



**The University of Lakki Marwat**

**District: Lakki Marwat (28420), Khyber Pakhtunkhwa (Pakistan)**

**Ph # 0969-511819, Fax-0969-511819, ulm\_2017@outlook.com, www.ulm.edu.pk**

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## **REQUEST FOR PROPOSAL**

**Country**

**Pakistan**

**Lakki Marwat Khyber Pakhtunkhwa**

**Required Firm Category**

**I**

**Project Title**

**Up-gradation of Bannu University of Science & Technology Lakki Marwat Campus to a Full Fledge University**

**Project Duration: 36 Months**

**Assignment Commencement Period: 4 Months**

**Design Phase: 4 Months**

**Detail Construction Supervision Phase: 28 Months**

**Title of Consultancy**

**Hiring of consulting firm for provision of Consultancy Services regarding Geotechnical Investigation, Topographic Survey, Master Planning, Hydro Study, Electronic Resistivity Survey, Detailed Drawing/Design, Preparation of Tender Documents, Detailed Cost Estimates and Overall Construction Supervision of the University of Lakki Marwat**

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# The University of Lakki Marwat

(A Public Sector University)

## REQUEST FOR PROPOSAL (RFP)

The University of Lakki Marwat intends to engage a consulting firm for provision of Consultancy Services regarding Geotechnical Investigation, Topographic Survey, Master Planning, Hydro Study, Electronic Resistivity Survey, Detailed Drawing/Design, Preparation of Tender Documents, Detailed Cost Estimates and Overall Construction Supervision from HEC Pre-Qualified list of Engineering & Architectural Consulting firms as per latter No.1(43)/HEC/P&D/DGS/2016 dated August 08,2019 in the **Category-I** for the Project “Up-gradation of Bannu University of Science & Technology Lakki Marwat Campus to a Full Fledge University”.

### TERMS& CONDITIONS ARE AS UNDER:

1. The firm should provide original documents i.e. income tax certificate, NTN and valid Registration from Pakistan Engineering Council and should be in the HEC Pre-Qualified list of Engineering & Architectural Consulting firms for the development Projects of HEI's in the **Category-I**.
2. A firm/ Joint venture will be selected for the services under Quality- cum- Cost Based Selection (QCBS) method under the procedure / criteria described in the request for proposal (RFP) document.
3. The interested firms are required to submit Two Sealed envelopes containing technical and financial proposals separately, clearly marked on front of the envelope as “**Technical and Financial Proposal**” for the services required under the Request for Proposal (RFP) of the University, latest by October **22, 2019 till 02:00 PM**. The technical bids will be opened on the same day at **02:30 PM** in the presence of the bidders or their authorized representatives in the Conference Room of “The University of Lakki Marwat”
4. Pre-bid meeting will be held on October 18, 2019 in the Conference Room of “The University of Lakki Marwat” at 11:30 A.M.
5. RFP/TORs can be obtained from the office of the Registrar, “The University of Lakki Marwat” on working day during office hour at least (7) Seven days before the closing date (i.e. October 15, 2019) on cash payments of Rs.2000/- (Non-Refundable) or it can also be downloaded from the websites, [www.ulm.edu.pk](http://www.ulm.edu.pk) and [www.kppra.gov.pk](http://www.kppra.gov.pk) (in such case Document Fee of Rs.2000/- will be submitted only through deposit slip in bank UBL A/c No. 254551145 Lakki Marwat Branch in the Favor of Registrar, The University of Lakki Marwat).
6. All bidders are required to be registered with the Khyber Pakhtunkhwa Revenue Authority (KPRA).

### Registrar

The University of Lakki Marwat  
The University of Lakki Marwat Main Campus Mian Wali Road Lakki Marwat (28420),  
Khyber Pakhtunkhwa  
Contact No.0969-511819/510019 Email: [ulm\\_2017@outlook.com](mailto:ulm_2017@outlook.com)

## **DEFINITIONS:**

- I. "Client" means The University of Lakki Marwat with which the selected Consultant signs the Contract for the Services.
- II. "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract.
- III. "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, which is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- IV. "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
- V. "Day" means calendar day.
- VI. "Government" means the government of Pakistan.
- VII. "Instructions to Consultants" means the document which provides pre-qualified Consultants with all information needed to prepare their Proposals.
- VIII. "Consortium" means the Consulting Firm comprised of a group of firms/companies which had been pre-qualified by HEC as JV/Consortium. The Lead Firm shall represent and bind all Consultant of the Consortium in all matters connected with the Project, including submission of RFP on behalf of the Consortium.
- IX. "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- X. "Proposal" means a technical proposal or a financial proposal, or both.
- XI. "QCBS" means Quality- and Cost-Based Selection.
- XII. "RFP" means this Request for Proposal.
- XIII. "Services" means the work to be performed pursuant to the Contract.
- XIV. "Terms of Reference" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

## LETTER OF INVITATION (LOI)

Name & Address of Consultant: **HEC Pre-qualified Engineering/Architectural Consulting Firms of Category - I**

### 1. INTRODUCTION

- 1.1 You are hereby invited to submit a technical and a financial proposal for Engineering/Architectural consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.
- 1.3 The Client the University of Lakki Marwat has been entrusted the duty to implement the Project as Executing Agency by the Government and funds for the project have been approved in the budget 2017-18 for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract for which this LOI is issued.
- 1.4 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-bid meeting. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.5 Please note that:
  - i) The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
  - ii) The Client is not bound to accept any of the proposals submitted.
- 1.6 We wish to remind you that in order to avoid conflicts of interest:
  - i) Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
  - ii) Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

### 2. DOCUMENTS

- 2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Five (5) days before the pre-bid meeting. Any request for clarification in writing shall be sent to the Client’s address indicated in the Data Sheet.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing to all invited consulting firms. The Client may at its discretion extend the deadline for the submission of proposals.

