and about alternate and renewable energy systems.	
4.	Regional Engineers/Resident Engineers	Masters in Construction & Project Management or MBA, Bachelors in Civil Engineering registered with PEC's, having 7 years of experience of managing construction projects including school building and ancillary works, water & sanitation schemes, ability to lead the team, hand on knowledge of contract management, familiar with Government Systems, Procurement Rules, able to take critical decisions and possess good communication skills. In case of BE civil only 07 years of experience is desirable.	
5.	Design Engineers	Masters in Relevant Field and Bachelors in Civil Engineers. Shall have atleast 10 years of experience in designing Educational Buildings/ Utility Designs / External Development etc	
6.	Material Engineer	BE Civil, with 10 years of relevant experience in case of Masters degree in relevant field 07 years of experience will be considered. Or MSC Geology with 15 years of experience is desirable	
7.	Assistant Resident Engineers ARE's (Civil)	BE, with minimum 05 years of experience of supervising the construction projects particularly in school building construction, ability to manage multiple tasks and possess hand on knowledge of standard construction practices.	
8.	Site Inspector (Civil / Electrical)/	BE Civil / Electrical, B.Tech (Civil/Electrical) or DAE- (Civil/Electrical) technology as, BE Civil/Electrical 03 years of relevant	

General Condition of Contract

	90% Civil Positions 10% Electrical Position	experience B.Tech Civil/Electrical 06 years of relevant experience DAE Civil/Electrical 10 years of relevant experience of supervising the electrical works in building construction, ability to manage multiple tasks and possess hand on knowledge of standard construction practices	
9.	Quantity Surveyors and	BE Engineering or B.Tech or DAE in Civil Technology BE Civil 03 years of relevant experience B.Tech Civil/Electrical 06 years of relevant experience DAE Civil/Electrical 10 years of relevant experience of quantities estimation, developing BOQ's, engineering estimates, checking and verifying of bill payments and measurements at site.	
10.	CAD Operators	DAE in Civil Engineering with relevant 05 years of experience of drafting structure designs, building layouts and water supply & drainage systems	
11	Others	Any other position proposed by Consultant to cover the scope of services. Support staff required may be provided on the separate sheet.	

II. General Conditions of Contract

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the Sindh Public Procurement Act, thereunder Rules 2010.
- (b) “Procuring Agency PA” means the implementing department which signs the contract
- (c) “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 and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- (d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (g) “Foreign Currency” means any currency other than the currency of the PA’s country.
- (h) “GC” means these General Conditions of Contract.
- (i) “Government” means the Government of Sindh.
- (j) “Local Currency” means Pak Rupees.
- (k) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.
- (l) “Party” means the PA or the Consultant, as the case may be, and “Parties” means both of them.

- (m) "Personnel" means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.
- (n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (p) "Sub-Consultants" means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (q) "In writing" means communicated in written form with proof of receipt.

1.2 Law Governing Contract This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

1.3 Language This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

- 1.4 Notices**
- 1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.
 - 1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

1.5 Location The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PA may approve.

1.6 Authority of Member in Charge In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

1.7 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.

1.8 Taxes and Duties

The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

1.9 Fraud and Corruption

A. If the PA determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PA may, after giving 14 days notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in SPPR 2010.

Any personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

Integrity Pact

B. If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:

- (a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;
- (b) terminate the Contract; and
- (c) recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
- 2.2 Commencement of Services** The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
- 2.3 Expiration of Contract** Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
- 2.4 Modifications or Variations** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 2.5 Force Majeure** The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 2.5.3 Extension of Time** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 2.5.4 Payments** During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the PA

The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

2.6.2 By the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

2.6.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1.1 Standard of Performance

The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.

3.2 Conflict of Interests

The Consultant shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.

The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

- 3.2.3 **Prohibition of Conflicting Activities** The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
- 3.3 **Confidentiality** Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
- 3.4 **Insurance to be Taken Out by the Consultant** The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- 3.5 **Consultant's Actions Requiring PA's Prior Approval** The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services,
 - (b) appointing such members of the Personnel not listed by name in Appendix C, and
 - (c) any other action that may be specified in the SC.
- 3.6 **Reporting Obligations**
- (a) The Consultant shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
 - (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.
- 3.7 **Documents Prepared by the Consultant to be the Property of the PA**
- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
 - (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be

specified in the SC.

3.8 Accounting, Inspection and Auditing

3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.

3.8.2 The Consultant shall permit, and shall cause its Sub-consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures.).

4. CONSULTANT'S PERSONNEL

4.1 Description of Personnel

The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.

4.2 Removal and/or Replacement of Personnel

(a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

(b) If the PA finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and

experience acceptable to the PA.

- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE PA

- 5.1 Assistance and Exemptions** The PA shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.
- 5.2 Change in the Applicable Law Related to Taxes and Duties** If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.
- 5.3 Services and Facilities** The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTANT

- 6.1 Security** The consultant has to submit bid security and the performance security at the rate mention in SC.
- 6.2 Lump-Sum Payment** The total payment due to the Consultant shall not exceed the Contract Price which is an all inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
- 6.3 Contract Price** The price payable in Pak Rupees/foreign currency/ is set forth in the SC.
- 6.4 Payment for Additional Services** For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.5 Terms and Conditions of Payment** Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and

shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.

