****

**INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES UNIVERSITY OF KARACHI**

**CONSULTANCY SERVICES**

**FOR**

**DETAILED DESIGN & SUPERVISION OF**

**THE LABORATORY BUILDING**

**UNDER THE PROJECT ENTITLED**

**“ESTABLISHMENT OF NATIONAL FACILITY FOR LABORATORY ANIMAL RESEARCH AND CARE AT PCMD (NFLARC)”**

**REQUEST FOR PROPOSAL**

**(RFP)**

**SEPTEMBER, 2017**

****

***Civil Engineering Department, I.C.C.B.S.***

***University of Karachi***

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# SECTION-I : LETTER OF INVITATION

Dated: 8th September, 2017

No.RIC/CE/CON/NFLARC/

To, M/s

**SUBJECT: DETAILED DESIGN, PREPARATION OF SPECIFICATIONS, PREPARATION OF TENDER / BIDDING DOCUMENTS, DETAILED SUPERVISION & PROJECT MONITORING OF THE LABORATORY BUILDING UNDER THE PROJECT ENTITLED “ESTABLISHMENT OF NATIONAL FACILITY FOR LABORATORY ANIMAL RESEARCH AND CARE AT PCMD (NFLARC)”**

This is to inform you that proposals are required from consultancy firms for the above-mentioned project.

2. Detail of services are given in TOR.

3. You are hereby invited to submit Technical and Financial Proposals for Consultancy services for the above assignment, which would form the basis for a contract agreement between your firm and the Client.

4. A firm will be selected in accordance with the Procedures and the method of selection mentioned in the Evaluation Criteria appended with the Data Sheet of the Consultancy Services for the Project.

5. To enable you to submit a proposal, CLIENT provides the following suggested information:

Section- I Letter of Invitation

Section –II Information to Firms

Section-III Technical Proposal – Standard Forms

Section- IV Financial Proposal – Standard Forms

Section -V Terms of Reference

Section – VI Evaluation Criteria

Section-VII General Conditions of Contract

Section-VIII Special Conditions of Contract

6. Your detailed Technical Proposal should be submitted (original and one copy) along with Financial Proposal (original) in separate sealed envelopes to reach the office of the Civil Engineer on 26th September, 2017 at 2:30 p.m. The Technical proposal will be opened on the same day at 3:00 p.m

9. A proposal will be treated as non-responsive and not considered for evaluation if any of the information requested in this letter of invitation is omitted or not complied and no proposal will be accepted upon expiry of deadline date and time.

10. The time for completion of the Design Part of Consultancy contract will be two (02) Months from the date of issuance of work order. The Supervision part of the Consultancy Contract will continue from the date of start of work till two years.

(Sadia Jabeen Asim)

Sr. Civil Engineer, ICCBS

Mailing Address of the Office:

CIVIL ENGINEERING DEPARTMENT

H.E.J. RESEARCH INSTITUTE OF CHEMISTRY

INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES

UNIVERSITY OF KARACHI

Tel: 0092-21-99261740, UAN:111-222-292 Ext:202

Fax: 0092-21-34819018, 34819019, 99261713, 99261714

E-mail: [sj13dec@hotmail.com](mailto:sj13dec@hotmail.com), [engr.sadia@iccs.edu](mailto:engr.sadia@iccs.edu)

