



No. A.D/DP&DWS/CT&AD/EOI-SJM/2016-17/709  
**GOVERNMENT OF SINDH**  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**  
**DIRECTORATE OF PLANNING & DEVELOPMENT WORKS SINDH,**  
**BUNGLOW NO. C-82 BLOCK-2 CLIFTON**  
Karachi dated: 8<sup>th</sup> March, 2017

**CONSULTING SERVICES FOR RESTORATION OF SIR JOHN MARSHAL  
VEHICLE & A REPLICA OF SAME VEHICLE  
REQUEST FOR EXPRESSION OF INTEREST  
(EOI)**

1. Directorate of Planning & Development Works Sindh, Culture, Tourism & Antiquities Department, Government of Sindh, invites Expression Of Interest (EOI) from the consultant firms / consultants for the services of mechanical, electrical, designs, drawings, strategies, and documentations etcetera for the restoration of an antique vehicle of Sir John Marshal and a replica of the same vehicle. Method of selection least cost based will be used under SPP Rules 2010 (Amended 2017).
2. Expression of Interest documents are available for interested firms/consultants from the date of hoisting on authority's website SPPRA till 27<sup>th</sup> March 2017 during office hours, from the office of Assistant Director, DP&DWS, CT&AD, Banglow # C-82, Clifton B-2, Karachi, on payment of Rs.2000/- (Non-refundable) in shape of Pay Order/Banker's Cheque in favor of Assistant Director, DP&DWS, CT&AD, Government of Sindh.
3. The Expression of Interest prepared in accordance with the instructions given in the EOI documents, must be dropped in the tender box along with 2.5% bid security/earnest money of total bid amount, in the office of Assistant Director, DP&DWS, CT&AD, Banglow # C-82, Clifton B-2, Karachi, on 28<sup>th</sup> March, 2017 by 02.00 pm and the same will be opened on same day at 03.00 pm.

  
(REHAMTULLAH RAJAR)  
Assistant Director



GOVERNMENT OF SINDH  
CULTURE, TOURISM & ANTIQUITIES  
DEPARTMENT

**NOTIFICATION**

NO.SO(G)CT&AD/7-5/2014(Pt-III): With the approval of competent authority, under Rules-67 of Sindh Public Procurement Rules 2010, a Consultant Selection Committee at PDMI&E Cell, Culture, Tourism & Antiquities Department, Government of Sindh is hereby constituted. The members of the Committee are as follow:-

- |   |                    |
|---|--------------------|
| 1. Mr. Qasim Ali Qasim,<br>Director, Archaeology & Museum Sindh,<br>Culture Tourism & Antiquities Department<br>Govt. of Sindh. | Chairman           |
| 2. A Nominee of P&D Department,<br>Planning & Development Department,<br>Govt. of Sindh,  | Member             |
| 3. A Nominee of Finance Department,<br>Finance Department,<br>Govt. of Sindh.   | Member             |
| 4. Mr. Mumtaz Ali Khokhar,<br>Deputy Director, PDMI&E Cell,<br>Culture, Tourism & Antiquities Department                        | Member             |
| 5. Executive Engineer, PDMI&E Cell,<br>Culture, Tourism & Antiquities Department,<br>Govt. of Sindh                             | Member / Secretary |

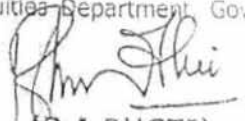
ABDUL KAREEM SOLANGI  
Secretary to Govt. of Sindh

NO.SO(G)CT&AD/7-5/2014(Pt-III)

Karachi, dated the 13<sup>th</sup> January, 2016

A copy is forwarded for information and necessary action to:-

1. Accountant General, Sindh, Karachi
2. PS to Hon'ble Minister Culture & Tourism.
3. PS to Secretary, Finance Department, Govt. of Sindh, Karachi.
4. PS to Secretary, Planning & Development Department, Govt. of Sindh, Karachi.
5. PS to Secretary Culture, Tourism & Antiquities Department, Govt. of Sindh, Karachi.
6. PS to Director General Culture / Managing Director STDC / Director PITHM/ Special Secretary Antiquities.
7. PS to Managing Director, SPPRA, Govt. of Sindh, Karachi
8. PA to Additional Secretary (Antiquities) Culture, Tourism & Antiquities Department, Govt. of Sindh, Karachi.
9. Officer concerned.
10. Notification file.

  
(R.A BUGTI)  
SECTION OFFICER (GEN)  
For Secretary to Govt. of Sindh



GOVERNMENT OF SINDH  
CULTURE, TOURISM &  
ANTIQUITIES DEPARTMENT

**NOTIFICATION**

No. SO(G)/CT&AD/7-5/2015(PT-III): With the approval of competent authority Culture, Tourism & Antiquities Department, Government of Sindh, under Rule-31(1)(2)(a)(b) & (c) of Sindh Public Procurement Rules 2010, a Redressal Committee to address the grievances and settlement of disputes, a committee is hereby constituted. The member of the Committee are as follows.

- |  |                         |
|--|-------------------------|
| 1. <b>Mr. Manzoor Ahmed Kanasro,</b><br>Director General,<br>Culture, Tourism & Antiquities Department.                            | <b>Chairman</b>         |
| 2. <b>Engr. Zafar Iqbal,</b><br>Executive Engineer (S.C.U.G),<br>Local Govt. Government of Sindh.                                  | <b>Member</b>           |
| 3. <b>Representative of AG Office/DAO,</b><br>Office of the Accountant General Sindh,<br>Karachi.                                  | <b>Member</b>           |
| 4. <b>Noor Ahmed Memon,</b><br>Chairman, Sindhica Academy,<br>B-24, National Auto Plaza,<br>Marston Road, Karachi.                 | <b>Member</b>           |
| 5. <b>Mr. Assistant Director Culture (Admin),</b><br>Director General Culture Sindh,<br>Culture, Tourism & Antiquities Department. | <b>Member/Secretary</b> |

**Terms of Reference:**

- To act as per procedure of SPPRA rule.
- Address the complaints of bidders.
- Prohibit or annul the process of procurement.
- Perform any other function ancillary and incidental related to complaints.

-DR. NIAZ ALI ABBASI-  
Secretary to Government of Sindh

NO:SO(G)/CT&AD/7-5/2015(PT-III):

Karachi dated: 10<sup>th</sup> March, 2015

A copy is forwarded for information and necessary action, to:-

- Accounts General, Sindh Karachi.
- PS to Honorable Minister Culture & Tourism.
- PS to Secretary Culture, Tourism & Antiquities Department, Government of Sindh Karachi.
- PS to Secretary, Local Department, Government of Sindh.
- PS to Director General Culture / Managing Director STDC/Director PITHM/Special Secretary Antiquities.
- PS to Managing Director, SPPRA, Government of Sindh, Karachi.
- PA to Additional Secretary (Admin) Culture, Tourism & Antiquities Department, Government of Sindh.
- Officer concerned.
- Notification File.

  
R.A. BUGHTI | 10/3/2015



No. A.D/DP&DWS/CT&AD/NIT-11/2016-17/598-B

**GOVERNMENT OF SINDH  
CULTURE, TOURISM & ANTIQUITIES DEPARTMENT  
DIRECTORATE OF PLANNING &  
DEVELOPMENT WORKS SINDH,  
BUNGLOW NO. C-82 BLOCK-2 CLIFTON**

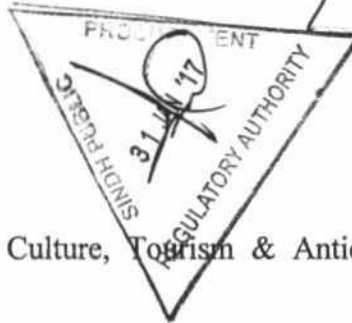
Karachi dated: 31<sup>st</sup> January, 2016

To

**The Managing Director,  
SPPRA, Government of Sindh,  
Karachi.**

SUBJECT: **SUBMISSION OF REVISED PROCUREMENT PLAN.**

I am directed to submit herewith Revised Procurement Plan of Directorate of Planning & Development Works Sindh, Culture, Tourism & Antiquities Department Government of Sindh Karachi for your kind perusal as per SPPRA Rules/Policy.



