

## REQUEST FOR PROPOSAL

### ENGAGEMENT OF ARCHITECT & ENGINEER FOR APPROVAL FROM DESIGN VETTING COMMITTEE (DVC) OF CAPITAL DEVELOPMENT AUTHORITY, ISLAMABAD

Works & Services Department has received funds from Government of Sindh for construction of 28 Nos. Suits at Sindh House Islamabad (Right Wing Block-I and Left wing Block-II, Islamabad)" (ADP No.2345 of 2015-16)

1. **Scope:** Consultancy Services are required for preparation of Architectural & Structural Drawing & Design, working Drawings including contouring and approval from Design Vetting Committee of Capital Development Authority, Islamabad.
2. **Estimated Cost:** **Rs.4.000 Millions (Fixed Budget)**
3. **Assignment Period:** **06 (Six) Months**
4. **Bidding Procedure:** **Single Stage Two Envelopes**
5. **Eligibility:**
  - (i) Architect and Engineer licensed by Capital Development Authority and registered with same Authority as Consulting Firm.
  - (ii) Registration with Income Tax Department and Sindh Revenue Board. (NTN certificate copy).
  - (iii) Consulting firms, having an experience of 5 years or more in planning, detail designing and working drawings shall be eligible for the assignment.
  - (iv) Preference will be given to the Consulting firms / bidders established in twin cities, keeping in view the nature of assignment and security of Red Zone area.
6. **Dead line of Submissions:**
  - I) Applications are invited with immediate effect from interested consulting firms for the purchase of Request for Proposal (RFP) documents at the cost of Rs.1,500/- in shape of Pay Order / Call Deposit / Cash (not refundable).
  - II) "Technical" and "Financial" proposals in response of RFP supported with 2% of "Financial" Proposal as Bid Security in shape of Call Deposit in favour of "Resident Engineer, Sindh House Islamabad" must reach on the address mentioned herein below on or before **11.00 AM on 18-4-2016** and "Technical" Proposal shall be opened in presence of bidders or their authorized representatives at **12.00 PM on same day by the Consultant Selection Committee.** The "Financial" Proposal(s) of the firms shall be opened on obtaining 70% marks in technical evaluation.
7. Interested firms should address their inquiries and submit their applications, "Technical" and "Financial" proposals to the following:-

Address : Resident Engineer, Special Project,  
Sindh House, Sector F-5/2 Islamabad

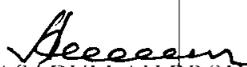
Telephone No : (051) 9211411

E-mail Address : reshibd@yahoo.com

Fax No. : (051) 9203407
8. Procuring Agency may reject all or any bid subject to the relevant provisions of Sindh Public Procurement Rules 2010 (amended)

NO.RE/SHI/P-13/ 255 /-2016

Dated: 18 / 4 / 2016.

  
(ASADULLAH BROHI)  
RESIDENT ENGINEER  
SPECIAL PROJECT  
SINDH HOUSE ISLAMABAD



**GOVERNMENT OF SINDH  
WORKS & SERVICES DEPARTMENT**

**NOTIFICATION**

**No.E&A(W&S)3-9/91-2015(CSC):** With the approval of the Competent Authority, a "Consultant Selection Committee, in terms of Section-67 of Sindh Public Procurement Rules-2010, is hereby set-up in the Office of Superintending Engineer, Provincial Buildings Circle, Karachi for pre-qualification of Consultants for the scheme "Construction of 28 Nos. Suits at Sindh House Islamabad (Right Wing Block-I and Left Block-II) ADP No.2345 of 2015-16" for procurement of Consultancy Services to get approval of Drawing & Design from Design Vetting Committee of Capital Development Authority, Islamabad.

The Consultant Selection Committee shall have the following composition:-

- |    |   |          |
|----|---|----------|
| 1. | Superintending Engineer,<br>Provincial Buildings Circle,<br>Karachi.            | Chairman |
| 2. | Resident Engineer,<br>Special Project, Sindh House,<br>Islamabad.               | Member ✓ |
| 3. | Comptroller,<br>Sindh House,<br>Islamabad.                                      | Member   |
| 4. | Nominee of Planning & Development Department,<br>(Not below the rank of BPS-18) | Member   |
| 5. | Nominee of Finance Department,<br>(Not below the rank of BPS-18)                | Member   |

The Consultant Selection Committee shall perform following functions:-

- 1) Short listing of consultants, responding to the request for "Expression of Interest" in accordance with the predetermined criteria.
- 2) Approval of the "Request for Proposal" documents.
- 3) Evaluation of technical and financial proposals according to the method of evaluation already prescribed in the Request for Proposal.
- 4) Finalization of recommendations based on evaluation.

**AIJAZ AHMED MEMON  
SECRETARY TO GOVERNMENT OF SINDH**

No.E&A(W&S)3-9/91-2015(CSC)

Karachi, dated the 21<sup>st</sup> October, 2015.

A copy is forwarded for information to:-

1. The Additional Chief Secretary (Dev.), P&D Department, Govt. of Sindh, Karachi, with the request to kindly nominate the representative of P&D Department for the above cited Committee.
2. The Secretary Finance Department, Government of Sindh, Karachi, with the request to kindly nominate the representative of Finance Department for the above cited Committee.
3. The Chief Engineer (Buildings), Hyderabad.
4. The Superintending Engineer, Provincial Buildings Circle, Karachi.
5. The Chairman / Members of the Committee.
6. P.S to Secretary, W&S Department, Govt. of Sindh, Karachi.
7. P.A to Addl. Secretary (Tech), W&S Department, Govt. of Sindh, Karachi.
8. P.A to Dy. Secretary (Admn.), W&S Department, Govt. of Sindh, Karachi.
9. Notification file.

