



# International Center for Chemical and Biological Sciences University of Karachi, Karachi-75270

## Notice Inviting Tender No. 091012

International Centre for Chemical and Biological Sciences (ICCBS) invites expression of interest from individual consultants for **Monitoring the Process of Physical Verification and Evaluation of Assets of the ICCBS.**

The tender documents may be collected from Finance office of the Centre, on any working day between 9:00 am to 1:00 pm from the date of publication of this advertisement on payment of Rs. 300/-(non-refundable) in shape of pay order( Demand Draft by the out of Karachi), in favour of the director or downloaded from the websites [www.iccs.edu](http://www.iccs.edu) , [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). The last date of issuing bid documents is October 4, 2012. The bid may be submitted in sealed envelope marked “**Verification of Fixed Assets of ICCBS**” with 2% of the bid value as bid security in shape of pay order / demand draft in favor of the Director, of the center latest by 2.30 pm on October 9, 2012. The bids will be opened at 3.00 pm on the same day in the meeting room of the HEJ Building in presence of the bidders or their representative. ICCBS administration reserves the right to reject all or any bid subject to the relevant provision of SPP Rules.

### **Eligibility Criteria:**

- 1. applicant must be a Chartered Accountants Company**
- 2. applicant must have experience of either conducting fixed assets assignment or monitoring the same**
- 3. applicant must have worked in government entities**

Director (ICCBS)



**International Center for Chemical and  
Biological Sciences  
University of Karachi, Karachi-75270**

## **Tender Documents**

**of**

**Appointment of Individual Consultant to**

**Monitoring the**

**Process of Physical**

**Verification and Evaluation**

**of**

**Fixed Assets**

## Terms and Conditions for Request for Proposal

International Centre for Chemical and Biological Sciences (ICCBS) intends to institute Physical verification and evaluation of its fixed and movable assets including lands, buildings, laboratories, libraries, guest houses, class rooms, stores, transport section, computers, office equipment, plant and machinery and other assets and stocks etc.

Individual Consultants are hereby requested to submit technical proposal and financial proposal separately for Monitoring the Process of Physical Verification and Evaluation of Fixed Assets. Proposals received would form the basis for evaluation/negotiations and ultimately a contract between the consultant and International Centre for Chemical and Biological Sciences (ICCBS). The Technical and Financial proposals should be prepared in English and submitted in separate sealed covers clearly marked “**Technical Proposal**” as **Envelope-I** and “**Financial Proposal**” as **Envelope-II** which should be put together in one separate sealed **Envelope-III** marked “**Proposals for Monitoring the Process of Physical Verification Of Fixed Assets of International Centre for Chemical and Biological Sciences (ICCBS).**”

### A. Technical Proposal:

The consultant is expected to work closely with the valuation team. The **Technical proposal** (in the attached suggested format) should contain the following information:

- Detailed CV of the consultant duly signed with demonstrated and traceable experience of Monitoring Physical Verification and Evaluation of Assets or actual work in the field.
- The consultants should be minimum (-----Qualification to be specified-----) or equivalent and should have experience of preferably 5 years of Monitoring or actual work in the field.
- Clearly state the availability of the consultant as may be necessary and submission of the report during the proposed period (tentatively-----period to be specified) and availability thereafter as & when required during next four month for further assignments under International Centre for Chemical and Biological Sciences (ICCBS).

### B. Financial proposal

The financial proposal (in the attached format) should include:

- (1) Consultant/s fees per day (Rs.)

(2) Other costs (to be specified with justification)\* in Rs.

(i) Travel cost to International Centre for Chemical and Biological Sciences (ICCBS).

Total of (2) Rs.

(3) Grand Total 3= (1+2) Rs.

(4) Service Tax on (3) (if applicable) Rs.

(5) Grand Total (3+4) Rs.

No extra payments (other than the payment as per the contract) would be made to the consultant.

**Note:1** For visit to field for monitoring the process of physical verification and evaluation of Assets the arrangement for transport, lodging and boarding, refreshment etc will be made by International Centre for Chemical and Biological Sciences (ICCBS).

**The technical and financial proposals are to remain valid for 75 days.**

## **C. Evaluation of the technical proposal**

The technical proposals received will be evaluated only for those individual consultants who submit the proposals complete in all respect and in time. The technical bids will be opened on **date to be specified at 2.30 pm** at (ICCBS) Office.

The technical proposals will be evaluated using the following criteria:

1. Qualifications of consultants
2. Experience of the proposed consultants in the related field/ sector

The minimum qualifying points are 60% for evaluation of technical proposal. **Only top 10** individual consultants scoring the highest points will be short listed out of those scoring 60% points. Besides In case sufficient candidates are not available the minimum qualifying score can be lowered to 55% or so by the Evaluation Committee.

The financial bids of these short listed individual consultants only would be opened on **date to be specified at 2.30 pm** at (ICCBS) Office.