**(REHMATULLAH RAJAR)**  
Assistant Director

**(REHMATULLAH RAJAR)**  
Assistant Director  
Planning & Development Works Sindh  
Culture, Tourism & Antiquities Deptt;  
Government of Sindh

C.C to:

1. P.S to Secretary, Culture, Tourism & Antiquities Department, Government of Sindh, Karachi.
2. Office File.

**Annual Procurement Plan of  
Directorate of Planning & Development Works Sindh  
Culture, Tourism & Antiquities Department  
Works, Goods & Services  
Financial Year 2016-17**

Sr. No.	Description of Procurement	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Total Cost	Funds Allocation			Source of Funds (ADP # / Non ADP)	Proposed Procurement Method	Timing of Procurement				Remarks
					Cap:	Rev:	Total			1st Qtr:	2nd Qtr:	3rd Qtr:	4th Qtr:	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Establishment of Museum at Kotdiji Dist Khairpur			38.827	0.000	4.845	4.845	ADP-77	Single Stage One Envelope	1st Qtr				Rev: Furniture/Fixture
2	Establishment of Sindh Kashi Institute at Bhitshah and Restoration & Conservation of Dabgeer Mosque at Thatta			120.025	15.027	2.000	17.027	ADP-78	NCB (Pre-Quailification / Single Stage One Envelope)	1st Qtr				Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture
3	Construction of Larkana Art Complex at Larkana			77.111	5.500	23.611	29.111	ADP-81	Single Stage One Envelope	1st Qtr				Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
4	Establishment of Sindh Cultural Heritage Institute at Karachi & Upgradation of National Museum of Pakistan at Karachi			340.963	32.107	5.000	37.107	ADP-82	NCB (Pre-Quailification / Single Stage One Envelope)		2nd Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
5	Establishment of Public Libraries in Sindh			448.340	25.714	0.000	25.714	ADP-83	Single Stage One Envelope		2nd Qtr			
6	Establishment of Abdul Aziz Public Library at Pano Akil			33.469	14.486	7.514	22.000	ADP-87	Single Stage One Envelope	1st Qtr				Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
7	Promotion of Cultural Heritage of Sindh through Telecasts, Documentaries, Dramas, Music School & National and International Exchange Programs			59.320	0.000	54.298	54.298	ADP-88	Single Stage One Envelope	1st Qtr				Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
8	Protection, Preservation & Promotion of Protected Archeological Sites & Monuments in Sindh			333.860	30.000	24.814	54.814	ADP-89	NCB (Pre-Quailification / Single Stage One Envelope)	1st Qtr				Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
9	Protection, Preservation, Promotion & Development of World Heritage Sites of Moen Jo Daro			285.429	30.237	10.000	40.237	ADP-90	NCB (Pre-Quailification / Single Stage One Envelope)	1st Qtr				Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
10	Protection, Preservation, Promotion & Development of World Heritage Sites of Makli Hills			471.882	30.052	20.000	50.052	ADP-91	NCB (Pre-Quailification / Single Stage One Envelope)	1st Qtr				Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
11	Protection, Preservation, Promotion & Development of Bhambore Site at Gharo District Thatta			255.306	30.056	10.000	40.056	ADP-92	NCB (Pre-Quailification / Single Stage One Envelope)	1st Qtr				Rev: Machinery/Equipment & Hardware/Software, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
12	Documentation of Monuments & Archeological Sites in Lower Sindh Districts			29.270	0.000	29.270	29.270	ADP-93	NCB (Pre-Quailification / Single Stage One Envelope)	1st Qtr				Rev: General Items and Repair & Maintenance of Machiner/Equipment/Transportation
13	Research, Completion, Consolidation & Printing of History of Sindh			51.813	0.000	31.533	31.533	ADP-94	Single Stage One Envelope	1st Qtr				Rev: General Items and Repair & Maintenance of Machiner/Equipment/Transportation

*[Handwritten Signature]*

14	Establishment of Sindhi Dictionary Board			35.103	0.000	20.478	20.478	ADP-95	Single Stage One Envelope			4th Qtr	Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
15	Construction of Motel/Hotel at Gari Khuda Bux Bhutto Larkana			119.641	9.998	27.375	37.373	ADP-96	Single Stage One Envelope		2nd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
16	Establishment of Motels, Improvement / Renovation of Existing Motels / Resorts in Sindh at Sehwan, Thatta Including Umerkot			183.611	14.464	5.000	19.464	ADP-98	Single Stage One Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
17	Improvement / Renovation of Facilities at Mithi Rest House at Tharparkar			59.410	32.126	9.784	41.910	ADP-99	Single Stage One Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
18	Establishment of Archeological Museum at Sukkur			29.529	0.000	2.352	2.352	ADP-100	Single Stage One Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
19	Construction of Office of The Department of Antiquities at Karachi & Sub Office at Jamshoro &			234.866	20.978	0.000	20.978	ADP-101	Single Stage One Envelope	1st Qtr			
20	Conservation and Rehabilitation of Shah Jahan Mosque Thatta			67.704	26.282	5.952	32.234	ADP-102	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture
21	Establishment of Cell of Scientific Investigation & Rehabilitation of Traditional Mural & Other Paintings			55.141	0.100	0.000	0.100	ADP-103	Single Stage One Envelope		2nd Qtr		
22	Rehabilitation of Board of Revenue Office Barrake No. 79 at Karachi			60.000	0.000	18.790	18.790	ADP-104	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
23	Conservation/Rehabilitation & Rescue of Jamia Mosque Zangipur District Jacobabad			32.056	0.000	3.741	3.741	ADP-105	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
24	Conservation/Rehabilitation & Rescue of Jamia Mosque Hyder Wagho District Jacobabad			28.338	0.000	0.614	0.614	ADP-106	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
25	Preservation & Restoration of Historical Towns & Villages in Sindh			199.786	40.546	15.000	55.546	ADP-107	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr			Rev: Machinery/Equipment & Hardware/Software
26	Conservation/Restoration/Shifting of Dangerous Houses & Development of Paka Fort Hyderabad			412.840	51.660	10.000	61.660	ADP-108	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture Machiner/Equipment/Transportation
27	Construction of N.A Baloch Institute at Jamshoro			129.408	30.681	0.000	30.681	ADP-109	Single Stage One Envelope		2nd Qtr		
28	Preparation & Publication of Braille in Sindhi Language			7.499	0.000	7.499	7.499	ADP-110	Single Stage One Envelope			4th Qtr	Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
29	Restoration of Two Vehicles of Mader-E-Millat Fatima Jinnah			30.000	0.000	29.271	29.271	ADP-111	Single Stage Two Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
30	Re-Construction of Tomb of General Hosh Muhammad Sheedi at District Hyderabad			20.000	12.000	3.000	15.000	ADP-112	Single Stage One Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture
31	Renovation / Extension of Samanera Inn Larkana			40.000	30.000	0.000	30.000	ADP-113	Single Stage One Envelope	1st Qtr			
32	Preservation, Conservation & Restoration of Building of Jufel Hurst Public School			30.000	17.000	0.000	17.000	ADP-114	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr			