**SECTION OFFICER (GENERAL)  
FOR SECRETARY TO GOVT. OF SINDH**

*D. Khan*  
21/10/15

**GOVERNMENT OF SINDH  
WORKS & SERVICES DEPARTMENT  
SINDH HOUSE ISLAMABAD**

**REQUEST FOR PROPOSAL (RFP)**

FOR Appointment of

**“CONSULTANT / ENGAGEMENT OF ARCHITECT & ENGINEER FOR  
APPROVAL FROM DESIGN VETTING COMMITTEE (DVC) OF  
CAPITAL DEVELOPMENT AUTHORITY”**

FOR

**“CONSTRUCTION OF 28 NOS. SUITS AT SINDH HOUSE ISLAMABAD  
(RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)”**  
(ADP NO.2345 OF 2015-16)

OFFICE OF

THE RESIDENT ENGINEER, SPECIAL PROJECT,  
SINDH HOUSE ISLAMABAD

1

	C – Four Similar projects completed by consultant offered for Evaluation	29
	Form Tech – 3: Comments and Suggestions on the Terms of Reference (TOR)	30
	Form Tech – 4: Description of Approach, Methodology and Project work plan for performing the assignment	31
	Form Tech – 5: Composition of team to be deployed for this assignment and task assigned	32
	Form Tech – 6: Curriculum Vitae (CV) for proposed professional Staff	33
	Form Tech – 7: Staffing Schedule	35
Section - 4	Financial Proposal	36
	Form FIN-1: Financial Proposal Submission Form	37
	Form FIN-2: Summary of Costs	38
Section -5	Terms of Reference (TOR)	39
1	Background	39
2	Preamble	39
3	Objectives	39
4	Scope of Services	39
5	Minimum Requirement of Professionals to be deployed at Site	39
6	Payments	39

## SECTION – 1: Instruction to Consultants

### DEFINITIONS

- (a) "Government of Sindh" means the Government of Sindh and all its associated departments, agencies, autonomous, Semi-autonomous bodies boards, universities and similar other organizations.
- (b) "Client" means Resident Engineer, Special Project Sindh House Islamabad with whom the selected consultants signs the agreement for the service.
- (c) "Consultants" means any entity/firm/joint venture of the firms that may provide the services to the client under agreement.
- (d) "Agreement" means the agreement signed by the Client and Consultants and all the attached documents.
- (e) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific conditions
- (f) "Day" means Calendar day
- (g) "Instructions to Consultants" means the document which provides Consultants with all information needed to prepare their proposal
- (h) "Personnel: means professionals and support staff provided by the Consultants or by any Sub-Consultant and perform Services or any part thereof.
- (i) "Proposal" means the Technical Proposal and the Financial Proposal
- (j) "RFP" means the Request for Proposal issued by the client for the selection of consultants
- (k) "Services" means the work to be performed by the consultants pursuant to the agreement
- (l) "Sub-Consultants" means any person or entity with whom the consultants enter into sub agreement(s) for any part of services.
- (m) "Terms of Reference" (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the client and consultants and expected results and deliverables of the assignment.

**FORM GENERAL – 1 – BASIC INFORMATION**

1. Name of Firm
2. Office Address in Pakistan
3. Office address overseas (If applicable)
4. Organization Chart  
(Attach separate Sheet)
5. Telephone No.
6. Fax No.
7. Email Address
8. Contact Person
9. Year of Registration with PEC  
*Attach copy of current PEC certificate*
10. Country of Origin
11. Type of Organization
  - Partnership
  - Sole Proprietorship
  - Public Limited Company
  - Private Limited Company*(Attach copy of Memorandum of Article, Memorandum of Association)*

*Note: In case of JV above information should be provided for all partners*

## INTRODUCTION

- 1.1 The client named in the Data Sheet will select a consulting firm/organization (the consultants) in accordance with the method of selection specified in the DATA SHEET.
- 1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data sheet. The proposals should be in separate, marked and sealed envelopes. The proposals will be the basis for the agreement negotiations and ultimately for a signed Agreement with the selected Consultants.
- 1.3 The Consultants should familiarize themselves with assignment conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit client office before submitting a proposal and to attend a pre-proposal meeting if notified later on. Consultants should contact client's representative named in the Data Sheet to obtain information regarding the assignment. Consultants should ensure the from client office well ahead, in case they wish to visit the client.
- 1.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation, the client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to agreement award, without thereby incurring any liability to the consultants.
- 1.5 The Consultants shall perform the Services and carry-out their obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advances technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services as faithful advisers to the client and shall at all times support and safeguard the client's legitimate interests in any dealings with sub consultants or third parties.
- 1.6 The consultants shall perform the services in accordance with the Applicable law and shall take all practicable steps to ensure that any sub consultants, as well as the personnel of the consultants and any sub consultants, comply with Applicable Law.
- 1.7 The remuneration of the Consultants pursuant to Clause 8 of Section 5 shall constitute the Consultants sole remuneration in connection with this Contract or the Services, and the Consultants 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 Consultants 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 remuneration.

## **RESOLUTION OF DISPUTES**

- 1.9 Any dispute or difference arising out of the Agreement, which cannot be amicably settled, between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made there under as amended from time to time. The venue of arbitration shall be in Islamabad, Pakistan.

## **UNFAIR ADVANTAGE**

- 1.10 If a consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all applicants together with this RFP all information that would in that respect give such consultants any competitive advantage over competing consultants.

## **FRAUD AND CORRUPTION**

- 1.11 The client required Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy;
- a) Defines for the purpose of this paragraph, the terms set forth below as follows;
    - (i) "Corrupt Practice" means the offering giving, receiving, or soliciting, directly or indirectly, of anything of the value to influence the action of a public official in the selection process or in agreement execution.
    - (ii) "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement.
    - (iii) "Collusive Practice" means a scheme or arrangement between two or more consultants with or without the knowledge of the client, designed to establish prices at artificial, non competitive levels;
    - (iv) "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a agreement
  - b) Will reject a proposal for award if it determines that the consultants recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the assignment in question.
  - c) Will reject a consultants including declaring the consultants ineligible either indefinitely or for a stated period of time to be awarded a Government of Pakistan agreement if at any time it determines that consultant has directly or through an agent engaged in corrupt, fraudulent, collusive or coercive practice in competing for or in executing a Government of Pakistan agreement, and;

## 1. Clarification and Amendment of RFP Documents

### CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the data sheet before the proposal submission date. Any request for clarification must be sent in writing to the procuring agency's address indicated in the data sheet. The procuring agency will respond in writing to all consultants the explanation of query. Should the client deem it necessary to amend RFP as a result of a clarification it shall do so following the procedure under Para 2.2
- 2.2 At any time before submission of proposal the client may amend the RFP by issuing an addendum in writing. The addendum shall be sent to all consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give consultants reasonable time in which to take an amendment into account in their proposals the client may, extend the deadline for the submission of proposals,

## **FINANCIAL PROPOSAL**

- 3.8 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4)

## **PAYMENT OF CONSULTANCY & SERVICES FEE**

- 3.9 The amount of remuneration will be claimed / paid as per relevant clause of section-5 TOR.
- 3.10 5% Retention Money will be deducted from each interim/monthly payment of assignments. Retention Money will be returned upon submission of Completion Report.

## **TAXES**

- 3.11 The consultants may be subject to local taxes on amounts payable by the client under the agreement. The client will state in the Data Sheet if the consultants is subject to payment of any taxes. Payment of all taxes shall be the responsibility of the consultants. The client from interim/ monthly payments of the consultants shall deduct such taxes at source.