### 3. PREPARATION OF PROPOSAL

- 3.1 You are requested to submit a technical and a financial proposal. Your proposal shall be written in English language.

#### **Technical Proposal:**

- 3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.
- 3.3 During preparation of the technical proposal, you must give particular attention to the following:
- i) HEC pre-qualified JV/Consortium of firms can apply only as a same JV/Consortium with a same Lead firm for this RFP.
  - ii) Subcontracting part of the Assignment to other consultants is not allowed.
  - iii) Max Five similar assignments (HEI's only) of Category -I ongoing/completed during last ten years will fetch the full marks against the firm's similar experience, not more than five ongoing projects will be considered for technical evaluation.
  - iv) Max ten general assignments (other than HEI's) of building projects only of Category -I of same services offered will fetch the full marks against the firm's general experience.
  - v) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
  - vi) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.
  - vii) No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position & must be supported with PEC/PCATP registration certificate.
  - viii) Client has the right to enquire from the clients mentioned in consultant's proposal regarding the consultant performance. In case of negative response from two or more than two clients, consultant will be declared disqualified & his financial proposal will be returned unopened.
- 3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:
- I-From-1 Summary of similar assignments of HEI's completed/ongoing during last ten years. Please note that not more than five ongoing projects will be considered for evaluation.
  - I-Form-2 Detail Experience of Consultant (10 Similar Projects of HEI's only) Completed/ongoing, must be supported with completion certificate or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation.
  - I-From-3 Summary of ten general building assignments (other than HEI's) completed in last ten years/ongoing.
  - I-Form-4 Detail Experience of Consultant (10 general building projects only, other than HEI's) Completed/ongoing, must be supported with completion certificate or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation.
  - I-Form-5 Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of methodology

- that the consultants propose to perform on the activities and completion of the assignment.
- I-Form-6 Any comments or suggestions on the TOR;  
The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.
- I-Form-7 Summary of Proposed Key Professionals for the Project
- I-Form-8 CVs recently signed by the proposed key professional staff must be supported with PEC online Engineer's verification print & PEC/PCATP certificate. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years. Additional qualification (M.Sc) of the proposed professional must be supported with degree's copy.
- I-Form-9 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.
- I-Form-10 A schedule for compilation and submission of various types of reports as envisaged in attached TOR.
- I-Form-11 Power of Attorney to declare lead firm for that project (JV with Lead firm will be same as pre-qualified by HEC)
- 3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.
- 3.6 Mandatory Documents to be attached with Technical proposal are as under,
- Certificate of registration of a Firm with PEC/PCATP.
  - Documents to substantiate the forming of JV/Association as per guidelines of the governing body (PEC/PCATP) if any.
  - National Tax Number of consultant(s).
  - Audited Statements of Accounts and Annual Turnover for the last three years.
  - A certificate / affidavit that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.

## Financial Proposal

- 3.7 The financial proposal should include all the costs associated with the Assignment. These normally covers remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs (if required). Your financial proposal should be prepared using the formats attached as **Appendix-II**, else the proposal of applicant firm will be rejected.
- 3.8 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances.
- 3.8 Costs may be expressed in Pak Rs. Inclusive of all taxes.
- 3.9 All the prevailing applicable Govt. taxes will be deducted from the consultancy Fees.

## 4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable). Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in

the one marked “Financial Proposal”. These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”

- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant’s representative. The representative’s authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.
- 4.6 In case of sudden holiday on bid opening day, bid will be opened on next working day.

5. PROPOSAL EVALUATION

- 5.1 A two-envelope procedure shall be adopted in ranking of the proposals. Firms shall be ranked using combined technical & financial scores.

Technical Proposal

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the below table & annexed technical proposal forms as under. Each responsive proposal shall be attributed a technical score (St) .There are three essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar & general projects, its professional staff having the specific expertise to meet its obligations during the assignment & approach/methodology of consultant. The weight-age of the respective component shall be as under;

S.No	Criteria	Weightage
1	Experience of the Firm/JV, Max- 5 Similar projects (development work in HEIs) ongoing/completed during last ten years.	25 points
	Experience of the Firm/JV, Max- 10 General building projects (other than HEIs) ongoing/completed during last ten years	15 points
2	Quality of Core Team of the Firm/JV (the core team may comprise of Senior Town Planner, Senior Architect, Senior Structural Engineer, , Senior Resident Engineer(Civil), Site Engineer(Civil), Electrical Engineer, Public Health Engineer, HVAC expert etc.)	40 points
3.	Consultant’s Understanding of Assignment & Approach/Methodology	15 points
4.	Firm presence in the province where University is situated.	05 Points
	Total	100 points



Technically qualifying marks are 70 %. So the firms obtaining 70 % & above marks in technical evaluation will be called for financial proposal opening only, whereas the financial proposals of the firms obtaining less marks than 70 % will be returned unopened.