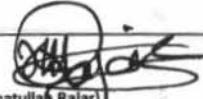
33	Conservation of Existing Building JMB Girls Secondary School Karachi		40.000	27.000	3.000	30.000	ADP-115	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture
34	Conservation / Restoration / Construction of Masjid Muhammad Bin Qasim Arrore District Sukkur		30.000	20.000	2.500	22.500	ADP-116	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
35	Re-Construction of Shah Abdul Latif Library Rato Dero		40.000	21.470	8.530	30.000	ADP-117	Single Stage One Envelope		2nd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture
36	Promotion of Tourism Activities & Festivals in Sindh		30.000	0.000	30.000	30.000	ADP-118	Single Stage One Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
37	Interior & Exterior Conservation & Surface Decoration of Khudabad Mosque Dadu		40.000	27.884	2.116	30.000	ADP-119	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
38	Missing Allied Facilities at Motel Nangar Parkar		20.000	12.153	2.847	15.000	ADP-120	Single Stage One Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
39	Establishment of Shaheed Mohtarma Benazir Bhutto Public Library at taluka Gari Khairo		34.000	17.570	7.930	25.500	ADP-121	Single Stage One Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture,
40	Preservation of Old Chief Court Session Court Khairpur		60.000	20.000	0.000	20.000	ADP-122	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr			
41	Construction of Museum, Library & Allied Facilities at Dargah Sharif Hazrat Allama Mian Ghulam Muhammad Mahesser Karnal Dero at Taluka Ghambat		60.000	20.000	10.000	30.000	ADP-123	Single Stage One Envelope		2nd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
42	Establishment of Model Library at Orangi Town Karachi		25.000	14.972	3.528	18.500	ADP-124	Single Stage One Envelope	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture
43	Restoration of Mitha Ram Hostile Karachi		86.876	0.000	10.703	10.703	ADP-125	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr			Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
44	Establishment of Institute for Preservation of Tengible Heritage at Thatta		53.899	0.053	0.000	0.053	ADP-126	Single Stage One Envelope	1st Qtr			
45	Sindh Film & Performing Art Complex at Karachi		428.000	107.000	0.000	107.000	ADP-127	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
46	Conservation, Restoration & Rehabilitation & Face Lifting of Front Side Road of Quaid-e-Azam Muhammad Ali Jinnah House Museum at Karachi		55.000	13.750	0.000	13.750	ADP-128	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
47	Rehabilitation of Archeological Museum & Missing Facilities at Umerkot		50.000	12.500	0.000	12.500	ADP-129	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
48	Conservation of Masoom Shah Jo Minaro at Sukkur		40.000	10.000	0.000	10.000	ADP-130	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
49	Cultural Village at Sindh Provincial Hyderabad Museum at Hyderabad		48.000	12.000	0.000	12.000	ADP-131	Single Stage One Envelope		2nd Qtr		
50	Cultural Village at Bhitshah at District Matiari		48.000	12.000	0.000	12.000	ADP-132	Single Stage One Envelope		2nd Qtr		
51	Conservation /Preservation of Mian Yar Muhammad Kalhoro Tomb & Complex at Dadu		40.000	10.000	0.000	10.000	ADP-133	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
52	Establishment of Sindh Art Gallery at Karachi		50.000	12.500	0.000	12.500	ADP-134	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		

53	Rehabilitation of Wazir Mansion			30.000	7.500	0.000	7.500	ADP-135	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr			
54	Restoration & Conservation of Kot Digi Fort & Other Heritage Buildings at District Khairpur			150.000	37.500	0.000	37.500	ADP-136	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr			
55	Conservation & Protection of Baloch Graveyard at Malir Karachi			30.000	7.500	0.000	7.500	ADP-137	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr			
56	Establishment of Ghulam Murtaza Public Library at Ghatthar, Taluka Kamber			30.000	7.500	0.000	7.500	ADP-138	Single Stage One Envelope		2nd Qtr			
57	Conservation, Preservation of Mirza Isa-Khan Turk Khan Tomb at Makli District Thatta			55.000	13.750	0.000	13.750	ADP-139	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr				
58	Construction of Auditorium Hall, Rest House & Main Entrance Gate at Dargah Hazrat Sardar Ahmed Shah Lakyari Taluka Saeedabad, District Matiari			100.000	25.000	0.000	25.000	ADP-140	Single Stage One Envelope			3rd Qtr		
59	Construction of Additional Academy Blocks of PITHM Karachi			59.200	14.800	0.000	14.800	ADP-141	Single Stage One Envelope		2nd Qtr			
60	Restoration of Site, Rest House & Musafir Khana at Kai Taluka Sehwan Sharif			22.000	5.500	0.000	5.500	ADP-142	Single Stage One Envelope		2nd Qtr			
61	Repair & Renovation of Directorate of Planning & Development Works Sindh, Culture, Tourism & Antiquities Department Government of Sindh Karachi			12.000	12.000	0.000	12.000	M&R	Single Stage One Envelope	1st Qtr				
62	Repair & Renovation of Shaheed Mohtarma Benazir Bhutto Library Sachal Goth Karachi			5.000	5.000	0.000	5.000	M&R	Single Stage One Envelope	1st Qtr				
63	Repair & Maintenance of Sachal Sarmaast Sindh Government Library Khairpur			10.000	10.000	0.000	10.000	M&R	Single Stage One Envelope	1st Qtr				
64	Repair & Maintenance of Library at Mirpur Khas			10.000	10.000	0.000	10.000	M&R	Single Stage One Envelope	1st Qtr				
65	Repair, Maintenance & Additional facilities at Shamaul Ulema Daudpota Library Hyderabad			8.000	8.000	0.000	8.000	M&R	Single Stage One Envelope	1st Qtr				
66	Repair & Renovation of Khan Bahadur Ahmed Khan Bhutto Memorial Library Naudero Larkana			5.000	5.000	0.000	5.000	M&R	Single Stage One Envelope	1st Qtr				
67	Repair & Renovation of Kadir Bakhsh Bedil Public Library Shikarpur			5.000	5.000	0.000	5.000	M&R	Single Stage One Envelope	1st Qtr				
68	Repair / Renovation of Lal Shahbaz Government Library Sehwan Sharif			6.000	6.000	0.000	6.000	M&R	Single Stage One Envelope	1st Qtr				
69	Repair & Renovation of Bilawal Institute of Historical Research Nawabshah			5.000	5.000	0.000	5.000	M&R	Single Stage One Envelope	1st Qtr				
70	Repair & Maintenance of Sachal Sarmaast Complex Daraza Sharif			9.000	9.000	0.000	9.000	M&R	Single Stage One Envelope	1st Qtr				
71	Protection / Preservation & Rehabilitation of Chowkandi Graveyard			30.000	30.000	0.000	30.000	M&R	Single Stage One Envelope	1st Qtr				
72	Repair & Renovation of Cultural Complex Mirpurkhas			10.000	10.000	0.000	10.000	M&R	Single Stage One Envelope	1st Qtr				
73	Repair & Maintenance of Sir Shah Nawaz Bhutto Memorial Library at Larkana			7.000	7.000	0.000	7.000	M&R	Single Stage One Envelope	1st Qtr				
74	Repair & Maintenance of Sindh Provincial Museum at Hyderabad			10.000	10.000	0.000	10.000	M&R	Single Stage One Envelope	1st Qtr				
75	Repair & Maintenance of Hasrat Mohani Library at Hyderabad			6.000	6.000	0.000	6.000	M&R	Single Stage One Envelope	1st Qtr				
76	Atta Muhammad Hani Library Khairpur			10.000	10.000	0.000	10.000	M&R	Single Stage One Envelope	1st Qtr				
77	Allama I.I Qazi Library Dadu			10.000	10.000	0.000	10.000	M&R	Single Stage One Envelope	1st Qtr				
78	Repair & Renovation of Sachal Academy Khairpur			8.000	8.000	0.000	8.000	M&R	Single Stage One Envelope	1st Qtr				
79	Repair & Maintenance of Bhitshah Culture Center at Bhitshah			10.000	10.000	0.000	10.000	M&R	Single Stage One Envelope	1st Qtr				
80	Repair & Renovation of Bhitshah Library at Bhitshah			4.000	4.000	0.000	4.000	M&R	Single Stage One Envelope	1st Qtr				
81	Repair, Maintenance & Improvement of Shaheed Benazir Bhutto Cultural Complex Mithi			10.000	10.000	0.000	10.000	M&R	Single Stage One Envelope	1st Qtr				
82	Repair & Maintenance of Marvi Cultural Complex Shahwa			3.000	3.000	0.000	3.000	M&R	Single Stage One Envelope	1st Qtr				