## PROPOSAL EVALUATION

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the consultants should not contact the client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## EVALUATION OF TECHNICAL PROPOSAL

- 5.2 The consultants selection 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. A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet. After Technical evaluation is complete the client shall notify in writing to Consultants that have secured minimum technical qualifying marks, date, time and location for opening of the Financial Proposals. The un-qualified consultants shall be returned their Financial Proposals un-opened.

## EVALUATION OF FINANCIAL PROPOSAL

- 5.3 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.
- 5.4 Proposal shall be evaluated on **Cost Based Selection CBS 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. The firm achieving the highest combined technical and financial score will be invited for negotiations.

## **CONFIDENTIALITY**

8. 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.

## **FORCE MAJEURE**

9. The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome. If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

(i)	<u>Company Profile</u>	[100]	
	(a) Number of Similar Assignments (10 Nos. for each assignment)	[40]	
	(b) Similar Experience in the project Area (10 Nos. for each assignment)	[40]	
	(c) General Experience (01 No. for each assignment)	[20]	
			Total=A1
(ii)	<u>Project Team</u>	[100]	
	(a) Structural Engineer	[30]	
	(b) Senior Architect	[30]	
	(c) Civil Engineer	[20]	
	(d) Quantity Surveyor	[20]	
			Total=A2
(iii)	<u>Approach &amp; Methodology</u>	[100]	
	(a) Understanding & innovativeness	[40]	
	(b) (i) Methodology	[30]	
	(ii) Project Work Plan of Assignment	(30)	
			Total=A3

$$\text{Technical Score} = \frac{A1[0.40]}{100} + \frac{A2[0.30]}{100} + \frac{A3[0.30]}{100}$$

5.4 Further details of Evaluation Criteria are described in Appendix-I to Data Sheet  
 Technical = 80%  
 Financial= 20%

**The formula for determining the Financial score is;**

Sf = 100xFm/F  
 Sf = The Financial Score  
 Fm = The lowest price  
 F = The price of the proposal under consideration

6.1 Address for Negotiations;  
 Office of the  
**Resident Engineer,**  
**Special Project Sindh House**  
**F5/2 Islamabad**  
**Phone-051-9211411 Fax – 051-9203407**  
**E-mail: reshibd@yahoo.com**

**Details of Evaluation Criteria**

**ii) Experience (35%)**

Ten years or more = 100% 5 to less than 10 years = 80% 3 years less than five years = 60%

**iii) No. of Similar Assignment (30%)**

Four or more = 100% 2 to less than 3 projects = 80% Less than 2 projects = 60%

**3. Approach & Methodology [100 marks] FORM TECH-4**

Methodology submitted by Consultants will be analyzed by evaluating team and graded as under;

Quality	Grade	Weightage
Excellent	A	100%
Good	B	70%
Average/Below Average	C	50%
Absent	D	0

Methodology will be analyzed based on following;

a) Understanding& Innovativeness

- i) What is the depth of the firm's understanding of the requirements and objectives of the consultancy assignment?
- ii) What is the quality of the improvements to the TOR suggested by the consultants to improve the outcome of the assignment?
- iii) What is the level of the identification of the potential risks that will affect the execution of the assignment and what is the quality of the mitigation strategies proposed?

b) Methodology& Project Work Plan

- i) How in depth is the Statement of work: does it fully cover the scope of the assignment and is it sufficiently developed to ensure assignment completely
- ii) How developed is the work breakdown structure (WBS) for assignment?

**FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM**

To:

**The Resident Engineer,  
Special Projects Sindh House,  
Islamabad**

Subject: **CONSULTANCY SERVICES / ENGAGEMENT OF ARCHITECT & ENGINEER FOR APPROVAL FROM DESIGN VETTING COMMITTEE (DVC) OF CAPITAL DEVELOPMENT AUTHORITY” FOR “CONSTRUCTION OF 28 SUITS AT SINDH HOUSE SLAMABAD (RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)”**

Dear Sir,

We, the undersigned, offer to provide the “Consulting services for **ENGAGEMENT OF ARCHITECT & ENGINEER FOR APPROVAL FROM DESIGN VETTING COMMITTEE (DVC) OF CAPITAL DEVELOPMENT AUTHORITY” FOR “CONSTRUCTION OF 28 SUITS AT SINDH HOUSE ISLAMABAD (RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)”** in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statements and 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, we undertake to negotiate of the proposed staff. Our Proposal is binding upon us and subject to the modification resulting from Agreement 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 of the proposal.

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

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

### B- Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each Joint Venture partner or sub-Consultant for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within a joint venture or sub-consultancy, for carrying out consulting services similar to the ones requested under this assignment. **Please provide Client's Certificate completion or Work order for evidence of the assignment]***

Assignment name:	Approx. value of the contract:
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	
Start date (month/year):	Approx. value of the services provided by your firm under the contract:
Completion date (month/year):	
Name of joint venture partner or sub-Consultants, if any:	No. of professional person-months provided by the Joint Venture Partners or the Sub-Consultants:
Name of senior regular full time employees <sup>i</sup> 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:	

## FORM TECH-3 COMMENTS OR SUGGESTIONS ON TOR

*[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.]*

**FORM TECH-5 COMPOSITION OF TEAM TO BE DEPLOYED FOR THIS ASSIGNMENT  
AND TASK ASSIGNED**

Name of Staff	Firm	Area of Expertise	Position	Task Assigned
---------------	------	-------------------	----------	---------------

2. Name of assignment of project: \_\_\_\_\_  
Year: \_\_\_\_\_ Location: \_\_\_\_\_  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

3. Name of assignment of project: \_\_\_\_\_  
Year: \_\_\_\_\_ Location: \_\_\_\_\_  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualification, my experience, and myself. 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]*

Full name of authorized representative: \_\_\_\_\_

## **SECTION 4: FINANCIAL PROPOSAL – STANDARD FORMS**

Financial Proposal Standard Forms shall be used for the preparation of the financial Proposal.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

## FORM FIN -2 SUMMARY OF COST

Sr. No	Description	Consultant's Fee
1.	Site inspection, Contouring, Review of existing Buildings	_____ %age of quoted cost
2.	Preparation of Architectural Layout Plans, Structural designing and ultimate changes in the light of DVC instructions.	_____ %age of quoted cost
3.	Provision of approved and authenticated working drawings and there upon based Bidding Documents.	_____ %age of quoted cost
4.	Top Supervision of the Project.	_____ %age of quoted cost
	TOTAL COST	_____ %age of quoted cost

Note: All costs should be inclusive of all taxes and any other cost required to complete the assignment as per TOR.