# SECTION II : INSTRUCTIONS TO CONSULTANTS

1. **DEFINITIONS:**
2. "Procuring Agency (PA)" means the agency with which the selected Consultant signs the Contract for the Services.
3. "Consultant" means any entity or person that may provide or provides the Services to the PA under the Contract.
4. "Contract" means the Contract signed by the Parties and all the attached documents listed in the General Conditions (GC), the Special Conditions (SC), and the Appendices.
5. "Day" means calendar day.
6. "Government" means the government of the Client's country.
7. "Instructions to Consultants" (Section 1 of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.
8. "Personnel" means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof,
9. "Proposal" means the Technical Proposal and the Financial Proposal.
10. "RFP" means the Request for Proposal prepared by the PA for the selection of Consultants.
11. "Services" means the work to be performed by the Consultant pursuant to the Contract.
12. "Sub-Consultant" means any person or entity with whom the Consultant subcontracts any part of the Services.
13. "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 Client and the Consultant, and expected results and deliverables of the assignment.
14. **INTRODUCTION**
    1. The PA will select a Firm / Consortium as per the requirements of Clause 76 of SPP Rules 2010.
    2. Consulting Firms are invited to submit separately sealed Technical and Financial Proposals as per Clause 72(3) of SPP Rules 2014. The assignment shall be implemented in accordance with the logical sequence of the work /consultancy services.
    3. The "Integrity Pact" has to be signed by the Firm / Consortium at the time of submitting Technical / Financial Proposal for the invited Consultancy Services which will form pact of the contract.
    4. The Consulting Firm shall furnish information as required through Technical and Financial Proposal for the Project.
15. **CONSULTANT'S ASSOCIATES:**

The consultants associated with any manufacturing or construction firms relating to the Consultant's assignment will not be eligible to participate.

**4. Clarification and Amendment in RFP Documents**

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.

**5. (a) Bid Security:**

Consultants shall submit required bid security along with financial proposal defined in the data

sheet (*2% of Contract value*)

**5.(b) Bid Validity: Bi**ds submitted will be valid for time mentioned in the Data Sheet.

6. **CERTIFICATE OF REGISTRATION:**

6.1 Corporation or limited company shall indicate their Registration number and name of personal and his designation who is authorized to sign documents on behalf of Corporation or limited Company. In the absence of above documents the Department reserves the right to reject the Proposal.

6.2 Copy of certificate from Pakistan Engineering Council as registered Consulting Firm valid for the current year and beyond shall be submitted which is the basic eligibility requirement for the consultancy assignment. The original Certificate of Registration shall be produced whenever called for and will be returned

**7. PREPARATION OF PROPOSALS**

7.1 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the English.

7.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

**8.** **TECHNICAL PROPOSAL FORMAT AND CONTENT**

The Technical Proposal shall be prepared using the attached Standard Forms (Section 3).

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

**9. FINANCIAL PROPOSALS**

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

**10. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

10.1 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. An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "Original". The submission shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.

The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and eligible letters to avoid confusion;

The Technical Proposal shall be marked "Original" or "Copy" as appropriate. The Technical Proposals shall be submitted in the number of copies again indicated in the Data Sheet. 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.

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 shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the name of the assignment, and with a warning "Do Not Open With The Technical Proposal." The envelopes containing-the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the assignment, and be clearly marked "Do Not Open, except in presence of the Official Appointed, Before-insert the time and date of the submission deadline indicated in the Data Sheet". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposals must be sent to the address/addresses no later than the time and the date indicated in the Letter of Invitation, or any extension in this date granted thereafter. Any proposal received by the PA after the deadline for submission shall be returned unopened.

The Client shall open the Technical Proposal immediately after the deadline for their submission.

The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the PA without being opened.

PA shall evaluate the technical proposal in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements

During the technical evaluation no amendments in the technical proposal shall be permitted.

10.2. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non­responsive shall be returned un-opened to the respective bidders

10.3 The bid found to be the lowest evaluated bid shall be accepted.

**11. Evaluation of Technical Proposals**

11.1 Notwithstanding any method used pursuant to Rule 36 (a-d) of SPP Rules 2010, 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.

11.2 After the technical evaluation is completed, the PA shall notify in writing to 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.

12.  **Evaluation of Financial Proposals.**

12.1 In quality and cost base method, Financial Proposals shall be opened publicly in the presence of Consultant who chooses to attend. The name of the Consultant 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.

12.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between word and figures the amount in words 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.

12.3 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 and financial score.