83	Zoo Garden Tando Muhammad Khan			10.000	10.000	0.000	10.000	M&R	NCB (Pre-Qualification / Single Stage One Envelope)	1st Qtr				
	Printing & Publictaion			27.000		0.000		Budgeted	Single Stage One Envelope	1st Qtr				
85	Cost of Other store			1.725		0.000		Budgeted	Single Stage One Envelope	1st Qtr				
86	Sationery			1.000		0.000		Budgeted	Single Stage One Envelope	1st Qtr				
87	Newspapers Periodical & Books			1.000		0.000		Budgeted	Single Stage One Envelope	1st Qtr				
88	Others			2.501		0.000		Budgeted	Single Stage One Envelope	1st Qtr				
89	Repair & Renovation of Basant Hall at Hyderabad			7.000	7.000	0.000	7.000	M&R	Single Stage One Envelope	1st Qtr				
90	External Development (Land Scapping) Mehran Art Council at Hyderabad			1.000	1.000	0.000	1.000	M&R	Single Stage One Envelope	1st Qtr				
91	Repair & Renovation of Open Air Theater Khairpur			3.000	3.000	0.000	3.000	M&R	Single Stage One Envelope	1st Qtr				
92	Repair & Renovation of Mukhi House Hyderabad			3.000	3.000	0.000	3.000	M&R	Single Stage One Envelope	1st Qtr				
93	Repair & Maintenance of Regional Offices at Larkana, Khairpur & Hyderabad			5.000	5.000	0.000	5.000	M&R	Single Stage One Envelope	1st Qtr				
94	Repair & Maintenance of Rest House in Umerkot Fort			5.000	5.000	0.000	5.000	M&R	Single Stage One Envelope	1st Qtr				
95	Repair & Maintenance of Folk Art & Craft Museum at Sehwan			5.000	5.000	0.000	5.000	M&R	Single Stage One Envelope	1st Qtr				
96	Construction of Auditorium Hall, Rest House and Main Entrance Gate at Dargah Hazrat Sardar Ahmed Shah Lakiyari Taluka Saeedabad Matiari			100.000	73.021	26.979	100.000	ADP-140	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
97	Construction of Guest House for Writers and Artists in Karachi.			40.000	37.783	2.217	40.000	Non-ADP	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
98	Construction of Guest House for Writers and Artists in Hyderabad.			40.000	37.783	2.217	40.000	Non-ADP	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
99	Construction of Motel for Tourists at Manchar Lake, District Jamshoro			10.000	10.000	0.000	10.000	Non-ADP	Single Stage One Envelope			3rd Qtr		
100	Establishment of Library at Pres. Club Larkana.			5.000	4.443	0.557	5.000	Non-ADP	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
101	Establishment of Auditorium at Dadu.			20.000	17.336	2.664	20.000	Non-ADP	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
102	Construction of Tourist Huts at Kelanger Lake at District Sanghar.			15.000	7.961	7.039	15.000	Non-ADP	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
103	Construction of office at Sindhi Adabi Sangat in Hyderabad Sindh.			3.000	2.618	0.382	3.000	Non-ADP	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
104	Construction of Musafir Khana at Chitori Graveyard.			5.000	4.668	0.332	5.000	Non-ADP	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
105	Construction of Compound wall and Provision of Missing facilities at M.H. Panhwar Institute Faculty, Jamshoro.			15.000	8.361	6.639	15.000	Non-ADP	Single Stage One Envelope			3rd Qtr		Rev: Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation

106	Construction of Compound wall and Mosafir Khana at Dodo Soomro at District Badin.		8.000	6.720	1.280	8.000	Non-ADP	Single Stage One Envelope		3rd Qtr		Rev. Machinery/Equipment & Hardware/Software, Furniture/Fixture, Purchase of General Items and Repair & Maintenance of Machiner/Equipment/Transportation
107	Conservation, Preservation and Rehabilitation of Moen Jo Daro		10.000	10.000	0.000	10.000	Grant	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
108	Conservation, Preservation and Rehabilitation of Makli		10.000	10.000	0.000	10.000	Grant	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
109	Construction of Rest House & Picnic Point for Tourist at River Site at Jamshoro		30.000	30.000	0.000	30.000	ADP	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
110	Establishment of Tourist Picnic Point of Sardhro at Karoonjhar Hill at Nagarparkar		15.000	15.000	0.000	15.000	ADP	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
111	Restoration of Sir Jhon Marshal Vehicle and making Replica of same Vehicle		15.000	15.000	0.000	15.000	ADP	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
112	Establishment of Majeed Bhurgari Institute of Language Engineering at Hyderabad		40.000	40.000	0.000	40.000	ADP	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
113	Provision of Fairy Service at Sukkur & Keenjhar Lake to Facilitate the Tourist		40.000	40.000	0.000	40.000	ADP	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
114	Construction of Rest House at Rani Kot		40.000	40.000	0.000	40.000	ADP	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		
115	Construction of Tourist Huts & Picnic Point Nareri Lake District Badin		8.000	8.000	0.000	8.000	ADP	NCB (Pre-Qualification / Single Stage One Envelope)		2nd Qtr		

  
(Rehmatullah Rajar)  
Assistant Director

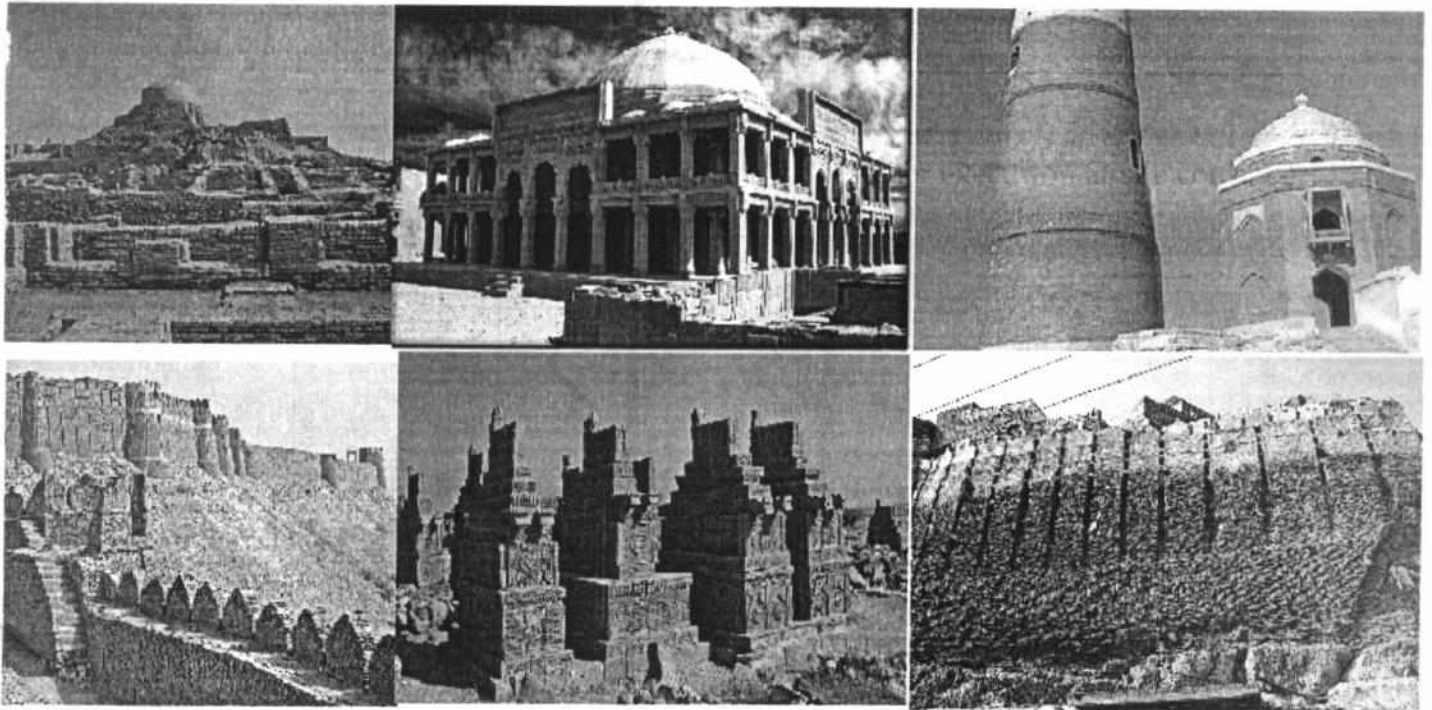
# CULTURE, TOURISM & ANTIQUITIES DEPARTMENT