**Technical Proposal Evaluation Criteria:**

**a. Evaluation of the Experience**

The experience shall be considered under two heads i.e. Specific Experience and General Experience. A maximum of 05 similar & 10 general projects of Category - I with the similar services (Master Planning, Detail Design, Bidding Documents/Engineer’s Estimates & Construction Supervision etc.) as required for the current project, will fetch full hundred percent points as under,

Similar		General	
Number of Projects	Weightage	Number of Projects	Weightage
Min: 1	25%	Min: 2	25%
2-3	60%	3-5	60%
4	85%	6-7	85%
5	100%	8-9	95%
		10	100%

**b. Evaluation of Staff**

For the sake of assigning weightage to judge capability of the firm on the basis of expertise of its staff, the following Key Experts shall be evaluated:

S. No.	Position	Minimum Academic Qualification	No. of Years of Professional Experience	No. of Years of Professional Experience in similar projects	Main Months
<b>Design Stage</b>					<b>04 Months</b>
1	Project Manager	BSc Civil	15 Years	10 Years	-do-
2	Structure Engineer	Msc Structure	10 Years	10 Years	-do-
3	Architect	BS Architect	10 Years	10 Years	-do-
4	Geo Technical Engineer	MS in Geo Tech	10 Years	5 Years	-do-
5	Public Health Engineer	BSc Civil	10 Years	5 Years	-do-
6	Electrical Engineer	BSc Electrical	10 Years	5 Years	-do-
7	Surveyor	DAE	15 Years	10 Years	-do-
<b>Supervision and construction Stage</b>					<b>28 Months</b>
8	R.E	BSc Civil	15 Years	10 Years	28 months
9	Site Inspector Electrical	DAE Electrical	10 Years	5 Years	18 months
10	Two Site Inspector Civil	DAE Civil	10 Years	5 Years	28 months

11	Quantity Surveyor	DAE Civil	10 Years	5 Years	28 months
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Nominated experts shall be evaluated on the basis of the following qualification as demonstrated in their C.Vs:-

- i)

Academic Qualification

30 Percent
- ii)

Professional Experience

70 Percent

**Financial Proposal**  
**For Quality cum Cost Based Selection**

5.3 The financial proposals of the technically qualified consulting firms will be opened after technical evaluation in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms. The date & time for opening of financial proposals of the firms will be intimated later on.

5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the applicant shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

$$S = \frac{100 \times F_m}{F}$$

(F = amount of specific financial proposal)

5.5 Proposals, in the quality cum cost based selection shall finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T= the weight given to the technical proposal, P = the weight given to the financial proposal; and T+P=1) indicated in the Data Sheet:

$$S = St \times T \% + Sf \times P\%$$

5.6 Firm obtaining max total score after combining technical & financial scores will be selected for negotiation & award of work.

**6. NEGOTIATION**

- 6.1

Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2

Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3

Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the

staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.

- 6.4 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.5 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

## **7. AWARD OF CONTRACT**

- 7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

## **8. CONFIRMATION OF RECEIPT**

- 8.1 Please inform the Client by telex/facsimile courier or any other means:
- i) That you received the letter of invitation;
  - ii) Whether you will submit a proposal; and
  - iii) If you plan to submit a proposal, when and how you will transmit it.

LETTER OF INVITATION (LOI)

DATA SHEET

LOI Clause#																																		
1.1	<p><b>The name of the Assignment is:</b> Hiring of E/A Consultancy Services for The University of Lakki Marwat intends to engage a consulting firm for provision of Consultancy Services regarding Geotechnical Investigation, Topographic Survey, Master Planning, Hydro Study, Electronic Resistivity Survey, Detailed Drawing/Design, Preparation of Tender Documents, Detailed Cost Estimates and Overall Construction Supervision with regard to the following civil work Components:-</p> <p><b>SALIENT FEATURES OF PROJECT ARE:</b></p> <table><tr><th>Sr. #.</th><th>Description</th><th>Covered Area (Sft)</th></tr><tr><td>01</td><td>Boundary Wall with Main Gate</td><td>10,020 (Rft)</td></tr><tr><td>02</td><td>Academic Facilities (Two Blocks)</td><td>64,064</td></tr><tr><td>03</td><td>Common facilities (Main Library, Multipurpose Hall, Cafeteria/Canteen, Book Store, Medical Center, Tuck Shop)</td><td>28,015</td></tr><tr><td>04</td><td>Administrative Block</td><td>20,916</td></tr><tr><td>05</td><td>Students Hostels (Boys &amp; Girls)</td><td>71,400</td></tr><tr><td>06</td><td>Bachelor Hostel</td><td>9,680</td></tr><tr><td>07</td><td>Faculty &amp; Staff Housing</td><td>36,700</td></tr><tr><td>08</td><td>Car Parking area</td><td>2,000</td></tr><tr><td>09</td><td>External Development</td><td>As per PC-1</td></tr><tr><td></td><td></td><td></td></tr></table> <p><b>Name of the Client:</b> The University of Lakki Marwat <b>The address (es) of the official (s) is (are):</b> Project Director The University of Lakki Marwat Ph# 0969-511819 Fax# 0969-510019 Email: <a href="mailto:ulm_2017@outlook.com">ulm_2017@outlook.com</a> URL: <a href="http://www.ulm.gov.pk">www.ulm.gov.pk</a></p>	Sr. #.	Description	Covered Area (Sft)	01	Boundary Wall with Main Gate	10,020 (Rft)	02	Academic Facilities (Two Blocks)	64,064	03	Common facilities (Main Library, Multipurpose Hall, Cafeteria/Canteen, Book Store, Medical Center, Tuck Shop)	28,015	04	Administrative Block	20,916	05	Students Hostels (Boys & Girls)	71,400	06	Bachelor Hostel	9,680	07	Faculty & Staff Housing	36,700	08	Car Parking area	2,000	09	External Development	As per PC-1			
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1.2	<p><b>The brief description and the objectives of the assignment are:</b></p> <p><b>Location</b> <b>The Project site is located in District Lakki Marwat Khyber Pakhtunkhwa with a total area of 1150 kanal.</b></p> <p><b>Background:</b> The specific objective of the project include:- To improve equitable access of both male and female population of Lakki Marwat to Higher education. To produce quality graduates / professionals with knowledge and research back ground. To improve quality of human resource in the fields of social and pure science, technology, humanities and other fields of knowledge. To produce trained and skilled work force for the rapid and sustainable social sector development of Pakistan in general and Lakki Marwat in particular. To provide conducive environment for learning and research in response to market demands and projection of future needs of Pakistan. To establish a university equipped with the necessary infrastructure/ resources to absorb a large student population. To provide on campus residential opportunities to students so that deserving students are not deprived access to quality higher education To provide equal opportunities for higher education to talented students regardless of socio-economic background</p> <p><b>Objectives:</b> The overall objective of the consultancy services is to carry out Planning, Designing and Construction Supervision of the of civil works approved in the project</p>																																	