1. **Performance Guarantee:** Successful consultant has to submit the performance guarantee in the shape of Bank Guarantee not more than 5% of the bid.
2. **Agreement:** Successful consultant has to execute agreement duly stamped with PA.
3. **Award of Contract:** After completing the evaluation and as per the requirements of SPP Rules 2010, PA shall award the Contract to the selected Consultant, and promptly notify all Consultants who have participated in the process.

**Data Sheet:**

Name of the Assignment: **“ESTABLISHMENT OF NATIONAL FACILITY FOR LABORATORY ANIMAL RESEARCH AND CARE AT PCMD (NFLARC)”**

**Tender Method: Single stage two envelopes method (QCBS)**

**6 (A).** **Bid security** is 2% of the bid in the shape of pay order.

**6 (B).** Proposals **validity period** is 90 days from date of opening of Technical Proposal.

* 1. **SUBMISSION:** The original and one copy of the Technical Proposal along with original Financial Proposal shall be submitted in separate sealed envelopes .

**11.6.** Dead line of submission of bids and opening of Technical Proposal:

**Submission** **Date: 26th September, 2017**

**Submission Time: 2:30 p.m**

**Opening Date of Technical Proposal: 26th September, 2017**

**Opening Time of Technical Proposal: 3:00 p.m**

**12. Evaluation of Technical Proposals.**

QCBS Method with 70% weighting for quality.

1. **Evaluation of Financial Proposals.**

30% weighting for Cost shall be used.

1. **Performance Guarantee: 5%** of bid cost in the shape of pay order.
2. **Agreement:** Stamps at rate of 0.35% of bid cost are to be affixed by the consultant.

# 

# SECTION-III : TECHNICAL PROPOSAL - STANDARD FORMS

|  |  |
| --- | --- |
| TECH-1 | Technical Proposal Submission Form |
| TECH-2 | Consultant’s Organization and Experience  A Consultant’s Organization  B Consultant’s Experience |
| TECH-3 | Comments of Suggestions on the Terms of Reference on Counterpart Staff and Facilities to be Provided by the Client.  A On the Terms of Reference  B On the Counterpart Staff and Facilities. |
| TECH-4 | Description of the Approach, Methodology and work Plan for Performing the Assignment. |
| TECH-5 | Team Composition and Task Assignments |
| TECH-6 | Curriculum Vitae (CV) for proposed Professional Staff. |
| TECH-7 | Staffing Schedule |
| TECH-8 | Work Schedule |

FORM TECH-1 Technical Proposal Submission FORM

[Location, Date]

To: DIRECTOR

Dr. Panjwani Center for Molecular Medicine and Drug Research

UNIVERSITY OF KARACHI

Dear Sir:

We, the undersigned, offer to provide the consulting services for **Establishment of National Facility for Laboratory Animal Research and Care at PCMD (NFLARC) at the International Center for Chemical and Biological Sciences, University of Karachi.** In accordance with your Request for proposal **dated 8th September, 2017** and our Proposal. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

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

Our Proposal is binding upon us for a period of Ninety (90) days from the date of opening of Technical Proposal.

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

We remain,

Yours sincerely,

Authorized Signature (In full and initials):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

FORM TECH-2

A – Consultants Organization

1. Name of the Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(In Block Letter)

2. Full name of the Managing Partner / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partners or Managing Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Executive / Chairman if the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is a Firm or limited concern \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Sindh Revenue Board Registration (SRB) No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. National Tax No (NTN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Permanent registered office with address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Title of Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Sole proprietor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Partnership \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Any other specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Provide partnership deed if working with partners*)

8. Consortium / Joint Venture with any firm Name of the Firm.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 individually 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 separate pages for each assignment]*

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (in Pak Rs.): |
| Country:  Location within country: | Duration of assignment (months): |
| Name of Procuring Agency: | Total No of staff-month of the assignment. |
| Address: | Approx. value of the services provide by your firm under the contract (in Pak Rs.). |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE Procuring Agency**

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

*Procuring Agency will provide the office for Resident Staff along with intercom and internet facilities* **FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objective 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 table 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**

**COMPOSITION OF THE TEAM (PERSONNEL), AND TASK(S) OF EACH TEAM IMEMBER**

(Use separate sheets if necessary in the same format but annexure should be avoided).

