NIT / Request for Proposal

TO WHOM IT MAY CONCERN

1. Government of Sindh has assigned a project to develop a piece of land admeasuring 700-00 acres of land in Deh Moach, opposite LDA Scheme-42, main 5th Avenue Scheme-42 road, Keamari Town, Karachi. In order to begin the task, Sindh Land Management & Development Company invites Consultant / Surveyors to undertake demarcation and topographic survey of the land.

2. The outcome of the assignment is to have a properly demarcated piece of land with its entire slopes and contours known to planners for planning development schemes including water supply, sewerage, storm-water drains, and flash-flood protection drains.

3. Request for Proposal (RFP) is being issued to all interested Consultants firms from the office of the Sindh Land Management & Development Company, Karachi from 8th April, 2011 till 23rd April, 2011. Alternatively, the RFPs can be downloaded from SPPRA website. The assignment is estimated to be less than 1.0 million, hence the advertisement is placed at web only. No Pre-qualification / short-listing is being done for the assignment and single-stage one envelop procedure is being followed.

4. A Consultant will be selected under the evaluation criteria already defined in this document and provisions under SPP Rules, 2010;

5. The RFP can be downloaded from the SPPRA website or http://3ilogic.com.pk/Slmdc1/ , which includes the following documents:

   Section 2 - Instructions to Consultants (including Data Sheet)
   Section 4 – Terms of References / Evaluation Criteria
   Section 5 - Technical Proposal - Standard Forms
   Section 6 - Financial Proposal - Standard Forms

6. Please inform us in writing at the following address

   Office No. 323, 3rd Floor, The Plaza, Do Talwar,
   Clifton, Karachi.
   Tel: 021-35831468; Fax: 021-35830691
   Email: gm.elm@slmdc.com.pk

   upon receipt:
   (a) That you received the Letter of Invitation.
   (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

Chief Executive Officer
Sindh Land Management & Development Company, Karachi

REQUEST FOR PROPOSAL

PROJECT

DEMARCATION AND TOPOGRAPHIC SURVEY OF LAND FOR LOW-COST SCHEME FOR POOR IN KEAMARI TOWN, KARACHI

Sindh Land Management & Development Company

TABLE OF CONTENTS

∞∞∞

SECTION-I

'Letter of Invitation'

TO WHOM IT MAY CONCERN

1. Government of Sindh has assigned a project to develop a piece of land ad-measuring 700-00 acres of land in Deh Moach, opposite LDA Scheme-42, main 5th Avenue Scheme-42 road, Keamari Town, Karachi. In order to begin the task, Sindh Land Management & Development Company invites Consultant / Surveyors to undertake demarcation and topographic survey of the land.

2. The outcome of the assignment is to have a properly demarcated piece of land with its entire slopes and contours known to planners for planning development schemes including water supply, sewerage, storm-water drains, and flash-flood protection drains.

3. This Request for Proposal (RFP) is being issued to all interested Consultants firms from the office of the Sindh Land Management & Development Company, Karachi from 8th April, 2011 till 23rd April, 2011. Alternatively, the RFPs can be downloaded from SPPRA website. The assignment is estimated to be less than 1.0 million, hence the advertisement is placed at web only. No Pre-qualification / short-listing is being done for the assignment and single-stage one envelop procedure is being followed.

4. A Consultant will be selected under the evaluation criteria already defined in this document and provisions under SPP Rules, 2010;

5. The RFP includes the following documents:

   Section 1 – Letter of Invitation
   Section 2 - Instructions to Consultants (including Data Sheet)
   Section 3 – Standard Bid Documents
   Section 4 – Terms of References / Evaluation Criteria
   Section 5 - Technical Proposal - Standard Forms
   Section 6 - Financial Proposal - Standard Forms

6. Please inform us in writing at the following address

   Office No. 323, 3rd Floor, The Plaza, Do Talwar,
   Clifton, Karachi.
   Tel: 021-35831468; Fax: 021-35830691

   upon receipt:
   (a) That you received the Letter of Invitation.
   (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

Chief Executive Officer
Sindh Land Management & Development Company, Karachi

Section-II

'Instructions to Consultants'

2.1 The Client 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 shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named 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 local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Client's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.4 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.5.

2.5 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. 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.

2.6 The Financial Proposal shall be prepared using the attached Standard Forms. It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. 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.

2.7 The original proposal (Technical Proposal and Financial Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letter for Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

2.8 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 dully authorized to sign. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.