Authorized Signature of Consultants

Name and title of signatory: \_\_\_\_\_

Official Seal of Consultants

- d) Engagement with Department to attend & comply the meetings of Design Vetting Committee of CDA till the issuance of Vetting Certificate.
- e) Top Supervision of the Project.

His services include but limited to the following;

- 4.2 Review of ongoing works for existing planning and design
- 4.3 Revalidate existing structural design of scope of work
- 4.4 Revisit space allocation and circulation plan as per modern facilities.
- 4.5 Preparation of detailed Architectural Planning and its Structural Designing.
- 4.6 Preparation of detailed drawings for all Civil, Electrical and Plumbing Works and top supervision of the Project.
- 4.7 Preparation of Technical Specifications for Civil and Electrical Works.
- 4.8 Any other facilities in the best interest of general public

## **5. Minimum Requirement of Professionals to be deployed at site**

Following is the minimum requirement of professional to be appointed for the project for carrying out works listed in Section-4.

- i) Structural Design Engineer Must have 10 years of relevant experience
- ii) Senior Architect Must be registered with PCATP
- iii) Civil Engineer Must be a Civil Engineer having minimum experiences of 10 years in relevant field
- iv) Quantity Surveyor must be a minimum of Diploma in Associate Engineer in Civil having minimum experience of 10 years in relevant field.

## **6. Payment**

Fee shall be paid subject to following

- 6.1 Income tax and other taxes as applicable at the time of execution not the Agreement will be deducted at source
- 6.2 Any change made in design or layout as per site conditions or required by the client during construction / execution will be done by the consultant without any extra cost.
- 6.3 Payment shall be paid to consultants as per the percentage of price quoted by consultant for assignment.

**GOVERNMENT OF SINDH  
WORKS & SERVICES DEPARTMENT  
SINDH HOUSE ISLAMABAD**

**REQUEST FOR PROPOSAL (RFP)**

FOR Appointment of

**“CONSULTANT / ENGAGEMENT OF ARCHITECT & ENGINEER FOR  
APPROVAL FROM DESIGN VETTING COMMITTEE (DVC) OF  
CAPITAL DEVELOPMENT AUTHORITY”**

FOR

**“CONSTRUCTION OF 28 NOS. SUITS AT SINDH HOUSE ISLAMABAD  
(RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)”**  
(ADP NO.2345 OF 2015-16)

OFFICE OF

THE RESIDENT ENGINEER, SPECIAL PROJECT,  
SINDH HOUSE ISLAMABAD

1

TABLE OF CONTENTS

Section - 1	Letter of Invitation	03
3	Definitions	05
5	General Information	06
	Form General-1 – Basic Information	07
	Form General-2 – Litigation History	08
Section - 2	Introduction	09
	Conflict of Interest	10
	Conflicting activities	10
	Resolution of Dispute	11
	Unfair Advantage	12
	Fraud and Corruption	11
	Only one proposal	12
	Proposal Validity	12
	Clarification and Amendment of RFP Documents	13
	Preparation of Proposal	14
	Technical Proposal Format and Content	14
	Financial Proposal	14
	Payment of Consultancy as Service Fee	15
	Taxes	15
	Submission, Receipt and Opening of Proposal	16
	Proposal Evaluation	17
	Evaluation of Technical Proposal	17
	Evaluation of Financial Proposal	17
	Negotiations	18
	Availability of Professional Staff/Experts	18
	Award of Agreement	18
	Confidentiality	19
	Force Majeure	19
	Data Sheet	20
	Appendix – I to Data Sheet	23
Section - 3	Technical Proposal – Standard Forms	23
	Form Tech – 1: Technical Proposal Submission Form	26
	Form Tech – 2: Consultant’s Organization and Experience	27
	A – Consultant’s Organization	27
	B – Consultant’s Experience	28

	C – Four Similar projects completed by consultant offered for Evaluation	29
	Form Tech – 3: Comments and Suggestions on the Terms of Reference (TOR)	30
	Form Tech – 4: Description of Approach, Methodology and Project work plan for performing the assignment	31
	Form Tech – 5: Composition of team to be deployed for this assignment and task assigned	32
	Form Tech – 6: Curriculum Vitae (CV) for proposed professional Staff	33
	Form Tech – 7: Staffing Schedule	35
Section - 4	Financial Proposal	36
	Form FIN-1: Financial Proposal Submission Form	37
	Form FIN-2: Summary of Costs	38
Section -5	Terms of Reference (TOR)	39
1	Background	39
2	Preamble	39
3	Objectives	39
4	Scope of Services	39
5	Minimum Requirement of Professionals to be deployed at Site	39
6	Payments	39

## Letter of Invitation

Letter No.RE/SHI/P-13/ \_\_\_\_\_

Date: \_\_\_\_\_

TO,

\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms.

The **RESIDENT ENGINEER, SPECIAL PROJECTS SINDH HOUSE ISLAMABAD, WORKS & SERVICES DEPARTMENT GOVERNMENT OF SINDH** (hereinafter called "Procuring Agency") now invites proposals for appointment of "**Consultants / Engagement Of Architect & Engineer For Approval From Design Vetting Committee (DVC) Of Capital Development Authority**" for "**CONSTRUCTION OF 28 NOS. SUITS AT SINDH HOUSE ISLAMABAD (RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)**". More details on the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

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

Yours sincerely,

RESIDENT ENGINEER  
SPECIAL PROJECTS  
SINDH HOUSE ISLAMABAD

## SECTION – 1: Instruction to Consultants

### DEFINITIONS

- (a) “Government of Sindh” means the Government of Sindh and all its associated departments, agencies, autonomous, Semi-autonomous bodies boards, universities and similar other organizations.
- (b) “Client” means Resident Engineer, Special Project Sindh House Islamabad with whom the selected consultants signs the agreement for the service.
- (c) “Consultants” means any entity/firm/joint venture of the firms that may provide the services to the client under agreement.
- (d) “Agreement” means the agreement signed by the Client and Consultants and all the attached documents.
- (e) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific conditions
- (f) “Day” means Calendar day
- (g) “Instructions to Consultants” means the document which provides Consultants with all information needed to prepare their proposal
- (h) “Personnel: means professionals and support staff provided by the Consultants or by any Sub-Consultant and perform Services or any part thereof.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal
- (j) “RFP” means the Request for Proposal issued by the client for the selection of consultants
- (k) “Services” means the work to be performed by the consultants pursuant to the agreement
- (l) “Sub-Consultants” means any person or entity with whom the consultants enter into sub agreement(s) for any part of services.
- (m) “Terms of Reference” (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the client and consultants and expected results and deliverables of the assignment.