	<p>Specific objectives are :</p> <ol style="list-style-type: none"> <li>To plan state of the art University Buildings including all internal and external facilities.</li> <li>Propose different alternatives and select the best one in consultation with the Client.</li> <li>Preparation of Detailed design and BOQs of the selected option.</li> <li>Assist in Procurement of contractors for construction</li> <li>Supervise the construction activities and maintain the quality and progress.</li> </ol> <p><i>Details are provided in the TOR.</i></p>
1.3	<p><b>Phasing of the Assignment, if any :</b></p> <ol style="list-style-type: none"> <li>Planning of area including conceptual design</li> <li>Conceptual Design of Building and Approval from Higher Education Commission</li> <li>Detailed Design of Building, Infrastructure Works and Tender Documents</li> <li>Detailed Resident Construction Supervision.</li> </ol>
1.4	<p><b>Pre-Bid Meeting required in case of any clarification with</b> Project Director The University of Lakki Marwat</p>
1.5	<p><b>The Employer shall provide the following inputs:</b></p> <ul style="list-style-type: none"> <li>Close Coordination</li> <li>Identification of Project boundary etc.</li> </ul>
1.6	<p><b>Selection Procedure:-</b> The Consultants shall be selected under the selection method of Quality cum Cost Based Selection (QCBS). The procedure for opening of proposals will follow the principles of P.E.C. <b>Single Stage-two envelope procedure</b>, which is presented as follows:-</p> <ol style="list-style-type: none"> <li><i>The bid shall comprise a <b>single package</b> containing two separate envelopes. Each envelope shall contain <b>separately the financial proposal and the technical proposal</b> and evaluation to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.</i></li> <li><i>Initially, only the envelope marked “<b>TECHNICAL PROPOSAL</b>” be opened and the envelope marked as “<b>FINANCIAL PROPOSAL</b>” shall be retained in the custody of the procuring agency without being opened.</i></li> <li><i>The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, <b>without reference to the price</b> and reject any <b>Technical Proposal</b> which manifests material deviation from the specified requirements.</i></li> <li><i>During the technical evaluation no amendments in the technical proposal shall be permitted. 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 qualified firms at a time, date and venue announced and communicated to the Consultants in advance for the attendance of their authorized representative duly notified in advance.</i></li> <li><i>The proposals found to be highest ranked determined after the combined evaluation of TECHNICAL and FINANCIAL proposals obtaining highest total combined score as per prescribed procedure in the RFP shall be accepted.</i></li> </ol>
2.1	<p><b>The following documents are required to be submitted as per PEC format:</b></p> <ol style="list-style-type: none"> <li>Data Sheet</li> <li>Technical Proposal Forms for consultancy services</li> <li>Financial Proposal Form for consultancy services</li> <li>Terms of Reference (TOR)</li> <li>Appendices etc.</li> <li>Draft Form of Contract</li> </ol>
2.2	<p><b>The address of the Personnel for seeking clarification is:</b> Project Director the University of Lakki Marwat Ph# 0969-511819 Fax# 0969-510019 Email: <a href="mailto:ulm_2017@outlook.com">ulm_2017@outlook.com</a> URL: <a href="http://www.ulm.gov.pk">www.ulm.gov.pk</a></p>
3.1	<p><b>Proposed key staff shall be permanent employees of consulting firm</b></p>
3.2	<p><b>The minimum required experience of proposed key staff during:</b></p> <p>(A) <b><u>Planning &amp; Designing Phase</u></b> <u>As per table at 5.2 (b)</u></p> <p>(B) <b><u>Construction Supervision Phase</u></b> <u>As per table at 5.2 (b)</u></p>