2.9 The Proposal(s) shall be marked “ORIGINAL” or “COPY” as appropriate. The Technical Proposals shall be sent to the addresses referred to in the datasheet and in the number of copies 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.

2.10 The original and all copies of both the proposals shall be placed in a sealed envelope. 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 be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED. 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.

2.11 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with rules. Any proposal received by the Client after the deadline for submission shall be returned unopened.

2.12 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

2.13 A Proposal shall be rejected particularly if it fails to respond either to the Terms of Reference or to any provision of this document.

2.14 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, as 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. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time- Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

2.15 **Association between Consultants**

(1) An association of consultants may take either the form of a consortium or a sub-consultancy.

(2) Under a consortium arrangement only one entity, either through the lead consultant or by forming a legal juridical person, shall be responsible to the Government for execution of the entire assignment

(3) Under sub-consultancy, the main consultant may engage another consultant for performing part of an assignment, only if expressly provided in the contract agreement and expressly agreed to by the procuring agency. The main consultant shall, however, bear all responsibility for quality of the output and in all other respects as provided in the main contract.

2.16 **Intellectual Property Rights**

(1) All documents, reports, designs, research work and all deliverables prepared by the consultant shall become and remain the property of the procuring agency;

(2) Any restrictions on the future use of these documents and software by the consultant shall be specified in the conditions of the contract.

2.17 **Extent of Contract Negotiation -** Procuring agency may negotiate with the Consultant(s) under the provisions of SPP Rules, 2010.

2.18 **Professional Liability of Consultants**

(1) The consultant selected and awarded a contract shall be liable for consequence of omissions or commissions on his or their part. The extent of liability of consultant shall be incorporated in the contract, and in no case, shall be less than the remuneration, excluding out of pocket ex-

penses, nor shall the liability exceed twice the amount of remunerations;

(2) The procuring agency may demand insurance on part of the consultant to cover its liability as stated above, and necessary costs shall be borne by the consultant;

(3) The consultant shall be liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

2.19 No liability vests with the client as regards any damage, willful or otherwise, to the consultant's equipment / personnel. The Consultant may consider adequate risk coverage for their equipment / personnel on their part in their own interest;

2.20 Firm has to disclose as to how many times it has been involved in litigation with Govt., Semi Govt. Organizations for work rendered, and the record of these litigation i.e. in favor or against. This is an additional piece of information having no pass / fail criteria.

2.21 **Conflict of Interest:**

The Government of Sindh policy requires that Consultants provide professional, objective and impartial advice and at all times hold the Client's interest paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Consultant should observe the highest standard of ethics, the Government of Sindh will take appropriate actions to manage such conflicts of interest including withdrawal of this RFP, and/or any short listing of a particular firm or firms in relation thereto or termination of a resulting contract if it determines that a conflict of interest has flawed the integrity of the consultant selection or engagement or in the performance of the Services.

Without limitation on the generality of the foregoing, Consultants shall not be recruited under the circumstances set forth below:

Consultants or Sub-Consultants that have been engaged by the Client to provide goods, works or services other than consulting services for a project shall be disqualified from providing consulting services related to such project. Conversely, a consulting firm or individual consultant hired to provide consulting services for the preparation or implementation of a project shall be disqualified from subsequently providing goods, works or services resulting from or directly related to the firm's or individual consultant's services for such preparation or implementation.

Consulting firms or individual consultants shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the firm or individual. As an example, consulting firms or individual consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and consulting firms or individual consultants assisting a client in the privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, consultants hired to prepare TOR for an assignment shall not be hired for the assignment in question.

Relationship with client's staff. Consultants or Sub-Consultants that have a business or family relationship with a member of the Client's staff who are directly or indirectly involved in any part of (i) the preparation of the TOR of the Contract, (ii) the recruitment process for such Contract., or (iii) supervision of such contract may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government of Sindh throughout the recruitment process and the execution of the Contract.

Consultants have an obligation to disclose any situation of actual or potential conflict of interest. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Engaging former government employees of the Client to work for their former or other ministries, departments or agencies is acceptable provided no conflict of interest exists. When Consultants nominate any government employees or agencies as Personnel in their technical proposal, such Personnel must have written approval from their government or employer, confirming that they will be on leave without pay from their official position and available to work full-time on the assignment for the period required by the assignment and any reasonable extension thereof. Such approval shall be provided to the Client by the Consultant invited to contract negotiations, prior to commencement of negotiations.

DATA SHEET

Paragraph Reference

2.22 **Name of the Client:** Sindh Land Management & Development Co.