## SECTION – 1: Instruction to Consultants

### General Information

The consultants are required to provide following information, which are necessary for further processing:

1. Applied as Single Entity or Joint Venture, Please specify
2. In case of Single Entity specify the name of Firm and provide the information as per prescribed Form General-1 attached
3. In case of Joint Venture provide the following information as well as prescribed in attached Form General-1 for all JV partners.

S No	Name of JV partners	%age share proposed for this assignment
1	Lead partner	
2	Partner No.1	
3	Partner No. 2	
4	Partner No. 3	

4. The consultants are required to provide accurate information on any litigation or arbitration, arising out of the assignments completed or in progress over the last four years in the manner as prescribed in FORM General -2
5. Certificate / affidavit that firm is not blacklisted
6. Joint Venture Agreement (if applicable)

**FORM GENERAL – 1 – BASIC INFORMATION**

1. Name of Firm
2. Office Address in Pakistan
3. Office address overseas (If applicable)
4. Organization Chart  
(Attach separate Sheet)
5. Telephone No.
6. Fax No.
7. Email Address
8. Contact Person
9. Year of Registration with PEC  
*Attach copy of current PEC certificate*
10. Country of Origin
11. Type of Organization
  - Partnership
  - Sole Proprietorship
  - Public Limited Company
  - Private Limited Company(Attach copy of Memorandum of Article, Memorandum of Association)

*Note: In cave of JV above information should be provided for all partners*

SECTION – 1: Instructions to Consultants

**FORM GENERAL – 2 – LITIGATION HISTORY**

Consultants, including each of the partners of a Joint Venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last four years or currently under execution. A separate sheet should be used for each partner of joint venture.

Party/Parties of claim/dispute	Nature Claims/ Dispute	Amount of Claim / Dispute	Date Initiated for	Status of Claim / Dispute
-----------------------------------	---------------------------	---------------------------------	-----------------------	------------------------------

## INTRODUCTION

- 1.1 The client named in the Data Sheet will select a consulting firm/organization (the consultants) in accordance with the method of selection specified in the DATA SHEET.
- 1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data sheet. The proposals should be in separate, marked and sealed envelopes. The proposals will be the basis for the agreement negotiations and ultimately for a signed Agreement with the selected Consultants.
- 1.3 The Consultants should familiarize themselves with assignment conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit client office before submitting a proposal and to attend a pre-proposal meeting if notified later on. Consultants should contact client's representative named in the Data Sheet to obtain information regarding the assignment. Consultants should ensure the from client office well ahead, in case they wish to visit the client.
- 1.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation, the client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to agreement award, without thereby incurring any liability to the consultants.
- 1.5 The Consultants shall perform the Services and carry-out their obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advances technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services as faithful advisers to the client and shall at all times support and safeguard the client's legitimate interests in any dealings with sub consultants or third parties.
- 1.6 The consultants shall perform the services in accordance with the Applicable law and shall take all practicable steps to ensure that any sub consultants, as well as the personnel of the consultants and any sub consultants, comply with Applicable Law.
- 1.7 The remuneration of the Consultants pursuant to Clause 8 of Section 5 shall constitute the Consultants sole remuneration in connection with this Contract or the Services, and the Consultants 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 Consultants 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 remuneration.

## CONFLICT OF INTEREST

1.8 Government of Pakistan policy requires that Consultants provide professional, objectives and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1.8.1 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 if the circumstances set fourth below;

### 1.8.2 **Conflicting Activities**

(a) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and 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, and 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. For the purpose of this paragraph services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography and satellite imagery.

(b) 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 client. For example, a consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a consultants assisting a client in the privatization of public assets shall neither purchase, nor advise purchasers of such assets. Similarly a consultants hired to prepare terms of reference for an assignment should not be hired for the assignment in question.

(c) A consultant (including its personnel and sub consultants) that has a business of family relationship with the member of client's staff who is directly or indirectly involved in any part of (i) preparation of the TORs of the assignment, (ii) Selection process for such assignment, or (iii) supervision of the agreement, may not be awarded a agreement, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the agreement.

## **RESOLUTION OF DISPUTES**

- 1.9 Any dispute or difference arising out of the Agreement, which cannot be amicably settled, between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made there under as amended from time to time. The venue of arbitration shall be in Islamabad, Pakistan.

## **UNFAIR ADVANTAGE**

- 1.10 If a consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all applicants together with this RFP all information that would in that respect give such consultants any competitive advantage over competing consultants.

## **FRAUD AND CORRUPTION**

- 1.11 The client required Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy;
- a) Defines for the purpose of this paragraph, the terms set forth below as follows;
    - (i) "Corrupt Practice" means the offering giving, receiving, or soliciting, directly or indirectly, of anything of the value to influence the action of a public official in the selection process or in agreement execution.
    - (ii) "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement.
    - (iii) "Collusive Practice" means a scheme or arrangement between two or more consultants with or without the knowledge of the client, designed to establish prices at artificial, non competitive levels;
    - (iv) "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a agreement
  - b) Will reject a proposal for award if it determines that the consultants recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the assignment in question.
  - c) Will reject a consultants including declaring the consultants ineligible either indefinitely or for a stated period of time to be awarded a Government of Pakistan agreement if at any time it determines that consultant has directly or through an agent engaged in corrupt, fraudulent, collusive or coercive practice in competing for or in executing a Government of Pakistan agreement, and;

- d) Will have the right to require that a provision be included requiring consultants to permit the Government of Pakistan in to inspect the or accounts and record and other documents relating to the submission of proposals and agreement performance and have them audited by auditors appointed by the Government of Pakistan.

#### **ONLY ONE PROPOSAL**

- 1.12 Each Consultants/JV can submit only one proposal. If a consultant submits or participates in more than one proposal, such proposals shall be disqualified.

#### **PROPOSAL VALIDITY**

- 1.13 The data sheet indicates how long consultants' proposals must remain valid after submission date. During this period, Consultants shall maintain the availability of professional staff nominated in the proposal.

## 1. Clarification and Amendment of RFP Documents

### CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the data sheet before the proposal submission date. Any request for clarification must be sent in writing to the procuring agency's address indicated in the data sheet. The procuring agency will respond in writing to all consultants the explanation of query. Should the client deem it necessary to amend RFP as a result of a clarification it shall do so following the procedure under Para 2.2

2.2 At any time before submission of proposal the client may amend the RFP by issuing an addendum in writing. The addendum shall be sent to all consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give consultants reasonable time in which to take an amendment into account in their proposals the client may, extend the deadline for the submission of proposals,

### 3. Preparation of Proposal

#### PREPARATION OF PROPOSAL

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.