GOVERNMENT OF SINDH

REQUEST FOR PROPOSAL DOCUMENTS

RESTORATION OF SIR JOHN MARSHAL VEHICLE & REPLICA OF  
THE SAME VEHICLE



## Foreword

This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010



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## Preface



1. This document Standard Request for Proposals (SRFP) is to be used for various selection methods described in the SPPR 2010.
2. Before preparing an RFP, the procuring agency/ user must be familiar with the SPPR 2010, and Rule No 72
3. Rule No 72 (1) shall be adopted for assignments of standard or routine nature where well-established practices and standards exist.
3. In case Rule No 72 (1) is not to be used, as the assignment is not an standard or routine nature, and standards and practices are not well-established, and procuring agency choses other method of selection according to Rule No 72 (2), (3), (4), (5), and (6), the reason shall be recorded in writing by the competent authority, and also sent to SPPRA with RFP.
4. The SRFP includes a standard Letter of Invitation, standard Instructions to Consultants, Terms of Reference, and a standard Form of Contract. The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect particular assignment conditions.

VOLUME - 1





**Section 1. Letter of Invitation**

## Letter of Invitation



*insert: Invitation/File No.....;*

*[insert: Location and Date]*

*[insert: Name and Address of Consultant]*

Dear Mr./Ms.:

1. The *[insert: Name of department/line department / implementing Unit ]* (hereinafter called "Procuring Agency ") now invites proposals to provide the following consulting services: *[insert: name of consulting services assignment]*. More details on the services are provided in the Terms of Reference.
3. This Request for Proposal (RFP) has been addressed to the following shortlisted/pre-qualified/interested Consultants:

*[insert: List of Shortlisted Consultants]*

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

4. A firm will be selected under [Least Cost Based Method] and procedures described in this RFP, in accordance with the SPPR 2010.
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
6. Please inform us in writing at the following address *[insert address]*, upon receipt:
  - (a) *that you received the Letter of Invitation; and*
  - (b) *whether you will submit a proposal alone or in association.*

Yours sincerely,

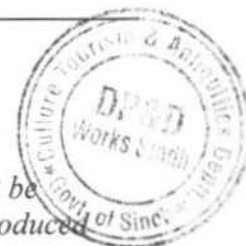
*[insert: Signature, name, and title of head of the department/ PA 's representative]*





## Section 2. Instructions to Consultants

## Instructions to Consultants



*[Note to the Procuring Agency, this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes, acceptable to the Procuring Agency, shall be introduced only through the Data Sheet (e.g., by adding new reference paragraphs)]*

### 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**

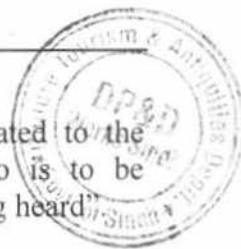
- 3.2 Government officials and civil servants may be hired as consultants only if:
- (i) They are on leave of absence without pay;
  - (ii) They are not being hired by the agency they were working for, six months prior to going on leave; and
  - (iii) Their employment would not give rise to any conflict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

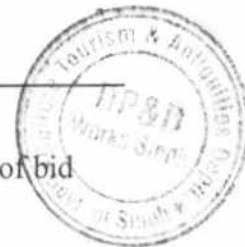
Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.

**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.

9.2 Consultants shall submit required bid security along with financial proposal defined in the data sheet (which shall not be





less than one percent and shall not exceed five percent of bid amount).

**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-

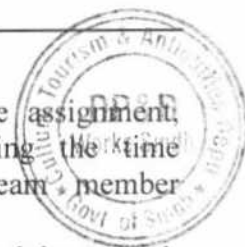


consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.

- (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) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
- (v) 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:  
(LCS , QCBS, and Fixed Budget Selection Methods Only)**

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



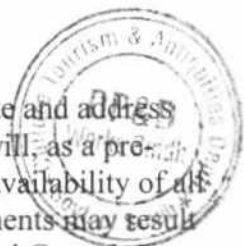
qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

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.
- 19.3 In case of **Least Cost Selection LCS Method**, the bid found to be the lowest evaluated bid shall be accepted.
- 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.
- 19.5 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.





**20. Negotiations** 20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a prerequisite 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 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.

**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	Name of the Assignment is: Restoration of Sir John Marshal Vehicle and Replica of the Same Vehicle. The Name of the PA's official (s): Address: <b>Assistant Director</b> , DP&DWS, CT&AD, Government of Sindh, Banglow No. C-82, Clifton Block – 2 Karachi. Telephone: 021-99251392 Facsimile: _____ E-mail: _____
1.2	The method of selection is: <u>Least Cost Based</u>
1.3	The Edition of the Guidelines is: _____ Financial Proposal to be submitted together with Technical Proposal: Yes ___ No ___
1.4	The PA will provide the following inputs and facilities: _____
1.5	The Proposal submission address is: <b>Assistant Director</b> , DP&DWS, CT&AD, Government of Sindh, Banglow No. C-82, Clifton Block – 2 Karachi Proposals must be submitted no later than the following date and time: 28.03.2017
1.6	Expected date for commencement of consulting services _____ [20.04.2017] at: _____ [National Museum of Pakistan at Karachi]
9.1	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).
10.1	Clarifications may be requested not later than <u>five</u> days before the submission date. The address for requesting clarifications is: _____ <b>Assistant Director</b> , DP&DWS, CT&AD, Government of Sindh, Banglow No. C-82, Clifton Block – 2 Karachi Facsimile: _____ E-mail: _____
12	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.
6.1	Shortlisted Consultants may associate with other shortlisted Consultants: Yes _____ No _____

11.2	<p>[Select one of the following two sentences]          The estimated number of professional staff-months required for the assignment is: _____</p> <p>The Financial Proposal shall not exceed the available budget of: <b>09.50 M</b></p>
13.1	<p>The format of the Technical Proposal to be submitted is: FTP _____ ,          or STP _____ [check the applicable format]</p>
13.2(vii)	<p>Training is a specific component of this assignment: Yes ___ No ___ [If          yes, provide appropriate information]: _____</p>
14.1	<p>[List the applicable Reimbursable expenses in foreign and in local currency. A sample list is provided below for guidance: items that are not applicable should be deleted, others may be added. If the PA wants to define ceilings for unit prices of certain Reimbursable expenses, such ceilings should be indicated in this Section]</p> <ol style="list-style-type: none"> <li>(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;</li> <li>(2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) cost of office accommodation, investigations and surveys;</li> <li>(4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of Consulting Services;</li> <li>(5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of Consulting Services;</li> <li>(6) cost of printing and dispatching of the reports to be produced for Consulting Services;</li> <li>(7) other allowances where applicable and provisional or fixed sums (if any); and</li> <li>(8) cost of such further items required for purposes of the Services not covered in the foregoing.</li> </ol>





