



**SHAHEED BENAZIR BHUTTO UNIVERSITY
SHAHEED BENAZIRABAD**

No./SBBU/ XEN/40/2017

Nawabshah, Dated: 07 June, 2017

EXPRESSION OF INTEREST

Applications are invited for Consultancy of firms of sound standing for rendering consultancy services in connection with construction of Vice Chancellor Bungalow at permanent campus of Shaheed Benazir Bhutto University, Shaheed Benazirabad. Interested firms are required to submit their applications along with the following information.

1. Name and address of company and branch office (if any).
2. Status of the firm (i.e Proprietorship, Partnership or a limited company)
3. Certified copies of Registration/Proprietorship Deed and Articles and Memorandum of Association of the firm.
4. Organizational set-up and list of technical staff along with their qualifications and experience in the permanent employment of the firm.
5. Registration with Income Tax Department with NTN.
6. Particulars of key personnel and associates of architectural, structural, services etc. to be engaged for this particular work.
7. Interested consultants/firms can obtain the documents from the address mentioned below on payment of non-refundable fee of Rs. 500/-against the shape of Demand Draft/Pay order in the name of Director Finance, Shaheed Benazir Bhutto University Shaheed Benazir.
8. Documents will be issued to interested firms upto 05th July, 2017 upto 11.00 AM.
9. Documents duly filled and attached with relevant certificates must reach the address mentioned herein below on or before 05th July, 2017 upto 11.00 AM.
10. In case of holiday announced by the government, the applications will be received by the next working day by the same time.
11. Procuring Agency may reject any or all applications subject to the relevant provisions of Sindh Public Procurement Rules.

Executive Engineer
Shaheed Benazir Bhutto University
Shaheed Benazirabad
Civil Lines Nawabshah
Tel # 0244-9370523
www.sbbusba.edu.pk



DOCUMENT FOR CONSULTANTS

Details of work:

- Civil Work.
- Electrical Work.
- Plumbing Work.
- Drainage/sewerage system.
- Heat Ventilation & AC Work.
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"Client":

Shaheed Benazir Bhutto University
Shaheed Benazirabad
Phone # +92-244-9370523
Fax # +92-244-9370521
E-mail: pd@sbbusba.edu.pk



Project:

Consultant's duties involve in, Designs, Drawings, BOQs & tender documents for following works;

- Civil Work
- Electrical Work.
- Plumbing Work.
- Drainage/sewerage system.
- HVAC Work.

Consultants are required to submit the following documents in details

- Company profile.
- List of technical their brief Cvs to engaged for this project.
- Registration as Consultants with Pakistan Engineering council.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification

Project Director Shaheed Benazir Bhutto University, Shaheed Benazirabad.

Phone # 0244-9370523, Fax # 0244-9370521, Email: pd@sbbusba.edu.pk



Instructions to Consultants

1. Definition

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

2. Introduction

- 2.1 The "Client" will pre-qualify /short list the consulting firms, in accordance with the method of selection as specified.
- 2.2 The eligible Consultants (prequalified/shortlisted) are invited to submit a Financial Proposal. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.



- 2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to ask for any query, Consultants may liaise with "Client" for gaining better insight into the assignment.
- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The "Client" reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5 "Client" "may provide facilities and inputs as required by the bidder/firm

3. Conflict of Interest

- 3.1 Consultants are required to provide professional, objective, and impartial advice and holding the "Client's" interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the "Client", or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 3.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:



- (a) 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.
- (b) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the "Client" staff who is directly or indirectly involved in any part of
- (c) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

4. Fraud and Corruption

Consultants should observe the highest standard of ethics during the execution of Contract. " corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

5. Eligible Consultants

Consultants pre-qualified on their technical proposals submitted, are eligible for the 2nd step of selection i-e call for financial proposal. Prequalified/Shortlisted Consultants may submit financial proposal, when required by the "Client"



6. Clarification and Amendment in pre-qualification Documents

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

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

7. Preparation of Proposals

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

7.2 The consultants are encouraged to co-ordinate for any query with representative of the "Client"

8. Language: Written language will be English.



- 8.1.1 The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing.
- 8.1.2 CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.
- 8.1.3 Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.
- 8.1.4 A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.
- 8.1.5 Any additional information required by the "Client"