#### TECHNICAL PROPOSAL FORMAT & CONTENT

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

- 3.1 A brief description of the consultant organization and an outline of recent experience on assignments (required in Form TECH-2 Section 3) 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.
- 3.2 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 (required in Form TECH-3 Section 3).
- 3.3 A detailed description of the proposed methodology, work plan for performing the assignment, staffing, work plan and monitoring. (Form TECH-4 Section 3).
- 3.4 List of the proposed Professional Staff team by the area of expertise, position that would be assigned to each staff team member and their tasks (Form TECH-5 Section 3)
- 3.5 CVs signed by the proposed professional staff or the authorized representative submitting the proposal (Form TECH-6 Section 3). Key information should include number of years working for the consultant and degree of responsibility held in various assignments.
- 3.6 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 (Form TECH-7 Section 3)
- 3.7 The Technical Proposal shall not include any financial information.

## **FINANCIAL PROPOSAL**

- 3.8 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4)

## **PAYMENT OF CONSULTANCY & SERVICES FEE**

- 3.9 The amount of remuneration will be claimed / paid as per relevant clause of section-5 TOR.
- 3.10 5% Retention Money will be deducted from each interim/monthly payment of assignments. Retention Money will be returned upon submission of Completion Report.

## **TAXES**

- 3.11 The consultants may be subject to local taxes on amounts payable by the client under the agreement. The client will state in the Data Sheet if the consultants is subject to payment of any taxes. Payment of all taxes shall be the responsibility of the consultants. The client from interim/ monthly payments of the consultants shall deduct such taxes at source.

#### 4. Submission, Receipt and Opening of Proposal

##### **SUBMISSION, RECEIPT AND OPENING OF PROPOSAL**

- 4.1 The original proposal (Technical & Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letter for both Technical and Financial Proposal s should respectively be in the format of TECH-1 of Section 3 and FIN-1 of Section-4.
- 4.2 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred in Data Sheet and in number of copies indicated in the Data Sheet. All required copies of Technical proposals are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal the original governs.
- 4.3 The original and all copies of technical proposal shall be placed in a sealed envelope clearly marked "TECHCNIAL PROPOSAL" similarly the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of assignment, and with a warning " DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE". The client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection. 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.
- 4.4 The proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client not later than the time and date indicated in the Data Sheet, or any extension granted thereof. Any proposal received by the client after the deadline for submission shall be returned unopened.
- 4.5 The client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with Financial Proposal shall remain sealed and securely stored.

## PROPOSAL EVALUATION

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the consultants should not contact the client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## EVALUATION OF TECHNICAL PROPOSAL

- 5.2 The consultants selection 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. A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet. After Technical evaluation is complete the client shall notify in writing to Consultants that have secured minimum technical qualifying marks, date, time and location for opening of the Financial Proposals. The un-qualified consultants shall be returned their Financial Proposals un-opened.

## EVALUATION OF FINANCIAL PROPOSAL

- 5.3 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.
- 5.4 Proposal shall be evaluated on **Cost Based Selection CBS 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. The firm achieving the highest combined technical and financial score will be invited for negotiations.

## 6. Negotiations

### NEGOTIATIONS

- 6.1 Negotiations will be held at the date and address indicated in the Data Sheet (if required). 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.
- 6.2 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.

### AVAILABILITY OF PROFESSIONAL STAFF/EXPERTS

- 6.3 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 better qualifications 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.

### AWARD OF AGREEMENT

7. After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within 15 days of the award of contract consultants will mobilize, The Client shall award the agreement to the selected Consultant, the agreement will be executed based on Standard Format of Pakistan Engineering Council (PEC)

## **CONFIDENTIALITY**

8. 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.

## **FORCE MAJEURE**

9. The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome. If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

## DATA SHEET

- Clause No. Name of Client:  
1.1 **Resident Engineer, Special Project,  
Sindh House Islamabad**
- Method of Selection  
**Fixed Budget**
- 1.2 Name of Assignment:  
**CONSULTANCY SERVICES / ENGAGEMENT OF ARCHITECT &  
ENGINEER FOR APPROVAL FROM DESIGN VETTING COMMITTEE  
(DVC) OF CAPITAL DEVELOPMENT AUTHORITY” FOR  
“CONSTRUCTION OF 28 SUITS AT SINDH HOUSE ISLAMABAD  
(RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)”**
- 1.3 A pre-proposal/pre-bid meeting will be arranged if  
considered necessary, the date and time will be intimated.
- 1.13 Proposals must remain valid for **(90) ninety** days after submission date.
- 2.1 Clarifications may be requested not later than seven **(07) days** before  
the submission date
- 3.11 **Local Taxes** Such as Income Tax and SST will be deducted as  
per prevailing government rules.
- 4.2 Consultants must submit one (01) original and two (02) copies of  
the Technical Proposal and original of Financial Proposal.
- Proposal Submission Address:  
Office of the **Resident Engineer,**  
**Special Project Sindh House F5/2, Islamabad**  
**Phone - 051-9211411 Fax – 051-9203407**  
**E-mail: [reshibd@yahoo.com](mailto:reshibd@yahoo.com)**
- Proposal Submission Deadline Date: 18-4-2016  
**Time: 11.00 AM**
- 5.2 **The minimum Technical Score to qualify is = 70 marks**  
Criteria, Sub-criteria and point system for evaluation of Technical  
Proposals are;
- |                              |     |
|------------------------------|-----|
| (i) Company Profile          | 40% |
| (ii) Project Team            | 30% |
| (iii) Approach & Methodology | 30% |

(i)	<u>Company Profile</u>	[100]	
	(a) Number of Similar Assignments (10 Nos. for each assignment)	[40]	
	(b) Similar Experience in the project Area (10 Nos. for each assignment)	[40]	
	(c) General Experience (01 No. for each assignment)	[20]	
			Total=A1
(ii)	<u>Project Team</u>	[100]	
	(a) Structural Engineer	[30]	
	(b) Senior Architect	[30]	
	(c) Civil Engineer	[20]	
	(d) Quantity Surveyor	[20]	
			Total=A2
(iii)	<u>Approach &amp; Methodology</u>	[100]	
	(a) Understanding & innovativeness	[40]	
	(b) (i) Methodology	[30]	
	(ii) Project Work Plan of Assignment	(30)	
			Total=A3

$$\text{Technical Score} = \frac{A1[0.40]}{100} + \frac{A2[0.30]}{100} + \frac{A3[0.30]}{100}$$