3.3	<b>Costs may be expressed in currency (s) :- Pakistani Rupees</b>																		
3.4	<p>Following supervision staff will be deputed on site by the consultant during supervision phase,</p> <table><tr><th>S.No.</th><th>Description</th><th>No's</th></tr><tr><td>1.</td><td>R.E</td><td>01</td></tr><tr><td>2.</td><td>Site Inspector Electrical</td><td>01</td></tr><tr><td>3.</td><td>Site Inspector Civil</td><td>02</td></tr><tr><td>4.</td><td>Quantity Surveyor</td><td>01</td></tr></table>	S.No.	Description	No's	1.	R.E	01	2.	Site Inspector Electrical	01	3.	Site Inspector Civil	02	4.	Quantity Surveyor	01			
S.No.	Description	No's																	
1.	R.E	01																	
2.	Site Inspector Electrical	01																	
3.	Site Inspector Civil	02																	
4.	Quantity Surveyor	01																	
4.1	<p><b>The number of copies of the Technical Proposal required is:</b> Original <u>One (1)</u>      Copies <u>Two (2)</u> <b>The number of copies of the Financial Proposal (in sealed envelope) required is:</b> Original <u>One (1)</u></p>																		
4.2	<p><b>Proposals to be submitted at :</b> Office of the Project Director the University of Lakki Marwat Ph# 0969-511819 Fax# 0969-510019 Email: ulm_2017@outlook.com URL: www.ulm.edu.pk</p> <p><b>The date and time of the proposal submission are:</b> <b>Date: October 22, 2019</b> <b>Time: 02:00 PM</b></p>																		
4.3	<p><b>Validity of the proposal is :</b> 90 Days</p>																		
5.1	<p><b>The points given to each category of evaluation criteria are:-</b></p> <table><tr><th>Sr.#</th><th>Description</th><th>Points</th></tr><tr><td>1</td><td>Firm's Experience(Relevant &amp; General)</td><td>40</td></tr><tr><td>2</td><td>Qualification and competence of the Proposed Key staff</td><td>40</td></tr><tr><td>3</td><td>Approach &amp; Methodology and adequacy of the Work Program and Methodology in responding to the TOR &amp; Presentation</td><td>15</td></tr><tr><td>4</td><td>Firm presence in the province where University is situated</td><td>05</td></tr><tr><td colspan="2"><b>Total Points</b></td><td><b>100</b></td></tr></table> <p><b>The minimum qualifying score for technical proposal is <u>70</u></b></p>	Sr.#	Description	Points	1	Firm's Experience(Relevant & General)	40	2	Qualification and competence of the Proposed Key staff	40	3	Approach & Methodology and adequacy of the Work Program and Methodology in responding to the TOR & Presentation	15	4	Firm presence in the province where University is situated	05	<b>Total Points</b>		<b>100</b>
Sr.#	Description	Points																	
1	Firm's Experience(Relevant & General)	40																	
2	Qualification and competence of the Proposed Key staff	40																	
3	Approach & Methodology and adequacy of the Work Program and Methodology in responding to the TOR & Presentation	15																	
4	Firm presence in the province where University is situated	05																	
<b>Total Points</b>		<b>100</b>																	
5.2	<p><b>The date, time and address for the Technical proposal opening is:</b> <b>Date: October 22, 2019    Time: 02:30 PM</b> <b>Place of Technical Proposal Opening :</b>  <b>The University of Lakki Marwat</b></p>																		
5.3	<p><b>The weights given to the Technical and Financial Proposals are:</b> Technical: 70      Financial: 30</p>																		
6.1	<p>The successful bidder will furnish a performance guarantee up to 10% of the contract amount. The Government taxes will be deducted from the Consultant as per rules.</p>																		
6.2	<p><b>The assignment is expected to commence on:</b> within four (4) months <b>Time Period for this assignment is :</b> <b>Commencement:</b>04 Months <b>Design Phase :</b> 04 Months <b>Detail Construction Supervision Phase :</b> 28 Months</p>																		

7.1	a- During Design Phase all Site Facilities including office space, accommodation and transportation etc. to Consultant Site Staff etc. will be provided by consultant. b- During Execution Phase site camp offices with all facilities will be provided by contractors.
7.2	Consultant will return the endorsed RFP (each page must be signed) along with the proposal.

Sincerely,

Project Director  
The University of Lakki Marwat

**Enclosures:-**

- Sample Forms for:-
- Technical Proposal
- Financial Proposal
- Terms of References
- Contract for Engineering Consultancy Services

**APPENDIX-I**

**TECHNICAL PROPOSAL FORMS**



**Summary of similar assignments (developmental works of HEI's)****Form-1**

SN	Name of the Project	Location Province/ Country	Client	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Completed as: (Single Firm or JV)	Total Cost of Services (m. Rs.)	Cost of services Provided by the Firm (in case of JV)	Scope of Services (i.e. Master Planning, Detail Design, bidding documents construction supervision etc.)	Additional Information (if any)

**A maximum of 10 similar assignments (developmental works of HEI's/Universities only) of Category -1**

**HEC** has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback, no weightage/credit will be given for that assignment. In case of negative feedback from 2 or more clients, **HEC** has the right to disqualify the consulting firm/JV.