Name of the Assignment: Demarcation & Topographic Survey
Method of selection: Single Stage One Envelop / Least Cost Selection Method for Consultants

Special Terms & Conditions Of Contract

2.22.1. The SLM&DC invites sealed bids (Technical and Financial) from all interested Bidders issued this RFP against the task to undertake demarcation and topographic survey of the project's land;

2.22.2. The Bidder must quote for the complete scope of work as per TORs. The bid offering partial scope of work shall be rejected as non-responsive.

2.22.3. The Technical Proposal should contain all the bid items/solutions without quoting the price and must list firm's clientele, details of past project, items specification etc.

2.22.4. Interested bidders may obtain further information on the bid at the given address;

2.22.5. All interested bidders can receive RFP from the given address by submitting an application on their letterhead along with pay order / DD of Rs.2,000/- (Non refundable) in favor of Sindh Land Management & Development Company, Karachi. Alternatively, the RFP can be downloaded from SPPRA website and submitted with P.O/DD of Rs. 2,000/-

2.22.6. All financial bids must be accompanied by an earnest money (2.5%) of the total bid amount, and must be delivered to the given address on or before 1300 hours on 9th April, 2010. The bids will be publicly opened at 1500 hrs on the given address on the same day in presence of bidders who wish to remain present for official confirmation of the participating bidders;

2.22.7. SLMDC will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

2.22.8. Bidders shall submit bids, which comply with the bidding documents. Alternative bids will not be considered.

2.22.9. Conditional tenders/bids will not be acceptable.

2.22.10. Authority Letter from Principal Company for product and vendor authentication is to be provided by the bidder.

2.22.11. Every page of the tender document should be signed and sealed by the bidder and returned with proposal.

2.22.12. Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.

2.22.13. The bidder/lead should not be blacklisted by any of it's clients. An affidavit to this affect must be submitted by the bidder.

2.22.14. Bids submitted by a joint venture of two or more firms as partners shall also comply with the following requirements:

2.22.14.1. One of the partners shall be nominated as being in charge, and this nomination shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;

2.22.14.2. The bid bond i.e. equivalent to 2.5% of bid amount in the shape of Bank Draft/Pay Order must be submitted by the partner in charge.

2.22.14.3. All financial constraints to determine the eligibility of bidder will be evaluated of the partner in charge.

2.22.14.4. The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture, and the entire execution of the Contract, including payment, shall be done exclusively with the partner in charge;

2.22.15. The Bidder may wish to visit and examine the site or sites of the project and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the Contract. The costs of visiting the site or sites shall be at the Bidder's own expense.

2.22.16. The successful bidder shall have to deposit 5% <u>**Performance Security**</u> of the amount of the contract, in the form of Pay Order or Demand Draft, or Bank Guarantee, returnable on successful completion of the contract.

2.22.17. Payment Schedule shall be based on the deliverables and will be detailed at the time of the contract. However, all mobilization advance(s) will be subject to furnishing of satisfactory financial securities.

2.22.18. **Acceptance Criteria** *:*Bidding is open to all Bidders that meet the given minimum qualification criteria relating to previous experience, delivery capability, firms standing, etc., as stated in the RFP.

2.23 Evaluation criteria are given for the selection of the Consultant in Section IV.

2.24 Financial Proposal to be submitted together with Technical Proposal: *[YES]*

2.25 A pre-bid conference will be held: *[On Request]*

However, in case of questions regarding bid submission, the interested bidders may visit in person or submit written queries.

The Consultant should send written Queries to PMU via email or regular mail until **20th April 2011**. No queries will be entertained / replied by PMU after **20th April 2011 i.e. 3 days prior to submission date;**

2.26 The Client envisages the need for continuity for downstream work: [No]

2.27 The validity period i.e. validity of proposals within period of Award of Contract, would be 90 days. The expected completion time would be One Month, or as per Contract from the date of the opening of the Technical Proposal.

However the financial & Technical instrument of the bid can be considered for variation subject to following conditions;

(a) Any significant change in the agreed upon scope of work,
(b) Any Force Majure/ significant escalation of the project components beyond the control of the consultant.

The consultant has to submit documentary evidence (sufficient & acceptable) to the client and subject to approval of the client which will deem to have the final say on this subject.

2.28 Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: *[Yes]*

Income Tax shall be deducted from each payment made to the Consultant as per Income Tax Rules and Regulations prescribed by Government of Pakistan.