## **C. Evaluation method for technical proposals**

If the technical proposal does not respond to the TOR it would be considered unsuitable and rejected. On evaluation of the technical proposals, the consultants would be informed where

the proposal does not meet minimum qualifying marks or were considered non-responsive to the TOR. In such cases their financial proposals will be returned unopened after completion of the selection process. Simultaneously the proposals of the consultants that have secured the prescribed minimum or more points and are short listed would be qualified and the financial bids of the short listed consultants will be opened on **date to be specified at 2.30 pm** at (ICCBS) Office. Interested short listed consultants may be present at the time of opening of bids at their own costs. The short listed individual consultants and institutional consultants would be accordingly **informed about their short listing date to be specified at 2.30 pm by e-mail/telephone by ICCBS.**

## **D. Evaluation of financial proposals and process**

The financial proposals of these short listed consultants would be opened publicly in the presence of representatives of the consultants who attend. The name of the consultants, their technical proposal score and the financial price quoted would be read aloud and recorded when financial proposals are opened. Minutes would be prepared in respect of the public opening and a copy would be sent to all short listed consultants.

Subject to reasonableness (if excessive, the rate will be negotiated with the bidder) and arithmetical error correction, **the lowest quoted rate, would be applicable.**

Kindly note that International Centre for Chemical and Biological Sciences (ICCBS) is not bound to select any of the consultants submitting the proposals and reserves the right of rejection of all proposals without assigning any reason.

For any queries if any on the RFP document and attached TOR interested consultants may contact

Accounts Officer (PCMD)  
International Centre for Chemical and Biological Sciences (ICCBS)  
University of Karachi, Karachi-75270, Pakistan.

**UAN:** 111-222-292 Ext. 315/316  
**Ph:** (92-21) 34824924-25, 34824930, 34824934  
**Fax:** (92-21)34819018-19  
**E-mail:** [hej@cyber.net.pk](mailto:hej@cyber.net.pk)  
**Web:** [www.iccs.edu](http://www.iccs.edu)

**Annex-I**  
**Detailed Information Package for RFPs**

**Background:**

**International Centre for Chemical and Biological Sciences (ICCBS)** is one of the scientific research institutions of excellence in developing countries like Pakistan. The goal of the of ICCBS is to show cause how the scientific excellence is taking place in developing world and to illustrate how science is being put to work to address critical social needs.

H.E.J. Research institute of Chemistry is an integral part of ICCBS along with Dr.Panjawani Centre for molecular Medicine and Drug Research, governed by the same Executive board under the chairmanship of Vice Chancellor, University of Karachi.

**Scope of Work of the individual consultant:**

- Acquiring adequate familiarity with the assignment, its objectives, procedures of its implementation and the proposed project activities, before taking up the assignment.
- Ensure that consultant (appointed for physical verification of fixed assets) submit the required documents for each item of the property plant and equipment physical verification exercise, and that the results are reconciled to the records and the report is duly signed by the head of the office.
- Co-ordinate with consultant (appointed for physical verification of fixed assets) on the corrective action required when discrepancies are identified and let these know to the management of the ICCBS.
- Prepare weekly status updates on the progress of assignment.
- Prepare and analyze data for management reporting.
- Prepare the detailed information required for the physical verification exercise and management reporting.

**Output of the Consultancy assignment**

- Timely delivery of reports to management on progress and anomalies against deadlines.
- Weekly status reports.

**Annexure- II**  
**Format of submission of Technical proposal**

- 1) Name of the Consultant:
- 2) Contact No, address and e-mail ID:
- 3) Attach Brief CV including demonstrated and traceable experience duly signed.
- 4) Brief details of monitoring assignments carried out (**Best three** only)

S.No.	Particulars of the monitoring assignments conducted	Year	Project for which the monitoring conducted	Remuneration received Rs.	Synopsis document / Executive Summary attached (~2pages)Y/N	Any other info regarding assignments
1						
2						
3						

- 
- 5) Any other relevant information regarding your suitability:
  - 6) Give information about your qualifications in **descending order** i.e. Professional, Post Graduation, and Graduation, as per the following table:

S.No	Name of the consultant	Qualification	Name of University	Year of passing	% of marks
1					
2					
3					

- 7) Experience of the **consultant** in descending order i.e. starting from the present position in the following table:

S.No	Name of the key person/consultant	Experience (See item 10 of Annexure (I) position wise in years)	CV attached Y/N
1			
2			
3			

8) Comments, if any, on the TOR

- a)
- b)

9) Comments on availability of proposed consultants for completing the study and submission of report in a timely manner as per project requirements:

**Date:**

**Signature of the consultant  
(Name.....)**



**Annexure-III**  
**FINANCIAL BID Form**

- |  |             |
|--|-------------|
| (1) Consultant/s fees per day                            | (Rs.) ----- |
| (2) Other costs (to be specified with justification)* in | (Rs.) ----- |
| Total of (2)   | (Rs.) ----- |
| (3) Grand Total 3= (1+2)                                 | (Rs.) ----- |
| (4) Service Tax on (3) (if applicable)                   | (Rs.) ----- |
| (5) Grand Total (3+4)                                    | (Rs.) ----- |

Date: .....

Place: .....

**(Name.....)**

**Signature of the Consultant**