**DETAIL OF FIRM'S REFERENCE****Form-2**

**Relevant experience of HEI's only in similar projects of worth Category -I carried out in the last ten (10) years which best illustrate specific qualifications**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

1. Assignment Name:		2. Country:	
3. Nature of Contract - On man-month basis - On lump sum basis			
4. Location within Specific Country:		5. Professional Staff provided by your Firm:	
6. Name of Client:		7. No. of Staff:	
8. Address of Client:		9. No. of Staff Months:	
10. Start Date (Month/Year):	11. Completion Date (Month/Year):	12. Approx. Value of Services (in Current USD/Rs.)	
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided by Associated Firm(s):	
15. Name of Senior Staff (Project Director/Coordinator, Team Leader, Architect, Structural Engineer etc.) involved and functions performed:			
16. Narrative Description of Project :			
17. Description of Actual Services Provided by Your Staff:			

Signatures of Authorized Representative \_\_\_\_\_

**Summary of General work assignments (other than developmental works of HEI's)**

**Form-3**

SN	Name of the Project	Location Province/ Country	Client	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Completed as: (Single Firm or JV)	Total Cost of Services (m. Rs.)	Cost of services Provided by the Firm (in case of JV)	Scope of Services (i.e. Master Planning, Detail Design, bidding documents construction supervision etc.)	Additional Information (if any)

A maximum of **10 general building assignments** (other than HEI's) of Category -1, which are ongoing/completed by the Consulting Firm/Joint Venture partners in the last ten years

**HEC** has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback no weightage/credit will be given for that assignment. In case of negative feedback from 2 or more clients, **HEC** has the right to disqualify the consulting firm/JV.

**DETAIL OF FIRM'S REFERENCE****Form-4**

**Detail of firms's experience with general building projects of worth Category -I each carried out in the last ten (10) years which best illustrate specific qualifications**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

1. Assignment Name:		2. Country:	
3. Nature of Contract - On man-month basis - On lump sum basis			
4. Location within Specific Country:		5. Professional Staff provided by your Firm:	
6. Name of Client:		7. No. of Staff:	
8. Address of Client:		9. No. of Staff Months:	
10. Start Date (Month/Year):	11. Completion Date (Month/Year):	12. Approx. Value of Services (in Current USD/Rs.)	
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided by Associated Firm(s):	
15. Name of Senior Staff :			
16. Narrative Description of Project :			
17. Description of Actual Services Provided by Your Staff:			

Signatures of Authorized Representative \_\_\_\_\_

**CONSULTANTS WRITTEN MATERIAL ON UNDERSTANDING OF  
THE OBJECTIVES OF THE ASSIGNMENT,  
APPROACH AND METHODOLOGY,  
PROPOSED FOR PERFORMING THE ASSIGNMENTFOR:-**

- (1) For Detailed Design of Buildings**
- (2) For Documentation (Bidding Documents)**
- (3) [Technical approach, methodology and work plan are key components of the Technical Proposal. Consultants are suggested to present the Technical Proposal divided into the following chapters]*

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

**(a) Technical Approach and Methodology**

The written material on Approach and Methodology is the reflection of the consultants' knowledge, experience and expertise in relevant field. Technical approach & methodology should clearly deliberate the consultants line of action to perform the specific job as per given scope of work.

The Consultants Methodology may include other parameters and innovativeness as to how the Consultants intend to address the issues with the state of the art technology, if they are considered for the award of the work.

**(b) Work Plan**

In this Chapter Consultants 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 technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of final documents, including reports, drawings and tables to be delivered as final output, should be included here.

**(c) Organization and Staffing**

In this Chapter Consultants should propose the structure and composition of team. Consultants should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

**COMMENTS/SUGGESTIONS OF CONSULTANT**

On the Terms of Reference (TOR)

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
- Etc.

**COMMENTS/SUGGESTIONS OF CONSULTANT**

On the Facilities to be provided by the client;

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
- Etc.

## Summary of Proposed key Professionals

**Form-7**

[illegible]



**FORMAT OF CURRICULUM VITAE**

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. PEC Registration/  
Membership No. :
8. Key Qualifications : (Provide an outline of the nominee's  
experience)
9. Academic Qualification :
10. Employment Record :
11. Languages and Degree of Proficiency : (In speaking, reading and writing as  
Excellent-Good-Fair-Poor)
12. Certification I, the undersigned, certify that, to the best of my  
knowledge and belief, these bio-data correctly describes  
myself, my qualifications and my experience.

**Signature:****Dated:            day/month/year**

### WORK PLAN/ACTIVITY SCHEDULE

[illegible]

*Completion and Submission of Reports*

Reports	Date

### Power of Attorney

[IMPORTANT NOTICE: Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his national identity card (“NIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his passport should be attached. ]

#### Instructions for Consulting Firm

If the Consulting Firms are a Consortium each firm of the Consortium (other than the Lead firm) shall furnish a Power of Attorney authorizing the Lead firm and on their behalf.

**KNOW BY ALL MEAN THAT** by this Power of Attorney, \_\_\_\_\_ [*Insert name of Consortium firm*] having its registered office at [-----], does hereby nominate, appoint and authorize \_\_\_\_\_ [the Lead Firm] having its registered Head Office at (\_\_\_\_\_) hereinafter referred to as the

**“Attorney”, to:**

- sign and submit to HEC , or its authorized nominee the EOI and all other documents and instruments required to submit EOI for Consultancy service for feasibility studies, Surveys & Investigation preparation of tender design, tender documents, Detail Design and construction supervision.;
- execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- do and carry out all other actions as may be required by HEC in connection with the Consultancy service feasibility studies, Surveys & Investigation, preparation of tender design, tender documents, detail design and construction supervision ;

- to immediately notify HEC in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

\_\_\_\_\_ *[Insert name of Consortium Firm]* does hereby ratify and confirm whatever the Attorney shall do by virtue of these present.