Each party shall be liable for its own taxes. The prices quoted by the Consultant in its financial proposal will be considered inclusive of all applicable taxes.

2.29 Consultant to state local cost in the national currency: *[Yes]*

2.30 Consultant must submit the original and three copies of the Proposals.

2.31 The Proposal submission date is: 23rd April 2011 by 1300 Hours (PST).

2.32 Expected date for contract award:
Expected Date: **May, 2011**

Section-III
‘Standard Forms of Bids’

3.0 Standard Forms of Bids

3.1 Standard Form 1

'BID FORM'

for

DEMARCATION & TOPOGRAPHIC SURVEY OF PROJECT SITE AT 5TH AVENUE ROAD, DEH MOACH, KEAMARI TOWN, KARACHI

To,

The Chief Executive Officer,
Sindh Land Management & Development Company,
Karachi.

Dear Sir:

We, the undersigned, offer to provide the consulting services for " [Name of the Component/ Project]" 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 figures1].

Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

We undertake, if our Bid is accepted, to complete the Works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 5% per cent of the Contract Price, for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

Contd…

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this-------------day of ------------------2010

-----------------------------------	--------------------------------
WITNESS	**BIDDER** (Sign + Seal)
Signature --------------------------	Signature ----------------------------
Name-------------------------------	Name. -------------------------------
Title.------------------------------	Title.----------------------------------
Address.---------------------------	Address.----------------------------
CNIC No.---------------------------	CNIC No.----------------------------

3.2 Standard Form 2

‘BID SECURITY FORM’

WHEREAS -- (hereinafter called "**the Bidder**" has submitted its bid dated -----------------------for the proposal of “[*Name of the Project/ Component*]”, (hereinafter called "**the Bid**").

KNOW ALL MEN by these presents that We ----------------------------------(Name of Bank) of -----------------(Name of Country) having our registered office at ---------------------------(address of Bank) hereinafter called "the Bank") are bound into of the Chief Executive Officer, Sindh Land Management & Development Company, at Office No. 303, 3^{rd} Floor, The Plaza, Do Talwar, Clifton, Karachi (hereinafter called "the Purchaser") in the sum of ---, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this--------------day of-------, 2010

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder does not accept the corrections of his Total Bid Price; or

3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:

   (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or

   (b) Fails or refuses to execute the Contract Form, when requested.

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

Contd….

This guarantee will remain in force up to ------------------------------------2010, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)

By------------------------------

(Title)

Authorized Representative

3.3. Standard Form 3

'PERFORMANCE SECURITY FORM'

To

The Chief Executive Officer,
Sindh Land Management & Development Company,
Karachi-Pakistan

WHEREAS (Name of the Contractor / Consultant) ________________________, Hereinafter called "the Contractor / Consultant", has undertaken, in pursuance of the bid for proposal of "*[Name of the Project/ Component]***"** dated__________2011, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of ___________________________ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of ____________________________(Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until ________ day of _______, 2010, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature __________________________________

Name __________________________________

CNIC __________________________________

Title __________________________________

Address __________________________________

Seal __________________________________

Section – IV

‘Terms of References’

TRERMS OF REFERENCE FOR DEMARCATION AND TOPOGRAPHIC SURVEY OF THE PROJECT LAND

4.0 Scope of Work & Methodology

4.1 General

The scope of topographic survey work required for the Master Planning and design of different civil engineering works i.e. road, storm water drainage, utilities, residential or commercial areas, parks, etc. The land covers an area of about 700 acres, it is located opposite to LDA Scheme 42 at 5th Avenue, Kemari Town.

4.2 Scope of Work

The successful bidder is to conduct the detailed topographic Survey in accordance with guide lines as mentioned in this chapter. The task includes but not limited to the following activities:

- Establishment (construction of monuments) of at least 6 inter visible benchmarks/control points; and determine horizontal and vertical coordinates;
- Delineate 6” (15 Cm) contouring of the project with reference to the benchmarks/control points which would be established in the area;
- Marking of conspicuous objects such as trees, buildings, huts or ruins etc within the project site;
- Delineation of land features that includes depressions, elevated ground, natural and manmade flood streams;
- Delineation and determination of slope of the 300 feet road road along the area;
- Demarcation of land boundaries and assist company project staff at site in erection of burjis (boundary- markers);
- The cross-sections shall be taken at 50 meters interval at upstream and downstream of nullah and natural stream locations. All x-sections shall be plotted on suitable horizontal and vertical scale as required.