5.4 Further details of Evaluation Criteria are described in Appendix-I to Data Sheet  
 Technical = 80%  
 Financial= 20%

**The formula for determining the Financial score is;**

Sf = 100xFm/F  
 Sf = The Financial Score  
 Fm = The lowest price  
 F = The price of the proposal under consideration

6.1 Address for Negotiations:  
 Office of the  
**Resident Engineer,**  
**Special Project Sindh House**  
**F5/2 Islamabad**  
**Phone-051-9211411 Fax – 051-9203407**  
**E-mail: [reshibd@yahoo.com](mailto:reshibd@yahoo.com)**

**Details of Evaluation Criteria**

**1. Company Profile [100 points] FORM TECH-2**

(a) Number of Similar Assignments (in last 5 years) [40 marks]

Four Projects = 40  
 Three Projects = 30  
 Two Projects = 20  
 Less Than Two = 10

(b) Previous Experience in the Area of assignments [40 marks]

04 Projects = 40  
 03 Projects = 30  
 02 Projects = 20  
 Less Than 2 = 10

(c) General Experience [20 marks]

20 Projects or more than Projects = 20  
 Less than 20 Projects > 15 projects = 15  
 Less than 15 Projects > 10 projects = 10  
 Less than 10 Projects > 05 projects = 05

**2. Project Team [100 points] FORM TECH-6**

Each member of Consultant's team will be evaluated on the following criteria;

**i) Education (35%)**

**A. For Engineers (Structure)**

Masters of Engineering = 100%  
 Bachelors of Engineering = 80%

**B. For Senior Architect**

Registered with Pakistan Council of Architects & Town Planners (PCATP) = 100%

**C. For Civil Engineer**

Masters of Engineering = 100%  
 Bachelors of Engineering = 80%

**D. For Quantity Surveyor**

B. Tech. (Civil) = 100%  
 3 year Diploma (Civil) = 80%

### Details of Evaluation Criteria

#### ii) Experience (35%)

Ten years or more = 100% 5 to less than 10 years = 80% 3 years less than five years = 60%

#### iii) No. of Similar Assignment (30%)

Four or more = 100% 2 to less than 3 projects = 80% Less than 2 projects = 60%

### 3. Approach & Methodology [100 marks] FORM TECH-4

Methodology submitted by Consultants will be analyzed by evaluating team and graded as under;

Quality	Grade	Weightage
Excellent	A	100%
Good	B	70%
Average/Below Average	C	50%
Absent	D	0

Methodology will be analyzed based on following;

#### a) Understanding & Innovativeness

- i) What is the depth of the firm's understanding of the requirements and objectives of the consultancy assignment?
- ii) What is the quality of the improvements to the TOR suggested by the consultants to improve the outcome of the assignment?
- iii) What is the level of the identification of the potential risks that will affect the execution of the assignment and what is the quality of the mitigation strategies proposed?

#### b) Methodology & Project Work Plan

- i) How in depth is the Statement of work: does it fully cover the scope of the assignment and is it sufficiently developed to ensure assignment completely
- ii) How developed is the work breakdown structure (WBS) for assignment?

### **SECTION – 3 : Technical Proposal – Standard Forms**

Consultants are required to prepare Technical Proposal as per following forms;

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

A- Consultant's Organization

B- Consultant's Experience

C- List of Four Projects offered for Evaluation

TECH-3 Comments or Suggestions on Terms of Reference

TECH-4 Description of Approach, Methodology and Work Plan

TECH-5 Composition of Team to be deployed for the assignment and Task Assigned

TECH-6 Curriculum Vitae (CV) of Proposed Staff

TECH-7 Staffing Schedule

**FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM**

To:

**The Resident Engineer,  
Special Projects Sindh House,  
Islamabad**

Subject: **CONSULTANCY SERVICES / ENGAGEMENT OF ARCHITECT & ENGINEER FOR APPROVAL FROM DESIGN VETTING COMMITTEE (DVC) OF CAPITAL DEVELOPMENT AUTHORITY” FOR “CONSTRUCTION OF 28 SUITS AT SINDH HOUSE SLAMABAD (RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)”**

Dear Sir,

We, the undersigned, offer to provide the “Consulting services for **ENGAGEMENT OF ARCHITECT & ENGINEER FOR APPROVAL FROM DESIGN VETTING COMMITTEE (DVC) OF CAPITAL DEVELOPMENT AUTHORITY” FOR “CONSTRUCTION OF 28 SUITS AT SINDH HOUSE ISLAMABAD (RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)”** in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statements and 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, we undertake to negotiate of the proposed staff. Our Proposal is binding upon us and subject to the modification resulting from Agreement 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 of the proposal.

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

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

### A- Consultant's Organization

Please provide the following of your firm/entity and each associate of JV (if any) for this assignment

1. Firm Background and Achievements (minimum two pages)
2. Organization Structure

## FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

### B- Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each Joint Venture partner or sub-Consultant for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within a joint venture or sub-consultancy, for carrying out consulting services similar to the ones requested under this assignment. **Please provide Client's Certificate completion or Work order for evidence of the assignment]***

Assignment name:	Approx. value of the contract:
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	
Start date (month/year):	Approx. value of the services provided by your firm under the contract:
Completion date (month/year):	
Name of joint venture partner or sub-Consultants, if any:	No. of professional person-months provided by the Joint Venture Partners or the Sub-Consultants:
Name of senior regular full time employees <sup>1</sup> 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:	

## FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

### C- List of Four Similar Projects, Completed by the Consultant Offered for Evaluation

Sr. No	Name of similar Project/Assignment	Brief Description	Year of completion	Value of Consultancy Services (Pak Rs.)	Value of Project (Pak Rs.)
1.					
2.					
3.					
4.					
5.					
6.					