WITNESSES:

[INSERT NAME OF GRANTOR]

1. \_\_\_\_\_

For:

\_\_\_\_\_

2. \_\_\_\_\_

By:

Its:

NOTARY PUBLIC:

\_\_\_\_\_

## APPENDIX-II

## FINANCIAL PROPOSAL FORM

## Form-12

S.#	Description	Units	Qty	Quoted Unit Rate (Pak Rs.)	Quoted Amount (Pak Rs.)
1	Soil Investigation of all buildings mentioned in ToR's having covered area of 230,775 Sft as per PC-1.  Note: (Number and the depth of boreholes to be determined by the Consultant according to best engineering practice)	Lump Sum	1		
2	Hydro Study of the Campus spreading over the area of 143.75 acres {1150 Kanals} for Design of Storm Water Drainage System, its disposal and possible water-harvesting plan.	Lump Sum	1		
3	Electronic Resistivity Survey of the Campus for Installation of Tube Wells as per ToR's	Lump Sum	1	-	
4	Master Planning along with Topo survey of the Campus as per ToR's. Master Planning should take care of the sites of Tube Well identified in ERS, overhead water tank and PC-1 buildings so placed as to minimize external development cost and economical land utilization. The master plan will give future expansion details of 25 years which will be prepared by in consultation with client.	Kanal	1150		
5	Detailed Architectural/Engineering Designing, Preparation of Detail Tender/Construction Drawings, BOQs, Engineer Estimates, Tender/Bid Documents, Bids Evaluation & Contract award for the buildings mentioned in ToR's having covered area of 230,775 sft including all allied internal/external services/development as mentioned in the ToR's	Sft	230,775		
6	Detailed Architectural/Engineering Designing, Preparation of Detail Tender/Construction Drawings, BOQs, Engineer Estimates, Tender/Bid Documents, Bids Evaluation & Contract award for all the building and external developmental works & services as per ToR's	sft	230,775		

S.#	Description	Units	Nos	Quoted Unit Rate (Pak Rs.)	Quoted Amount (Pak Rs.)
7	Detailed Construction Supervision of all the buildings & external developmental works/services as mentioned in the TOR's for the period of 28 Months (Resident Engineer, Site Inspector-Electrical, Two Site Inspector-Civil, Quantity Surveyor)	Months			
a.	Resident Engineer		28		
b.	Site Inspector-Electrical		18		
c	Two Site Inspector-Civil		28		
d	Quantity Surveyor		28		
	<b>GRAND TOTAL (Pak Rs.)</b>				
	<b>Note: 10% of each payment shall be retained till successful completion of defect liability project. The retained earning shall be released after Consultants issues defect liability certificate, as built drawings and final structures safety/ stability certificates.</b>				

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

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

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

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

Stamp/Seal: \_\_\_\_\_

(Note:- above quoted % age may include all applicable government taxes)

## TERMS OF REFERENCE

### Construction of the University of Lakki Marwat TERMS OF REFERENCE (TOR) FOR

**Hiring of Engineering/Architectural consulting firm for provision of Consultancy Services regarding Geotechnical Investigation, Topographic Survey, Master Planning, Hydro Study, Electronic Resistivity Survey, Detailed Drawing/Design, Preparation of Tender Documents, Detailed Cost Estimates and Overall Construction Supervision for Establishment of the University of Lakki Marwat**

**October 2019**

**1. Introduction:**

The University of Lakki Marwat to be established under the CDWP funded project titled as “Up-gradation of Bannu University of Science & Technology Lakki Marwat Campus to a Full Fledge University” having the civil work component of approximately Pk Rs.955.566 million, intends to hire Engineering/Architectural consulting firms from HEC pre-qualified firms for Cat-I for provision of Consultancy Services regarding Geotechnical Investigation, Topographic Survey, Master Planning, Hydro Study, Electronic Resistivity survey, Detailed Drawing/Design, Preparation of Tender Documents, Detailed Cost Estimates and Overall Construction Supervision of the proposed Campus spreading over the area of 1150 kanal is located at District Lakki Marwat Khyber Pakhtunkhwa.

**2. Scope of Work/ Services:**

Selected consultant will provide Engineering/Architectural/Master Planning Services for the construction/execution of following buildings & external developmental works/services titled as Civil Work as included in the PC-I for full-fledge university.

<b>Sr. No.</b>	<b>Description</b>	<b>Covered Area (Sft)</b>
01	Boundary Wall with Main Gate	10,020 (Rft)
02	Academic Facilities (Two Blocks)	64,064
03	Common facilities (Main Library, Multipurpose Hall, Cafeteria/Canteen, Book Store, Medical Center, Tuck Shop)	28,015
04	Administrative Block	20,916
05	Students Hostels (Boys & Girls)	71,400
06	Bachelor Hostel	9,680
07	Faculty & Staff Housing	36,700
08	Car Parking area	2,000



09	External Development	As per PC-1

Following services will be provided by the selected consultant for above mentioned works & services,