4.2.2 Map(Survey Sheets)

The Surveyors/consultants shall provide 10 hard and 2 soft copies of (Auto CAD format) drawing of area showing all above mentioned features at the scale of 1:2500; The site map so submitted should portray boundary features, adjacent infrastructure, and other ancillary survey information considered necessary for planning & development.

4.2.3 Survey Report

The Consultant shall submit a detailed Survey Report (4 copies). Survey Report must describe the following information:

- Description of Grid and reference datum;
- Description of Benchmark/geodetic point of national grid used to connect the survey work with the national grid;
- Description of benchmarks/control points which would be established in the survey area;
- Survey techniques and specification of instruments deployed to conduct the survey;
- Hard copy (I No. Prints A4 size) of all the field survey data and computations;
- Cross-section of Flood streams and nallahas at 50 meters interval;
- Calibration and crosscheck reports.

4.3 Reference Datum and Coordinate System

The reference datum for horizontal control of the project area shall be based on Survey of Pakistan's (SoP) or WGS -84. SoP (National Grid) or UTM grid system may be adopted for surveying and mapping.

4.4 Units of Measurement

The linear measurement units used in survey and mapping work shall be metric and the angular measurement shall be in degrees, minutes and second of arc.

4.5 Benchmarks/Control Points

A network of permanent concrete monuments shall be established to serve as survey control stations. The horizontal and vertical positions are to be correlated with SoP benchmarks network or MSL respectively. The accuracy should be within 5 Cm.

Monument shall be located on safe and stable ground where it could last for maximum period of time. Detailed description sheet shall be prepared in respect of each of the permanent survey control station. It shall contain sketch of the station locations and description of the mark including final adjusted elevation value and coordinates.

Some of permanent survey/ traverse points could also be established on available existing structures such as culverts/ bridges etc. outer edge of building plinths etc within the project area by marking engraved circle or triangle and a nail driven or engraved dot at the center of either mark. All traverse stations/control points shall be properly labeled with red point and appropriate sketches drawn for future reference

4.5 Leveling

Leveling shall be carried out using adequately accurate automatic optical or GPS based leveling instruments. Heights are to be referred to MSL and correlated with the benchmarks/control points which would be established before leveling.

If using optical leveling instruments than back and foresight distance shall be kept equal. The leveling staff shall be held up- right during observations using leveling staff bubble. At change points the staff shall be held on steel changes plate.

Leveling and check leveling shall be carried out by independent parities or same party on different days. All the field data shall be recorded on standard survey forms in ink.

4.6 Computation and Adjustments

Mean of the leveling and check leveling if within permissible limits of $\pm 10mm \sqrt{K}$ where K is distance in kilometer shall be used for calculations.

4.7 Calibration and Quality Control

All instruments are to be calibrated and checked as per the standard procedures. Position and Height of benchmarks/control points shall be confirmed with respect to each other using different type and technique as adopted to establish them.

5.0 Evaluation Criteria & Minimum Requirements

The prospective consultants are to fulfill following minimum requirements:

1. Exhibit satisfactory evidence to have successfully carried out projects of similar nature in the recent past. Atleast 2 similar assignments' completion certificate along with survey reports' abstract must be submitted;

2. Written understanding on the scope of work and domain knowledge, on the attached format;

3. Technical approach, manning schedule, and Work plan also needs to be submitted on the attached format;

4. List of survey equipment owned or hired for assignment must be mentioned duly supported by references;

5. List of qualified surveyors on panel be provided alongwith details;

NOTE: BIDS FOUND TO LACKING IN UNDERSTANDING OR HAVING SHORTCOMING IN ANY OF THE ABOVE REQUIREMENTS, INCLUDING TORS (SECTION-IV), WOULD DEEMED TO BE SUBSTANTIALLY NOT RESPONSIVE. LOWEST EVALUATED BID COMPLYING WITH ABOVE REQUIREMENTS WOULD BE OFFERED THE ASSIGNMENT.

Section-V

‘Technical Forms’

Refer to the Data Sheet for format of Technical Proposal to be submitted, and Section 2 of the RFP for Standard Forms required and number of pages recommended.

Form TECH-1:
Technical Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

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[1].