## FORM TECH-3 COMMENTS OR SUGGESTIONS ON TOR

*[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.]*

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

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters]:*

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

a) *Technical Approach and Methodology. In this chapter you should explain your 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 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.*

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-5 COMPOSITION OF TEAM TO BE DEPLOYED FOR THIS ASSIGNMENT  
AND TASK ASSIGNED**

Name of Staff	Firm	Area of Expertise	Position	Task Assigned
---------------	------	----------------------	----------	---------------

**FORM TECH-6 CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF**

1. Proposed Position : \_\_\_\_\_
1. Name of Firm : \_\_\_\_\_
2. Name of staff: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_
4. CNIC No (if Pakistani): \_\_\_\_\_ or Passport No: \_\_\_\_\_
5. Education:

Degree	Major/ Minor	Institution	Date (mm/yyyy)
--------	-----------------	-------------	----------------

7. Membership of Professional Associations: *(with Registration No.)*
8. Other Training: *[Indicate Significant training since degrees]* \_\_\_\_\_
9. Language \_\_\_\_\_

10. Employment Record:

Employer	Position	Form (MM/YYYY)	To (MM/YYYY)
----------	----------	----------------	-----------------

11. Detailed Tasks Assigned

12. Work Under that Best Illustrates Capability to Handle the Tasks Assigned

1. Name of assignment of project: \_\_\_\_\_  
 Year: \_\_\_\_\_ Location: \_\_\_\_\_  
 Client: \_\_\_\_\_  
 Main project features: \_\_\_\_\_  
 Position held: \_\_\_\_\_  
 Activities performed: \_\_\_\_\_

2. Name of assignment of project: \_\_\_\_\_  
Year: \_\_\_\_\_ Location: \_\_\_\_\_  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

3. Name of assignment of project: \_\_\_\_\_  
Year: \_\_\_\_\_ Location: \_\_\_\_\_  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualification, my experience, and myself. 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]*

Full name of authorized representative: \_\_\_\_\_



## **SECTION 4: FINANCIAL PROPOSAL – STANDARD FORMS**

Financial Proposal Standard Forms shall be used for the preparation of the financial Proposal.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

**FORM FIN -1 FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, \_\_\_\_\_ 2015]

To:

**The Resident Engineer,  
Special Projects Sindh House,  
Islamabad**

Subject: **Appointment of Consultants for** " \_\_\_\_\_ " \_\_\_\_\_

Dear Sir,

We, the undersigned, offer to provide the Consulting services for " \_\_\_\_\_ )"

in accordance with your Request for the sum of Rs. \_\_\_\_\_ *in words* \_\_\_\_\_

This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**FORM FIN -2 SUMMARY OF COST**

Sr. No	Description	Consultant's Fee
1.	Site inspection, Contouring, Review of existing Buildings	_____ %age of quoted cost
2.	Preparation of Architectural Layout Plans, Structural designing and ultimate changes in the light of DVC instructions.	_____ %age of quoted cost
3.	Provision of approved and authenticated working drawings and there upon based Bidding Documents.	_____ %age of quoted cost
4.	Top Supervision of the Project.	_____ %age of quoted cost
TOTAL COST		_____ %age of quoted cost

Note: All costs should be inclusive of all taxes and any other cost required to complete the assignment as per TOR.

Authorized Signature of Consultants  
 Name and title of signatory: \_\_\_\_\_

Official Seal of Consultants

## SECTION-5: TERMS OF REFERENCE (TOR)

### 1. Background

The complex of buildings is situated at Islamabad under the name of Sindh House Islamabad. The said complex of buildings shall be constructed from the funds of Annual Development Program of Government of Sindh.

In order to provide the consultancy services for **ENGAGEMENT OF ARCHITECT & ENGINEER FOR APPROVAL FROM DESIGN VETTING COMMITTEE (DVC) OF CAPITAL DEVELOPMENT AUTHORITY” FOR “CONSTRUCTION OF 28 NOS. SUITS AT SINDH HOUSE ISLAMABAD (RIGHT WING BLOCK-I AND LEFT WING BLOCK-II, ISLAMABAD)”** Government of Sindh is desirous to hire a consultant firm of good repute technically sound registered with Capital Development Authority.

In this regard the proposals are acquired to hire the services of Consultants / Architect & Engineer registered with Capital Development Authority Islamabad for preparation & approval of Architectural & Structural drawings & design, working drawings including contouring, approval from Design Vetting Committee (DVC) of C.D.A. Islamabad for **Construction of 28 Nos. Suits at Sindh House Islamabad (Right Wing Block-I And Left Wing Block-II, Islamabad)”** including top supervision.

### 2. Preamble

The consultants will spell out, in their methodology and work plan, anything which is required to be included or eliminated to achieve the performance objectives with the best professional inputs. But the consultants shall not include in their financial proposal any adjustments for increase in the scope of the work/resulting from such proposed improvements/changes in the TOR. In case the Client accepts any proposal or suggestion the same shall be dealt with as per prevailing SPPRA/PPRA rules before finalizing the bids.

### 3. Objectives

These TORs are for the guidance of the consultants willing to provide technical services for preparing Feasibility Study, Detailed Engineering Design, approval from DVC of CDA, Sets of working drawings, Tender Documents and Top Supervision of the Project.

### 4. Scope of Services

4.1 The Consultant / Architect & Engineer will perform the role for:-

Consultancy Services are Required for approval from Design Vetting Committee of Capital Development Authority, Islamabad; comprising of:-

- a) Contouring of site proposed for project.
- b) Complete architectural layout plans showing footprints, covering area, set backs and access points of buildings in accordance with the requirements of application for Design Vetting.
- c) Complete working drawings of civil (including structural designing), electrical, Plumbing HVAC and safeties works of building.

- d) Engagement with Department to attend & comply the meetings of Design Vetting Committee of CDA till the issuance of Vetting Certificate.
- e) Top Supervision of the Project.

His services include but limited to the following;

- 4.2 Review of ongoing works for existing planning and design
- 4.3 Revalidate existing structural design of scope of work
- 4.4 Revisit space allocation and circulation plan as per modern facilities.
- 4.5 Preparation of detailed Architectural Planning and its Structural Designing.
- 4.6 Preparation of detailed drawings for all Civil, Electrical and Plumbing Works and top supervision of the Project.
- 4.7 Preparation of Technical Specifications for Civil and Electrical Works.
- 4.8 Any other facilities in the best interest of general public

## **5. Minimum Requirement of Professionals to be deployed at site**

Following is the minimum requirement of professional to be appointed for the project for carrying out works listed in Section-4.

- i) Structural Design Engineer Must have 10 years of relevant experience
- ii) Senior Architect Must be registered with PCATP
- iii) Civil Engineer Must be a Civil Engineer having minimum experiences of 10 years in relevant field
- iv) Quantity Surveyor must be a minimum of Diploma in Associate Engineer in Civil having minimum experience of 10 years in relevant field.

## **6. Payment**

Fee shall be paid subject to following

- 6.1 Income tax and other taxes as applicable at the time of execution not the Agreement will be deducted at source
- 6.2 Any change made in design or layout as per site conditions or required by the client during construction / execution will be done by the consultant without any extra cost.
- 6.3 Payment shall be paid to consultants as per the percentage of price quoted by consultant for assignment.