- 2.1 Soil Investigation for all buildings, Electronic Resistivity tests for installation of tube wells, Topographical & Master planning of whole campus.
- 2.2 Detailed Architectural/Engineering design of buildings with allied internal & external services (Electrical, Water Supply, Sewerage System, Sui Gas, HVAC, Telephone/Data Network, Fire Alarm System, PA System etc.)
- 2.3 Detailed Architectural/Engineering design of external developmental works & services(External Electrification with provision of standby generators & sub-station, Water Supply system including tube wells, pump house, storage tanks ,distribution lines & water treatment plants, Sewerage System, Sui Gas ,ICT infrastructure, Foot paths, Parking's, Walkways, Landscaping/horticulture irrigation system, Roads, Storm Water Drainage System ,Boundary Wall/fencing , Street/Perimeter security lights, CCTV security system etc.)
- 2.4 Preparation of Tender/Construction Drawings, Bill of Quantities (BoQs)/Engineer Estimates and Tender/Bid Documents.
- 2.5 Assist the client in the prequalification of the contractors.
- 2.6 Assist the client in Bids/Tenders evaluation and award of contracts.
- 2.7 Detail Construction Supervision

i) **Design Phase:-**

a. **Master Planning:**

- i. Preparing, describing and illustrating preliminary master plan of the project including landscaping ,existing structures, proposed structures, future facilities, internal roads, pavement network, parking area, and open spaces, etc. as per engineering / architectural standards.
- ii. Preparing and submission preliminary master plan report of the project.
- iii. Preparation and submission of final revised master plan of scheme with allied accommodation along with outline utilities plans.

b. **Survey & Investigation:**

- i. Topographic survey (Digital) and preparation of contour plans. Hydro Survey for storm water drainage system design.
- ii. Geotechnical investigation of sites including field or laboratory tests for safe structural footing design of buildings.
- iii. Conducting Electronic Resistivity Test for tube wells installations.
- iv. Observance of By-laws of local authorities, building and fire, etc.

c. **Preliminary Design:**

- i. Collection of project requirements and scope of work from the Client/User Department.
- ii. Evaluating the Client's requirement analytically and technically while designing and planning various components of the Project.
- iii. Preparation of site plan, describing and illustrating preliminary architectural design / outline proposal i/c 3D views of proposed buildings.
- iv. Evaluating feedback of the Client for further improvements in the design.
- v. Making presentations at various stages of Designing as per requirement of the Client.

d. **Detailed Architectural/Engineering Design:**

- i. After finalization of detail architectural designs, preparation of structural design of the buildings and allied structures as per established building codes, incorporating electrical, mechanical and other internal and external services i.e. telephone/IT, water supply, sewerage, sui gas, drainage, fire alarm system, PA system etc.
- ii. Detail Design of all allied external services like External electrification with standby generators system, Water Supply including tube well & storage tanks design, Sewerage disposal/treatment System, ICT infrastructure, CCTV Security

System, Street/perimeter security lights, Roads/Footpath/Parking's, Storm water drainage system etc.

- iii. Preparation & submission of draft and final detailed working / construction drawings of each and every component of building & external services in soft and hard form.
- iv. Preparation modified drawings at any stage of execution without additional charges if required by the Client.
- v. Preparation of detailed cost estimate for grant of Technical Sanction estimate.
- vi. Submission of detailed structural design calculation for all buildings and allied structures in soft and hard copy.
- ix. Preparation of complete tender/bid documents comprising of BOQ, tender drawings, specifications.
- x. Attending Bid proceedings comprising of recording of minutes of meeting, preparation and signing of Bid evaluation report for hiring of contractor.
- xi. Preparation, and submission of contract agreement on approved format.
- xii. Preparation and submission of work plan bases on MS Project or primavera.

**ii) Construction Supervision Phase:-**

- i. To review all tender documents, designs, cost-estimates, conditions of Contract etc. and advice Client about their suitability without any additional cost. Prepare a detailed construction program consistent with the implementation schedule for the Project.
- ii. The detailed construction supervision shall include planning, guidance, programing, inspection, monitoring of construction activities and contractor's performance. Quantity and quality assurance, implementation of work plans and drawings as per design and specifications.
- iii. Preparation and verification of variation orders and maintaining record of correspondence with the contractor and other stakeholders in capacity of the Engineer.
- iv. To maintain a good liaison with the Client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best public interest.
- v. The quality and quantity assurance shall be the sole responsibility of the consultants in the capacity of the Engineer.
- vi. Developing and ensuring Quality Assurance mechanism as per standard engineering practices of check requests and test results of various materials and activities in the logical sequence.
- vii. Preparation & submission of monthly progress reports as per Client requirements.

- viii. Verification of detailed measurements of work done included in the IPC along with its certification and recommendation to the Client for payments.

**ii.a) Post Completion Stage:-**

- i. Submission of As-built drawings / inventories / Project Completion report / PC-IV, other project documents and all correspondence made with the contractor/Client/other agencies after successful completion of the project.
- ii. The Consultants shall periodically visit completed projects during defect liability period and submit punch list (if any) for rectification by the contractor.
- iii. Processing and recommendation of contractor's security after successful completion of defect liability period.

The consultants will be accountable and shall indemnify the Client against defects, losses, damages and overpayment (if any) as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.

**Deliverables by the Consultant:-**

**a. Detailed Design**

i)	Inception Report	5-Copies
ii)	Monthly Progress Report	5-Copies
iii)	Draft Detailed Design Report	5-Copies.
iv)	Tender/Bid Documents, Drawings and Specifications	5-Copies.
v)	Detail Cost Estimate	5-Copies.

**b. Construction Supervision**

i)	Monthly Progress Report & PC-III	5-Copies.
ii)	Construction Drawings	5-Copies
ii)	Project Completion Report/PC-IV	5-Copies.
iii)	As built drawings	5-Copies.
iv)	Post Completion Report/PC-V	5-Copies

**PROPOSED CONTRACT FOR ENGINEERING CONSULTANCY SERVICES**

Relevant standard form of contract document prepared by the Pakistan Engineering Council will be adopted.