**1. Technical / Managerial Staff**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2. Support Staff**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**FORM TECH-6 CURRICULUM VIATE (CV) FOR PROPOSED PROFESSIONAL**

**STAFF**

**1**. **Proposed Position** [*only one candidate shall be nominated for each position]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2**. **Name of Firm** [*insert name of firm proposing the staff*] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Name of Staff** [*insert full name*]: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5.Education** [*indicate college**/ university and other specialized education of staff member, giving name of institutions, degrees obtained, and date of obtainment*]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**6. Membership of Professional Associations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **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 employment held bye 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]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procuring Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**13. Certification:**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature of staff member or authorized representative of the firm] Day/Month/Year

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

**FORM TECH-7 STAFFING SCHEDULE 1**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N** | **Name of Staff** | **Staff input (in the form of a bar chart) 2** | | | | | | | | | | | | | **Total staff-month input** | | |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **N** | **Home** | **Field3** | **Total** |
| **1** |  | [Home] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| [Field] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | | | | **Subtotal** | | | |  |  |  |
| **Total** | | | |  |  |  |

1. For Professional Staff in the input should be indicated individually; for Support staff it should be indicated by category (e.g. draftsman, clerical staff, etc).
2. Months are counted from the start of the assignment. For each 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.

**FORM TECH-8 WORK SCHEDULE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **N0** | **Activity1** | **Months 2** | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
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1. Indicate all main activities of the assignment, including delivery of report,(e.g. inception, interim, and final reports), and other benchmarks such as client approval. For phased assignment indicate activities, delivery of report, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar char.

# SECTION - IV : FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

DIRECTOR

Dr. Panjwani Center for Molecular Medicine and Drug Research

UNIVERSITY OF KARACHI

Dear Sir:

We, the undersigned, offer to provide the consulting services for **Establishment of National Facility for Laboratory Animal Research and Care at PCMD (NFLARC) at the International Center for Chemical and Biological Sciences, University of Karachi.**

In accordance with your Request for Proposal **dated 8th September, 2017** and our Proposal. We are hereby submitting our proposal, which includes Technical Proposal, and this Financial Proposal sealed under a separate envelop.

Our attached Final Proposal is as per the following:-

**For 2.B: ARCHITECTURAL PLANNING, DETAILED DESIGN WITH SUPERVISION OF THE FOLLOWING WORKS (SEE TERMS OF REFERENCE 2.B.1)**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Item | Unit | Rate |
| 1 | On completion of investigative, preliminary sketch lay out plans, design development and construction document phase as defined in clause 2.01, 2.02, 2.03 and 2.04 of the TOR. | % of Cost of works |  |
| 3 | Detailed Resident Supervision as per Clause 2 A 2.05) and 3 of TOR on Contractors Running bill | % of cost of works |  |
|  | **Total Value=** | **% of Cost** |  |

Our Financial Proposal shall be binding upon, up to expiration of the validity period of the proposal, i.e. Ninety (90) days from the date of submission of the Proposal.

We understand you are 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# SECTION-V: TERMS OF REFERENCE

1. **INTRODUCTION**

The main objective of Firm/Consultant’s services is to assist the International Center for Chemical and Biological Sciences, University of Karachi, on the project in successful implementation by providing comprehensive detailed designs and effective supervision of all aspects of the work as described in project document.

The objectives of Firm/Consultant’s services shall also include the following:

**2. SPECIFIC TASK OF CONSULTANCY SERVICES:**

The Consultants shall perform their duties in the following phases, namely:

* 1. Investigation Phase:

Make preliminary site investigations, investigate data and information, from detail topographic survey (if available with Client) and soil investigations to ascertain the final requirements, for the proper design and construction for the complete scheme. The Consultants would prepare all the requisite documents for getting the detailed topographic and soil investigation survey in conjunction with the Client. The cost of all such surveys and investigations shall be borne by the client.

