

**QUAID-e-AWAM UNIVERSITY ENGINEERING, SCIENCE &
TECHNOLOGY (QUEST), NAWABSHAH**



**REQUEST FOR PROPOSAL
FOR
HIRING OF ENGINEERING/ARCHITECTURAL CONSULTING
FIRM
FOR PLANNING, DETAILED DESIGNING, DOCUMENTATION
& CONSTRUCTION SUPERVISION**

September, 2021

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QUAID-E-AWAM UNIVERSITY
OF ENGINEERING SCIENCE & TECHNOLOGY NAWABSHAH.

Office of the Directorate of Projects
Phone (0244) 382260 PABX (0244) 9370381-5 Ext: 2509

No. QUEST/NH/PD-II/-192

Dated: 14.09.2021

Request for proposals (RFP)
For Consulting Services

1. **QUAID-E-AWAM UNIVERSITY OF ENGINEERING SCIENCE & TECHNOLOGY NAWABSHAH** invites **Request for proposals (RFP)** from the consultant firms/ Consultants, for the Design of Architectural design, Structural Design & Building infrastructure design work only for newly approved PC-I titled "Construction of Two 02 New Departments (Software Engineering and Environmental Engineering) and Essential Facilities at QUEST, Nawabshah". The Method of selection will be Quality & Cost based, single stage two envelop.
2. Detailed evaluation criteria / qualifications criteria and other terms and conditions mentioned in RFP document. Obtain the RFP document through CD/DD in the name of Director Finance, QUEST, Nawabshah of Rs.5000/- by writing an application on company's letterhead to undersigned. Submittals must reach the office no later than 11:00 AM, 1st October, 2021 & technical bid will open in the presence of tendering opening committee & bidders or their authorized representative at 11:30 AM on the same day.
3. Technical prequalification will be based on criteria define in RFP Document.
4. Financial bids will call only from technically qualified bidders and bids be opened in the presence of bidders at given above time, date & venue.
5. Bids will not considered, in case of non-provision of desired information or incomplete information. Further information provided by the bidders, if found to be false at any stage, may result in immediate disqualification.
6. QUEST, Nawabshah reserves the rights to accept or reject any or all applications as per PPRA Rules.
7. This advertisement/RFP Document is also available on www.quest.edu.pk
8. & PPRA website www.ppra.org.pk

For more information & Submission of EOI

i/c Project Director (Dev),
Office at Administration Block
QUEST, Nawabshah
Telephone: 0244-9370396
Email: icpdquest@gmail.com

REQUEST FOR PROPOSAL

Country:	Pakistan
Province:	Sindh
District:	Nawabshah
Project Name:	Construction of Two (02) New Department Software Engineering & Environmental Engineering and Essential Facilities
Project Duration:	36 Months (03Months Design Phase)
Title of Consultancy:	Hiring of Engineering Consulting firm for Planning, Detailed Engineering/Architectural Designing, Preparation of Bidding Documents/Engineer Estimates, Only for newly approved PC-I by HEC for QUEST, Nawabshah.

DEFINITIONS:

- i. "Applicable Law" means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan, as those may be issued and in force from time to time;
- ii. "Client" means QAUID-e-AWAM University Engineering, Science & Technology (QUEST), Nawabshah with which the selected consultant sign the contract for the services.
- iii. "Consultant" means any entity including a Joint Venture that will provide the Services to the client under the contract;
- iv. "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;
- v. "Contract Price" means the price to be paid for the performance of the Services;
- vi. "Effective Date" means the date on which this Contract comes into force
- vii. "GC" means these General Conditions of Contract;
- viii. "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions;
- ix. "Day" means calendar day.
- x. "Government" means the Government of the Islamic Republic of Pakistan?
- xi. "Local Currency" means the currency of the Islamic Republic of Pakistan;

- xii. "Instructions to Consultants" means the document which provides all information needed to prepare their Proposals;
- xiii. "Consortium" means the Consulting Firm comprised of a group of firms/ companies. The Lead Firm shall represent and bind all Consultants of the Consortium in all matters Connected with the Project including submission of RFP on behalf of the Consortium;
- xiv. "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof;
- xv. "SC" means the Special Conditions of Contract by which the GC are amended or supplemented;
- xvi. "Proposal" means a technical proposal or a financial proposal, or both;
- xvii. "QCBS" means Quality- and Cost-Based Selection;
- xviii. "RFP" means this Request for Proposal;
- xix. "Project" means the work specified in SC for which engineering consultancy services are desired.
- xx. "Services" means the work to be performed pursuant to the Contract;
- xxi. "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;
- xxii. HEC's means Higher Education Commission;

LETTER OF INVITATION (LOI)

Name & Address of Consultant:

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 Draft. Copy of contract is enclosed with the RFP documents.
- 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 (QUEST, Nawabshah) has been entrusted the duty to implement the Project as Executing Agency by the Federal Government and funds have been approved under PSDP funded development project titled “**Construction of Two (02) New Department Software Engineering & Environmental Engineering and Essential Facilities**, QUEST, Nawabshah” 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 being 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 and project site in QUEST, Nawabshah (if applicable) before submitting a proposal specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. In case of your visit please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.5 Please note that:
 - 1.5.1 The cost of preparing the proposal and of negotiating the contract, including a visit to the Client and site, are not reimbursable as a direct cost of the Assignment; and
 - 1.5.2 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:
 - 1.6.1 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

- 1.6.2 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.
- 1.7 Please note that:
 - 1.7.1 In-complete and late proposals will not be entertained. Further information / clarification about the assignment & documents may be obtained from the office of i/c Project Director-I (Dev), QUEST, Nawabshah.
 - 1.7.2 Incomplete defective proposals and proposals not conforming to the RFP documents shall be liable to rejection.
 - 1.7.3 The University reserves the right to cancel the process at any stage and reject any or all the proposal thereof, having valid reasons and without being liable for any claim/compensation of any nature whatsoever.