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 _____																																								
6.3	Consultants to state local cost in the national currency (in case of ICB only): Yes _____ No _____																																								
16.2	Consultant must submit the original and 1 _____ [one] copies of the Technical Proposal, and the original of the Financial Proposal.																																								
13.1	<p>Choose only one of the below options:</p> <p><b>Option A</b></p> <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; border-bottom: 1px solid black;">Points</th> </tr> </thead> <tbody> <tr> <td>(i) Specific experience of the Consultants relevant to the assignment: <i>Since all consultants have been shortlisted based on experience, ideally their experience should not be rated normally less than satisfactory, that is, not less than 70 percent.</i></td> <td style="text-align: right; vertical-align: top;">[0 - 10]</td> </tr> <tr> <td>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a) Technical approach and methodology</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td style="padding-left: 20px;">b) Work plan</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td style="padding-left: 20px;">c) Organization and staffing</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td style="text-align: right;">Total points for criterion (ii):</td> <td style="text-align: right;">[20 - 50]</td> </tr> <tr> <td>(iii) Key professional staff qualifications and competence for the assignment:</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a) Team Leader</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td style="padding-left: 20px;">b) [Insert position or discipline as appropriate]</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td style="padding-left: 20px;">c) [Insert position or discipline as appropriate]</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td style="padding-left: 20px;">d) [Insert position or discipline as appropriate]</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td style="padding-left: 20px;">e) [Insert position or discipline as appropriate]</td> <td style="text-align: right;">[Insert points]</td> </tr> <tr> <td style="text-align: right;">Total points for criterion (iii):</td> <td style="text-align: right;">[30 - 60]</td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"> <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> <table border="0" style="width: 100%;"> <tbody> <tr> <td style="width: 60%;">1) General qualifications</td> <td style="text-align: right;">[Insert weight between 20 and 30%]</td> </tr> <tr> <td>2) Adequacy for the assignment</td> <td style="text-align: right;">[Insert weight between 50 and 60%]</td> </tr> <tr> <td>3) Experience in region and language</td> <td style="text-align: right;">[Insert weight between 10 and 20%]</td> </tr> <tr> <td style="text-align: right;">Total weight:</td> <td style="text-align: right;">100%</td> </tr> </tbody> </table> </td> </tr> <tr> <td>(iv) Suitability of the transfer of knowledge (training) program: <i>[Normally not to exceed 10 points. 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<i>following sub-criteria may be provided]</i>	
a) Relevance of training program	[Insert points]
b) Training approach and methodology	[Insert points]
c) Qualifications of experts and trainers	[Insert points]
Total points for criterion (iv): [0 – 10]	
(v) Participation by nationals among proposed key staff (not to exceed 10 points)	[0 – 10]
Total points for the five criteria: 100	
The minimum technical score $S_t$ required to pass is: ____ Points [Insert number of points]	

**Option B**

Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals are:

	<u>Points</u>
(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference <sup>1</sup> :	[20 – 40]
(ii) Key professional staff qualifications and competence for the assignment:	
a) Team Leader	[Insert points]
b) [Insert position or discipline as appropriate]	[Insert points]
c) [Insert position or discipline as appropriate]	[Insert points]
d) [Insert position or discipline as appropriate]	[Insert points]
e) [Insert position or discipline as appropriate]	[Insert points]
Total points for criterion (ii): [60 - 80]	

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three subcriteria and relevant percentage weights:

1) General qualifications	[Insert weight between 20 and 30%]
2) Adequacy for the assignment	[Insert weight between 50 and 60%]
3) Experience in region and language	[Insert weight between 10 and 20%]
Total weight: 100%	

Total points for the two criteria: 100

When sub criteria are provided, which is always the case for “adequacy of the proposed methodology and work plan” and “qualifications and competence of key staff”, for practical reasons the number of sub-criteria should be kept to a minimum (typically no more than three for each criterion).

Since sub criteria and their weighting determine the outcome of the evaluation, they should be chosen considering the aspects that are critical to the success of the assignment.

Evaluation criteria and sub-criteria, associated points, and the rating system form an arithmetic model to assess the technical merit of the proposals.

<sup>1</sup> Consideration may also be given to the number of pages submitted as compared to the number recommended under para. 3.4 (c) (ii) of these Instructions.



	<p>All adopted sub-criteria should be specified in the RFP. The points allocated to each of the sub-criteria under “qualifications and competence of key staff” must be indicated in the RFP.</p> <p>The minimum technical score St required to pass is: _____ Points [<i>Insert number of points</i>]</p> <p>Remuneration Type (<i>Insert either „Time Based” or „Lump Sum”</i>): _____</p> <p>The single currency for price conversions is: _____</p>
20.1	<p>Expected date and address for contract negotiations: _____</p>
24.2	<p>Successful consultant is required to submit performance security in form of pay order, demand draft or bank guarantee (PA shall insert amount but not more than 10% of the contract amount).</p>
5.1	<p>Consultant undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs.2.5 million.</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.

Form TECH-1.	Technical Proposal Submission Form.....	21
Form TECH-2.	Consultant's Organization and Experience .....	22
	A - Consultant's Organization.....	22
	B - Consultant's Experience.....	23
Form TECH-3.	Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the PA .....	24
	A - On the Terms of Reference .....	24
	B - On Counterpart Staff and Facilities.....	25
Form TECH-4.	Description of Approach, Methodology and Work Plan for Performing the Assignment.....	26
Form TECH-5.	Team Composition and Task Assignments.....	27
Form TECH-6.	Curriculum Vitae (CV) for Proposed Professional Staff .....	28
Form TECH-7.	Staffing Schedule <sup>1</sup> .....	30
Form TECH-8.	Work Schedule .....	31



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 envelope<sup>1</sup>.

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

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

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

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

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

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***

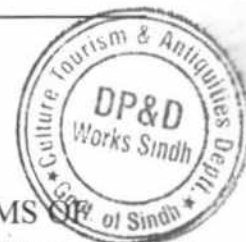
*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

**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: \_\_\_\_\_



**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 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 (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-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

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



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]:* \_\_\_\_\_

\_\_\_\_\_

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:** \_\_\_\_\_

\_\_\_\_\_

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><b>11. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

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

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

## FORM TECH-7. STAFFING SCHEDULE<sup>1</sup>

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

- 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



FORM TECH-8. WORK SCHEDULE

N°	Activity <sup>1</sup>	Months <sup>2</sup>												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.





## 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.....	33
Form FIN-2. Summary of Costs .....	34
Form FIN-3. Breakdown of Costs by Activity <sup>1</sup> .....	35
Form FIN-4. Breakdown of Remuneration <sup>1</sup> .....	36
Form FIN-4. Breakdown of Remuneration <sup>1</sup> .....	38
Form FIN-5. Breakdown of Reimbursable Expenses <sup>1</sup> .....	39
Form FIN-5. Breakdown of Reimbursable Expenses.....	41
<b>Appendix.</b> Financial Negotiations - Breakdown of Remuneration Rates.....	42



## 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 figures<sup>1</sup>].

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 below<sup>2</sup>:

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

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

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

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

- 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 paid by us to agents relating to this Proposal and Contract execution."

FORM FIN-2. SUMMARY OF COSTS

Item	Costs	
	<i>Indicate Foreign Currency</i>	<i>Indicate Local Currency</i>
Total Costs of Financial Proposal <sup>2</sup>		

- 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.



FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY<sup>1</sup>

<b>Group of Activities (Phase):</b> <sup>2</sup> _____ _____	<b>Description:</b> <sup>3</sup> _____ _____			
	<b>Costs</b>			
Cost component	[Indicate Foreign Currency # 1] <sup>4</sup>	[Indicate Foreign Currency # 2] <sup>4</sup>	[Indicate Foreign Currency # 3] <sup>4</sup>	[Indicate Local Currency]
Remuneration <sup>5</sup>				
Reimbursable Expenses <sup>5</sup>				
Subtotals				

- 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 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- 5 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.





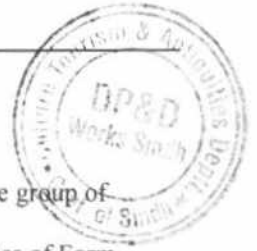
## FORM FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

<b>Group of Activities (Phase):</b> _____							
2 Name	3 Position	Staff-month Rate <sup>4</sup>	Input <sup>5</sup> (Staff-months)	[Indicate Foreign Currency # 1] <sup>6</sup>	[Indicate Foreign Currency # 2] <sup>6</sup>	[Indicate Foreign Currency # 3] <sup>6</sup>	[Indicate Local Currency] <sup>6</sup>
<b>Foreign Staff</b>							
		[Home]					
		[Field]					
<b>Local Staff</b>							
		[Home]					
		[Field]					
<b>Total Costs</b>							

1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.  
 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).





- 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 work.
- 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.
- 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. Remuneration = Staff-month Rate x Input.



**FORM FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>**

(This Form FIN-4 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 <sup>2</sup>	Position <sup>3</sup>	Staff-month Rate <sup>4</sup>
<b>Foreign Staff</b>		
		[Home]
		[Field]
<b>Local Staff</b>		
		[Home]
		[Field]

- 1 Form FIN-4 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-5. BREAKDOWN OF REIMBURSABLE EXPENSES<sup>1</sup>**

(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 Time Based)

Group of Activities (Phase): _____								
Nº	Description <sup>2</sup>	Unit	Unit Cost <sup>3</sup>	Quantity	[Indicate Foreign Currency # 1] <sup>4</sup>	[Indicate Foreign Currency # 2] <sup>4</sup>	[Indicate Foreign Currency # 3] <sup>4</sup>	[Indicate Local Currency] <sup>4</sup>
	Per diem allowances	Day						
	International flights <sup>5</sup>	Trip						
	Miscellaneous travel expenses	Trip						
	Communication costs between [Insert place] and [Insert place]							
	Drafting, reproduction of reports							
	Equipment, instruments, materials, supplies, etc.							
	Shipment of personal effects	Trip						
	Use of computers, software							
	Laboratory tests.							
	Subcontracts							
	Local transportation costs							
	Office rent, clerical assistance							
	Training of the PA's personnel <sup>6</sup>							
Total Costs								





- 1 Form FIN-5 should be filled for each of the Forms FIN-3 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 Indicate between brackets the name of the foreign currency. 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.

## FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES



(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)

N°	Description <sup>1</sup>	Unit	Unit Cost <sup>2</sup>
	Per diem allowances	Day	
	International flights <sup>3</sup>	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [Insert place] and [Insert place]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Subcontracts		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the PA's personnel <sup>4</sup>		

- 1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 2 Indicate unit cost and currency.
- 3 Indicate route of each flight, and if the trip is one- or two-ways.
- 4 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:

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

<sup>1</sup> 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 <sup>1</sup>	Overhead <sup>1</sup>	Subtotal	Fee <sup>2</sup>	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour <sup>1</sup>
Home Office									
Field									

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





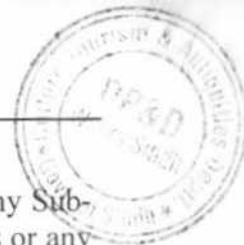
## II. General Conditions of Contract

### 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.

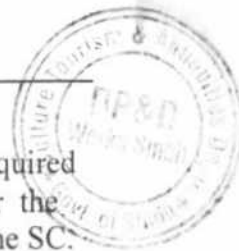
**1.2 Law Governing Contract** This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

**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).

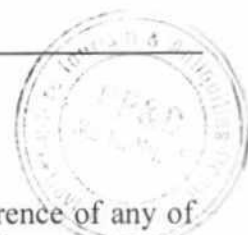




## 2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 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.
1.3	The language is English.
1.4	The addresses are: Procuring Agency: <b>Assistant Director</b> , DP&DWS, CT&AD, Government of Sindh, <u>Banglow No. C-82, Clifton Block – 2 Karachi</u>  Attention: _____  Facsimile: _____  E-mail: _____  Consultant: _____ _____  Attention: _____  Facsimile: _____  E-mail: _____



## Special Condition of Contract

{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:

**Assistant Director**, DP&DWS, CT&AD,  
Government of Sindh, Banglow No. C-82,  
Clifton Block – 2 Karachi

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 *[insert date]*.

2.3 The time period shall be *[insert time period, e.g.: twelve months, eighteen months]*.

3.4 The risks and the coverage shall be as follows:

- (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of *[insert amount and currency]*;
- (b) Third Party liability insurance, with a minimum coverage of *[insert amount and currency]*;
- (c) professional liability insurance, with a minimum coverage of *[insert amount and currency]*;
- (d) 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
- (e) 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.

**Special Condition of Contract**

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*Note: Delete what is not applicable*

**{3.5 (c)}**      {The other actions are: *[insert actions]*.}

*Note: If there are no other actions, delete this Clause SC 3.5 (c).*

**{3.7 (b)}**      *Note: If there is to be no restriction on the future use of these documents by either Party, this Clause SC 3.7 should be deleted. If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, may be used:*

{The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA.}

{The PA shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Consultant.}

{Neither Party shall use these documents and software for purposes unrelated to this Contract without the prior written approval of the other Party.}

**{5.1}**      *Note: List here any assistance or exemptions that the PA may provide under Clause 5.1. If there is no such assistance or exemptions, state "not applicable."*

**6.1**      Procuring Agency shall indicate bid security not less than 1% and above 5%  
Performance security shall not exceed 10% of contract amount

**6.3**      The amount in Pak Rupees or in foreign Currency *[insert amount]*.

## Special Condition of Contract

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6.5 The accounts are:

for foreign currency or currencies: *[insert account]*

for local currency: *[insert account]*

Payments shall be made according to the following schedule:

- (a) Twenty (10) percent of the Contract Price shall be paid on the commencement date against the submission of a demand guarantee for the same.
- (b) Ten (20) percent of the lump-sum amount shall be paid upon submission of the inception report.
- (c) Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the interim report.
- (d) Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the draft final report.
- (e) Twenty (20) percent of the lump-sum amount shall be paid upon approval of the final report.
- (f) The demand guarantee shall be released when the total payments reach fifty (50) percent of the lump-sum amount.

*Note: This sample clause should be specifically drafted for each contract.*

8.2 Disputes shall be settled by complaint redressal committee define in SPPR 2010 or through arbitration Act of 1940.in accordance with the following provisions:



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 time 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.

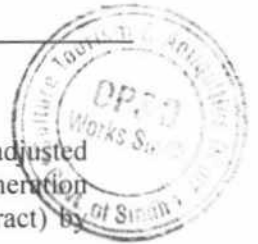
3. **Payment**
  - A. Ceiling

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

**Contract**



software.