* 1. Planning and Schematic Phase:

Prepare scheme (Plans and Layout), for setting up of the scheme. Plans to show location of all rooms/labs as per Client's requirements and infra-structure services such as service roads, streets, walkways, drainage, water supply, sewerage, sewerage treatment and disposal, electrification, air conditioning, gas and telephone etc. Schematic design studies of the various academic, boarding, communal and staff facilities, along with the statement of probable project construction cost, and submit three copies thereof to the Client for his approval.

2.03. Design Development Phase:

Prepare from the approved Schematic Design studies, final design development documents consisting of plans, elevations and other drawings, outline specification to fix and illustrate the entire project in its essentials as to kinds of materials, type of structure, mechanical and electrical systems and such other works as may be required, along with a further statement of the probable construction cost, and submit 3 (three) copies thereof to the Client for his approval. The detail HVAC plan for exhaust of this animal research facility should be attached with this detail. It should be strong enough to keep the air clean and smell free.

2.04. Construction Documents Phase:

Prepare from the design development documents, working drawings, specifications and tender documents, setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical [including air conditioning], sanitation and water supply, electrical, service-connected equipment, site work [including roads], drainage and landscaping of the project, and furnish 3 (three) copies of each such drawings, specifications, design documents and tender documents to the Client for his approval.

The Consultants will also prepare, in addition to the above documents, the following and submit 3 (three) copies thereof to the Client for his approval:

Description of works, design calculation/documents, soft copies of CAD files, invitations to tenders, general rules for the guidance of the contractors, tenders of works, estimates, bill of quantities, conditions of contract, specifications, schedule of finishes. Scrutinize tenders sent by the Client, prepare recommendation report, advise the Client on tenders, tender's price and estimates for carrying out the works and give definitive cost estimates and any other documents necessary for the implementation and construction of the works.

2.05. Construction Phase:

The Consultants Shall:

2.05.01. Advise on the preparation of any contract relating to accepted tender for carrying out the works.

2.05.02. Issue necessary instructions to the Contractors with approval of the Client, to enable them to prepare their work/shop drawings; and check and approve the shop drawings.

2.05.03. Examine Contractors' proposals and their details.

2.05.04. Assist in settling disputes or differences, which may have arisen between the Client and the contractors.

2.05.05. Deliver to the Client such records as are necessary for the operation and maintenance of the works.

2.05.06. Inspect the works prior to the expiration of the guarantee provided by the construction contract.

2.05.07. Undertake detailed supervision of the various stages of construction of the works, appoint Consultants Representative on site, duly qualified to cope up with the proper and effective execution of the works. The supervision to be undertaken by the Consultants shall include:

a) Checking of correct marking on the ground of the designed buildings, in relation to Bench Mark and Base Line.

b) Checking the layout of all the infra structure and Re-adjusting the layouts and/or the designs if such re-adjustment prove necessary according to requirements.

c) Fixing up design criteria and testing for structural and other materials before the start of the work so that it corresponds with design and make necessary changes if required, with prior consultation with the Client and his written/verbal approval.

d) Ensuring during construction selection and use of building materials in accordance with the specifications, accepting or rejecting the test reports, and recommending to Client for further action.

e) Ensuring that the Contractors carry out the construction in accordance with the final drawings and tender documents.

f) Suggesting substitute materials, whenever any material is not available and working out the cost of such materials, the credits to be allowed in favor of Client or contractor and the adjustments in design, if necessary, due to such substitutions.

g) Completing existing drawings and/or issuing new detailed drawings whenever it is deemed necessary to make adjustments in the construction.

h) Holding meetings with the Client as desired and contractors as and when so required. Regular meetings programme will be fixed in advance of start up of the construction, which is to be followed throughout the construction period.

i) Advise the Client for suspending of work whenever plans are not being accurately implemented or the work is not being done according to specifications.

j) Ensuring that the contractors fulfill their obligations generally and particularly in respect of the proper implementation of the time schedule agreed upon by the Client and the contractor.

k) Initiating variations in instructions relating to the works with prior permission of the Client.

l) Checking bills for the works executed, recording measurement books and issuing certificates of payments to the contractors.

m) Guarding the Client against the defects and deficiencies in the working of the contractors.

n) Supervising the replacement of any work damaged by fire or other causes during construction.

o) Advise the Procuring agency for Arranging for the work to proceed, if the contractors fail to proceed with the construction due to delinquency or insolvency.