7. GOOD FAITH

- 7.1 Good Faith** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

8. SETTLEMENT OF DISPUTES

- 8.1 Amicable Settlement** The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 8.2 Dispute Resolution** Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

III. Special Conditions of Contract

(Clauses in brackets { } are optional; all notes should be deleted in final text)

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
---------------------	--

{1.1}	Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.
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1.3	The language is English.
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1.4	The addresses are:
-----	--------------------

Procuring Agency: Implementation Unit, School Education and Literacy Department, Sindh

Attention: Additional Director

Facsimile: +92 – 21 –

E-mail: _____

Consultant: _____

Attention: _____

Facsimile: _____

{1.6} {The Member in Charge is [insert name of member]}

Note: If the Consultant consists of a joint venture/ consortium/ association of more than one entity, the name of the entity whose address is specified in Clause SC 1.6 should be inserted here. If the Consultant consists only of one entity, this Clause SC 1.8 should be deleted from the SC.

1.7 The Authorized Representatives are:

For the PA: _____

For the Consultant: _____

1.8 *PA shall specify all relevant taxes including stamp duty and service charges to be borne by the consultant. In case there is exemption from any rates, taxes, the same shall be mentioned here.*

The Consultant must be informed in Clause Reference 3.7 of the Data Sheet about which alternative the PA wishes to apply.

The PA warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the PA shall pay on behalf of the Consultant, the Sub-Consultants and the Personnel, or shall reimburse the Consultant, the Sub-Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consultant, the Sub-Consultants and the Personnel in respect of:

- (a) any payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or permanent residents of Pakistan), in connection with the carrying out of the Services;
- (b) any equipment, materials and supplies brought into the Government's country by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;
- (c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the PA and which is treated as property of the PA;
- (d) any property brought into the province by the international Consultant, any Sub-Consultants or the Personnel or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:

- (1) the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country; and
- (2) if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Pakistan for which customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or (ii) shall reimburse them to the PA if they were paid by the PA at the time the property in question was brought into the Government's country.

2.2 The date for the commencement of Services is _____

2.3 The project time is for 02 years subject to the Government Approvals and availability of funds. *However, the phase I shall be Closing June, 2018 and the works which remained after June 30, 2018 will be carried forwarded for the next fiscal year. However a good project management is required to complete most of the tenders before the end of current fiscal year Procurement and construction supervision works will be proposed and calculated as per the scope of work .*

3.4 The risks and the coverage shall be as follows:

- (a) Third Party liability insurance, with a minimum coverage of *1,000,000*;
- (b) Professional liability insurance, with a minimum coverage of *10,000,000*;
- (c) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
- (d) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.

<i>Note: Delete what is not applicable</i>	
{3.7 (b)}	The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA.
{5.1}	<i>Not Applicable.</i>
6.1	Amount of bid security three (3%) percent of the bid amount in shape of Pay order / Demand Draft in favor of Additional Director (PDR) , School Education & Literacy Department. Amount of Performance security 10% of contract amount.
6.3	The amount in Pak Rupees.

<p>6.5</p>	<p>The accounts are:</p> <p style="padding-left: 40px;">for local currency: <i>PKR</i></p> <p>Payments shall be made according to the following schedule:</p> <ol style="list-style-type: none"> i. Ten (10) percent on mobilization of consultant ii. Ten (15) percent upon submission of interim report of achieving 25% progress of the whole work iii. Fifteen (20) percent upon submission of interim report of achieving 50% progress of the whole work iv. Fifteen (20) percent upon submission of interim report of achieving 75% progress of the whole work v. Twenty (20) percent upon submission of Final Completion report 100% work done vi. Ten (15%) after successful completion of defect liability period and closing of all contracts officially. <p><i>Note: This sample clause should be specifically drafted for each contract. They payment schedule will be finalized during negotiations</i></p>
<p>8.2</p>	<p>Disputes shall be settled by complaint redressal committee defined in SPPR 2010 or through arbitration Act of 1940.in accordance with the Provisions:</p>

Appendix A

(INTEGRITY PACT)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer:
Signature:
[Seal]

Name of Seller/Supplier:
Signature:
[Seal]

CONTRACT

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert PA's name]* ("the PA") having its principal place of business at *[insert PA's address]*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address]*.

WHEREAS, the PA wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
2. **Term**

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
3. **Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
 - C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.
4. **Economic Price Adjustment**

In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed ---% per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision:
"Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] th calendar month after the date of the Contract) by applying the following formula:

$$R_t = R_{t_0} \times \frac{I_t}{I_{t_0}}$$

where R_t is the adjusted remuneration, R_{t_0} is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, I_t is the official rate of inflation for the first month for which the adjustment is to have effect and, I_{t_0} is the official rate of inflation for the month of the date of the Contract.”]

5. **Project Administration**
- A. Coordinator
- The PA designates Mr./Ms. [insert name] as PA’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.
- B. Timesheets
- During the course of their work under this Contract the Consultant’s employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.
- C. Records and Accounts
- The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.
6. **Performance Standard** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.
7. **Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA’s business or operations without the prior written consent of the PA.
8. **Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and

software.

**9. Consultant
Not to be
Engaged in
Certain
Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

10. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipments.

11. Assignment

The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.

**12. Law
Governing
Contract and
Language**

The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.

**13. Dispute
Resolution**

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

FOR THE PA

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____