- 9. **Consultant** The Consultant agrees that, during the term of this Contract and after its **Not to be** termination, the Consultants and any entity affiliated with the Consultant, shall **Engaged in** be disqualified from providing goods, works or services (other than the **Certain** Services or any continuation thereof) for any project resulting from or closely **Activities** 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** The Contract shall be governed by the laws of Islamic Republic of Pakistan or **Governing** the Provincial Government and the language of the Contract shall be English. **Contract and** **Language**
- 13. **Dispute** Any dispute arising out of this Contract, which cannot be amicably settled **Resolution** 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: \_\_\_\_\_



VOLUME - 2



**DIRECTORATE OF PLANNING & DEVELOPMENT WORKS SINDH,**  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT, GOVERNMENT OF SINDH,**  
**BANGLOW # C-82, CLIFTON B-2, KARACHI**

**RFP DOCUMENTS**  
**FOR CONSULTANTS**



Name of Project: **RESTORATION OF SIR JOHN MARSHAL VEHICLE & REPLICA OF THE SAME VEHICLE**

Tender / EOI No: A.D/DP&DWS/CT&AD/EOI-SJM/2016-17/

Estimated Cost in (M) Rs 0.959 Million

Bid Security/Earnest Money 2.50% of total bid amount, validity period 90 days

Tender / EOI Issued to M/s \_\_\_\_\_

Tender / EOI Issuance Date: \_\_\_\_\_

**MEMORANDUM**

- a) General Description:- As Above
- b) Completion period of project 12 (Twelve) Months

I/we undertake hereby RFP/Tender for providing the consultancy services as per attached schedule of estimated cost for Rs: \_\_\_\_\_ to be carried out in accordance with the scope of work i.e. to make strategy, plan, draft & design of vehicle and schedule of visits etcetera and instruction of the Engineer/Incharge.

In case my/our RFP/Tender is accepted I/we agree to execute the agreement on prescribed format in accordance with SPP Rules 2010 (Amended 2017), which will be deemed as agreement of the work and do hereby undertake to abide by all terms of reference which are printed in the concerned contract agreement and shall execute agreement on stamp paper at the contract value at my/our own risk and cost.



No. A.D/DP&DWS/CT&AD/EOI-SJM/2016-17/

**GOVERNMENT OF SINDH**  
**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT**  
**DIRECTORATE OF PLANNING & DEVELOPMENT WORKS SINDH,**  
**BUNGLOW NO. C-82 BLOCK-2 CLIFTON**  
Karachi dated: 8<sup>th</sup> March, 2017



**CONSULTING SERVICES FOR RESTORATION OF SIR JOHN MARSHAL VEHICLE & A  
REPLICA OF SAME VEHICLE  
REQUEST FOR PROPOSAL  
(RFP)**

1. Directorate of Planning & Development Works Sindh, Culture, Tourism & Antiquities Department, Government of Sindh, Request For Proposal (RFP) from the consultant firms / consultants for the services of mechanical, electrical, designs, drawings, strategies, and documentations etcetera for the restoration of an antique vehicle of Sir John Marshal and a replica of the same vehicle. Method of selection least cost based will be used under SPP Rules 2010 (Amended 2017).
2. Request for Proposal documents are available for interested firms/consultants from the date of hoisting on authority's website SPPRA till 27<sup>th</sup> March 2017 during office hours, from the office of Assistant Director, DP&DWS, CT&AD, Banglow # C-82, Clifton B-2, Karachi, on payment of Rs.2000/- (Non-refundable) in shape of Pay Order/Banker's Cheque in favor of Assistant Director, DP&DWS, CT&AD, Government of Sindh.
3. The Request for Proposal prepared in accordance with the instructions given in the RFP documents, must be dropped in the tender box along with 2.5% bid security/earnest money of total proposal amount, in the office of Assistant Director, DP&DWS, CT&AD, Banglow # C-82, Clifton B-2, Karachi, on 28<sup>th</sup> March, 2017 by 02.00 pm and the same will be opened on same day at 03.00 pm.

  
(REHAMTULLAH RAJAR) 08/03/17  
Assistant Director

**TERMS OF REFERENCE FOR RESTORATION OF SIR JOHN  
MARSHAL VEHICLE AND A REPLICA OF THE SAME VEHICLE  
(CONSULTANCY)**



➤ **SCOPE OF WORK**

In order to achieve a successful work of consultancy for one year i.e. to make strategy, plan, draft & design of vehicle and schedule of visits etcetera for the above project; following tasks will need to be performed by the consultant.

**A. Collection and Documentation of Existing Data**

❖ Survey report of the present condition of vehicle:

- Identification of weathering deficiencies through observations on site.
- Measured Drawing (scope of work) of the vehicle with initial identification of problems.
- Photographic survey.

**B. Analysis of Restoration of Vehicle**

- ❖ Report on techniques to be utilized for restoration of vehicle.
- ❖ Present Usage/Physical condition of vehicle.
- ❖ Comparison and identification of changes and additions which the vehicle has to undergo.
- ❖ Preparation of drawing of the original vehicle.
- ❖ Preparation of a set of drawing of the original condition of the vehicle.

**C. Preparation of Restoration Documents for Procurement Committee**

- ❖ Formulation of Present and Future Program Requirements of the vehicle based on;
  - Study of existing restoration of vehicle and requirements
  - Discussions with the staff Incharge / Engineer for vehicle
  - Study of international and local standards
- ❖ Conservation plan
  - Based on Analysis
- ❖ Preparation of sketch/design proposals for the vehicle for discussion purpose.

**D: Preparation of Scope of work**

- ❖ Preparation of Design / Drawing with the input of structural, electrical, and mechanical engineers to be employed.
- ❖ Preparation from the approved conceptual design, specifications, general definitions for material usage and finishing.
- ❖ Preparation of the necessary documents and plans for submission to any other relevant authority.

### **E: Restoration Phase**

- ❖ Examination and approval the contractor's schedule of work.
- ❖ Finalization the design, material and finishing with the concern of procurement committee.
- ❖ Preparation of color schemes and any further details required to complete the vehicle restoration work and a replica.
- ❖ Issuance of completion certificate to the contractor.
- ❖ Verification of bills of contractor before submission for approval.



### ➤ **Bid Validity**

- ❖ Bids shall remain valid for minimum 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.
  - ❖ The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing (or by e-mail/fax), if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will neither be required nor permitted to modify its bid.
- **Consultant will be bound for any other works/services related to the project under provision of consultancy as per SPP Rules 2010 (Amended 2017).**

## **TECHNICAL CRITERIA / ELIGIBILITY**



### **MANDATORY FIELD**

<b>SR.#.</b>	<b>DESCRIPTION</b>	<b>(√) / (X)</b>
1	Valid Tax registration certificate	
2	Valid SRB registration certificate	
3	Valid Affidavit of Not Black listed	

<b>SR.#.</b>	<b>DESCRIPTION</b>	<b>(√) / (X)</b>
1	Having relevant experience of more than (05) five years of restoring at least (3) three historic, antique and classic vehicles	
2	Staff capacity of consulting firms for time to time survey and supervision	
	❖ Mechanical & Electrical experts (1)	
	❖ Paint Specialist / Skilled (1)	
	❖ Expert Body repairing Dentor (1)	
	❖ Interior work specialist (1)	
	❖ Display expert (1)	

Above required details must be attached with RFP documents at the time of submission on a separate page(s).

## **FINANCIAL PROPOSAL**



➤ **Services to be provided by consultant for the project are**

- ❖ Preparation of Bidding Documents / Tender
- ❖ Survey, Photography.
- ❖ Supervision of restoration of vehicles at various stages to ensure the quality of work.
- ❖ Verification of Contractor's bill before payment
- ❖ Completion certificate
- ❖ Revision of PC-I (if required)

I \_\_\_\_\_ from M/s \_\_\_\_\_  
submit the financial proposal @ ..... % of estimated cost for undertaking  
the above activities.

### **SCHEDULE OF PAYMENT**

SR. #	DESCRIPTION	%	PAYMENT
A	Collection and Documentation of existing data		
B	Analysis of Restoration of Vehicles		
C	Preparation of Restoration Documents for procurement Committee.		
D	Preparation of Scope of work		
E	Restoration Phase		
<b>TOTAL</b>			

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_