1. Checking completion drawings, showing construction changes in the works and final locations of mechanical service lines and outlets, and submission to the Client for maintenance purpose.
2. Issuing completion certificate to contractors after entire satisfaction of the Client.
3. Determining delays, extension of time and/or penalties against the Contractor and taking all precautionary measures to complete construction according to time schedule, and submission to the Client for further action.

**2.B.1 ARCHITECTURAL PLANNING, DETAILED DESIGN WITH SUPERVISION OF THE FOLLOWING WORKS**

The proposed components of the project includes but not limited to the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of Facility** | **Items** | **Required** |
| 1 | Laboratory Building | Architectural, Civil, Plumbing, Electrical, HVAC and Furniture works | Approx 21,372.00 sft |

**3. DETAILED SUPERVISION OF DEVELOPMENT WORKS**

Consultant shall act as “The Engineer” during the execution of works on site. All the responsibilities of “The Engineer” as per Standard Form of Bidding Documents by Pakistan Engineering Council shall be carried-out by the Consultants. The Consultants shall mobilize a Resident Engineer and associate staff for the whole duration of the project.

**4. PROJECT DURATION:**

1. The design stage of the project is expected to be completed in two (02) months from the date of commencement of services.
2. The supervision of works shall be continued from the start of work till two years.

**5. CONSULTANT’S FEE**

The Consultant shall quote their fee on percentage basis for services mentioned above as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Item | Unit | Rate |
| 1 | On completion of investigative, preliminary sketch, lay out plans, design development and construction document phase as defined in clause 2.01, 2.02, 2.03 and 2.04 of the TOR. | % of Cost of works |  |
| 3 | Detailed Resident Supervision as per Clause 2 A( 2.05) and 3 of TOR on Contractors Running bill | % of cost of works |  |
|  | **Total Value=** | **% of Cost** |  |

Notes: The “Cost of Works” for the assessment and payment of consultants’ fee shall be as follows:

1. The Consultants’ design fee will be initially assessed for the first time as per the Cost Estimates pertaining to the scope of works that consultant has to carry-out.
2. The Consultants’ design fee will be adjusted for the first time as per the Cost Estimates prepared by them and approved by the Client.
3. Second adjustment of Consultants’ design fee will be done after award of work (at approved tender price)
4. Final adjustment of Consultants fee shall be made at the time of finalization of a specific contract based on the final amount of the specific construction contracts. However if the final bill amount of a contract is less than the approved tender amount due to decrease in scope of work of the contractor, the design fee of the consultants shall be calculated with respect to the approved tender amount. Containing the scope of work actually designed for.
5. Supervision fee of the Consultants shall be paid as per the work done by the construction contractors.

**6. Schedule of Payment:**

**Design Phase**

|  |  |  |
| --- | --- | --- |
| Stage-1 | Preliminary/ Schematic design and drawing phase | 20% of design fee |
| Stage-2 | Design Development phase | 35% of design fee |
| Stage-3 | Construction Document Phase | 35% of design fee |
| -- | On commissioning | Remaining/final design fee |

**Supervision Phase:**

It will be paid at the (%) quoted in the financial proposal at the Contractor running bills.

**7. EVALUATION OF FINANCIAL PROPOSAL:**

For the evaluation of the Financial Proposal, the Cost of Works shall be assumed as the Civil Works costs approx 110.00 million with the provision of 15% increase or decrease.