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

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 Paragraph Reference 1.12 of 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 Paragraph Reference 7.2 of 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.*]

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 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 Client:	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: ______________________________

Form TECH-3:
Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

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 Client 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 Client 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 Client), 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

Name of Staff	Firm	Area of Exper-tise	Position As-signed	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*]: ____________________

4. Date of Birth: ____**Nationality**: ____________________

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: ____________________

11. Detailed Tasks Assigned	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
[*List all tasks to be performed under this assignment*]	[*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.*] Name of assignment or project: ______________ Year: _________________________________ Location: ______________________________ Client: ________________________________ Main project features: _____________________ Positions held: ___________________________ Activities performed: ______________________

13. Certification:

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

____ Date: ____________
[Signature of staff member or authorized representative of the staff] Day/Month/Year
(a)
(b) Full name of authorized representative: ______________________________

Full name of authorized representative: __________________________________

Form TECH-7: Staffing Schedule[1]

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

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[1]	Months[2]												
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**n**
1														
2														
3														
4														
5														
		(c)												
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 Client 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 – VI

'Financial Proposal - Standard Forms'

[*Comments in brackets* [ ] *provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should not appear on 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 Section 2. Such Forms are to be used whichever is the selection method indicated in the datasheet / Instructions.

Form FIN-1:
Financial Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

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*[1]]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

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[2]:

	Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
(a)	____________	________________	________________
(b)	____________	________________	________________
(c)	____________	________________	________________

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**			
	[*Indicate Foreign Currency # 1*][1]	[*Indicate Foreign Currency # 2*][1]	[*Indicate Foreign Currency # 3*][1]	[*Indicate Local Currency*]
Total Costs of Financial Proposal [2]				

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, net of local taxes, to be paid by the Client 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[1]

Group of Activities (Phase):[2] (d) ____________ (e) ____________	**Description:**[3] (f) ____________ ____________			
Cost component	**Costs**			
	[*Indicate Foreign Currency # 1*][4]	[*Indicate Foreign Currency # 2*][4]	[*Indicate Foreign Currency # 3*][4]	[*Indicate Local Currency*]
Remuneration[5]				
Reimbursable Expenses [5]				
Subtotals	(g)		(h)	

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[1] (Time-Based)

(This Form FIN-4 shall only be used when the Time-Based Form of Contract has been included in the RFP)

Group of Activities (Phase): ____________________

Name[2]	**Position**[3]	**Staff-month Rate**[4]	**Input**[5] (Staff-months)	[*Indicate Foreign Currency # 1*][6]	[*Indicate Foreign Currency # 2*][6]	[*Indicate Foreign Currency # 3*][6]	[*Indicate Local Currency*][6]
Foreign Staff							
		[*Home*]					
		[*Field*]					
Local Staff							
		[*Home*]					
		[*Field*]					
			Total Costs				

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 Remuneration1 (Lump-Sum)

(This Form FIN-4 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

Name[2]	**Position**[3]	**Staff-month Rate**[4]
Foreign Staff		
		[*Home*] [*Field*]
Local Staff		
		[*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 Expenses1 (Time-Based)

(This Form FIN-5 shall only be used when the Time-Based Form of Contract has been included in the RFP)

Group of Activities (Phase): ____________________

N°	**Description**[2]	**Unit**	**Unit Cost**[3]	**Quantity**	[*Indicate Foreign Currency # 1*][4]	[*Indicate Foreign Currency # 2*][4]	[*Indicate Foreign Currency # 3*][4]	[*Indicate Local Currency*][4]
	Per diem allowances	Day						
	International flights[5]	Trip						
	Miscellaneous travel ex-	Trip						
	Communication costs between [*Insert place*] and [*Insert place*]							
	Drafting, reproduction of							
	Equipment, instruments, materials, supplies, etc.							
	Shipment of personal ef-	Trip						
	Use of computers, soft-							
	Laboratory tests.							
	Subcontracts							
	Local transportation costs							
	Office rent, clerical assis-							
	Training of the Client's personnel [6]							
				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 (Lump-Sum)
(This Form FIN-5 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

N°	Description[1]	Unit	Unit Cost[2]
(i)	Per diem allowances	Day	
(j)	International flights[3]	(k) Trip	
(l)	Miscellaneous travel expenses	(m) Trip	
	Communication costs between [*Insert place*] and [*In-*		
	Drafting, reproduction of reports		
	(n) Equipment, instruments, materials, supplies, etc.		
(o)	(p) Shipment of personal effects	(q) Trip	
(r)	(s) Use of computers, software		
(t)	(u) Laboratory tests.		(v)
	(w) Subcontracts		
	(x) Local transportation costs		
	(y) Office rent, clerical assistance		
	(z) Training of the Client's personnel [4]		

1 Delete items that are not applicable or add other items according to 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.