**8** Each pre-qualified Company, who is submitting the RFP (Request of Proposal) is liable to

accept all of the conditions, terms of reference mentioned in the RFP. After accepting the

proposal/selection of consultant by the competent authority, selected consultant has not right

to change/modify/reject/add the conditions/terms of reference and Agreement.

# Section-VI : TECHNICAL EVALUATION CRITERIA

|  |  |  |
| --- | --- | --- |
| **i)** | **Valid PEC (Pakistan Engineering Council) Consulting Engineer License for the year 2017 and beyond (Eligibility Requirement) – Consultants to provide copy of PEC Consulting Engineer License in their own name valid for year 2017 or beyond – The same will be confirmed from PEC.** |  |
|  | **Registration with PEC (Pakistan Engineering Council) in current year**  **Specialization Codes in PEC License**  1201 Public building & Office (ii) Commercial Building and Office (iii) Residential Building and houses (iv) Hotels and Motels (v) Hospitals, medical facilities, laboratories, medical research (vi) Educational facilities and complexes (vii) Recreation and Sports facilities, stadiums (viii) Libraries, Museums, Galleries –  1203(i) Urban Developments, Housing Estates (ii) Industrial Estates, Industrial Complexes (iii) Urban Roads and Surface Drainage-  1204(i) Urban Sewerage & Water Supply (ii) Solid Waste Collection & Disposal (iii) Water Treatment Plants (iv) Sewage Treatment Plants  1235 Surveying, Assesment, Loss Evaluation |  |
| **ii)** | **Registration with PCATP (Pakistan Council of Architect and Town Planning)**  For Individual Registration- 05 Points | **05 Points** |
| **iii)** | **Date of Establishment of the firm – Consultant to provide evidence of Establishment of date**  One Point for five year. 25 years or more – Full 05 points | **05 Points** |
| **iv)** | **Office Construction – Consultant to provide address, phone numbers and contact person at each office for counter verification.**  Office in Karachi 2 **Points**  Offices other than Karachi – 1 **point for each office outside** Karachi (Outside Sindh Province) – Maximum 3 Points | **05 Points** |
| **v)** | **Financial Standing of the Firm** | **10 Points** |
|  | Average Annual Turn-over for the last 5 years - Consultants to provide Audited Balance Sheets for the last 5 years  Rs. 200 M and above – **10 Points**  Rs. 150 to 200 M –**7 Points**  Rs. 100 to 150 M – **4 Points**  Rs. 50 to 100 M – **2 Points**  Less than Rs. 50 M – **0 Points** |  |
| **vi)** | **Specific experience of the Consultant relevant to the assignment** | **30 Points** |
|  | Experience of Designed & Executed the laboratory building for animal research and care - Consultant to provide copy of letter of award or client’s certificate for the project.  Full 15 **Points** | 15 Points |
|  | Projects more than Rs.200 M - Consultant to provide copy of letter of award or client’s certificate for each project.  Each Project – 3 **Points**  5 or more Full 15 Points | 15 Points |
| **(vii)** | **Adequacy of the proposed methodology and work plan in responding to the Terms of Reference** | **25 Points** |
|  | a) Technical approach and methodology , see page No.16 | 10 Points |
|  | b) Work Plan see page No.16 | 10 Points |
|  | c) Staffing Plan & Organization see page No.16 | 05 Points |
| **viii)** | **Professional staff requirement at Site full time during working hours for Resident Supervision: (Minimum Qualification & Experience is mentioned in the following table. If a proposed professional does not meet the minimum qualification, he / she shall be given 0 points)** | **20 Points** |
|  | a) **Resident Engineer** proposed for this project: PE(Civil) with 12 yrs experience  Each Project of Education/Other Institutions 2-Point  5 or More Full 10-Points | 10 Points |
|  | c) Site Inspectors (2 No) D.A.E (Civil) with 8 years experience  5 or more projects Full 5 points for each Site Inspector | 10 Points |

Minimum Qualifying Points for Technical Proposal: 75% Points