2. DOCUMENTS:

- 2.2 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet which is mandatory.
- 2.3 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than seven (07) days before the proposal submission date. Any request for clarification in writing or by cable, electronic mail or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, electronic mail or telefax to such requests and copies of the response shall be sent to all invited Consultants.
- 2.4 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 or by cable, electronic mail or telefax to all invited Consulting firms and they will have binding on them. 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:

- a. JV/Consortium of firms can apply only as a same JV/Consortium with a same Lead firm for this RFP.
 - b. Subcontracting part of the Assignment to other consultants is not allowed.
 - c. Minimum (03) similar assignments (HEC's / universities only) of building projects each of worth Min. Rs.200 million to fetch the full marks against the firm's similar experience.
 - d. Max five (05) general assignments of Government sector (other than HEC's / universities) of building projects each of worth Min. Rs. 200 million will fetch the full marks against the firm's general experience.
 - e. The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
 - f. Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.
 - g. 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.
 - h. 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 may be declared disqualified & his financial proposal may be returned unopened.
- 3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix-I:
- I-From-1 Summary of three (03) similar assignments (min worth Rs. 300 million each) Of HEC's/ Universities only, completed / ongoing in last ten years (not more than 05 projects), 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-2 Details of firm's reference relevant experience of HEC's/ Universities only in similar projects of worth Rs.300 million+ each carried out in the last ten (10) years which best illustrate specific qualifications.
 - I-Form-3 Summary of five (05) general building assignments (min worth Rs. 300 million each) of the Government Sector (other than HEC's / Universities) completed / ongoing in last ten years (not more than 05 projects), 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-4 Details of firm's experience with general building projects of worth Rs.300 million + each carried out in the last five (05) years which best illustrate specific qualifications.
- 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. (N.A)
- 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

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;

- a. Valid Certificate of registration of a Firm with PEC/PCATP.
- b. Documents to substantiate the forming of JV/Association as per guidelines of the governing body (PEC/PCATP) if any.
- c. Valid National Tax Number of consultant(s).
- d. Year of establishment supported by certificate from the Registrar of Firms.
- e. Audited Statements of Accounts and Annual Turnover for the last three years.
- f. A certificate / affidavit that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.
- g. Valid Registration certificate with Revenue Authority on their respective province .

Note: Provision of the above documents is mandatory. In case of failure the firm/JV would not be considered for detailed evaluation.

Financial Proposal:

- 3.7 The financial proposal should include all the costs associated with the Assignment. These covers remuneration for designing charges, printing of documents and courier etc. These costs should not be broken into foreign only local costs. 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.
- 3.9 Costs shall be expressed in Pak Rs. inclusive of all taxes.
- 3.10 All the prevailing applicable Provincial and Federal Govt. taxes will be deducted from the consultancy Fees. The proposal should be submitted inclusive of all prevailing taxes.

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 inter lineation 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. 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 PPRA Rule-36 (b); *Two Stage - Two Envelope Procedure* shall be adopted in ranking of the proposals. Firms shall be ranked using combined technical & financial scores as under:

Technical Score weightage: 80%

Financial Score Weightage: 20%

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 four 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 and its financial capability. The weight-age of the respective component shall be as under;

SN	Component	Weightage
1	Experience on similar & general projects	45
2	Quality of Staff	25
3	Financial Capability	20
4	Approach & Methodology	10
Total		100

5.3 The firms obtaining 70 % & above marks in technical evaluation will technically qualify and be called for financial proposal opening only, whereas the financial proposals of the firms obtaining less marks than 70 % will be returned unopened.

5.4 Technical Proposal Evaluation Criteria:

i. Experience on Similar & General Projects **45 Marks**

i. Similar Projects (Ongoing / Completed) **25 Marks**

Ten (10) Academic/ Educational buildings ongoing/completed during last 10 years (Development works in HECs/Universities only). The project cost must be more than Rs. 500 million to get the points. The projects which are not academic/ educational buildings and / or less than Rs.500 million will not be considered for points in this category.

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

ii. Similar Projects (Ongoing / Completed) 20 Marks

Ten (10) General completed / ongoing projects of buildings in Government Sector, other than HECs / Universities completed during last 10 years. The project cost must be more than Rs. 300 million to get the points.

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

ii. Evaluation of Quality of Staff: 25 Marks

a) Design Consultancy:

1. Senior Architect: 07 Points

- i. Senior Architect - Qualified M. Arch or B. Arch, member of PCATP in good standing.
- ii. Having 20 years or above of total experience for B. Arch and 15 years or above total experience for M. Arch of working on similar building projects of which 5 years must be as a team leader.
- iii. Having 05 years or above of experience of working with existing firm on similar building projects of which 03 years must be as a team leader.

2. Senior Structural Engineer: 07 Points

- i. Senior Structure Engr. – Qualified master’s degree in Structure Engineering
- ii. Having minimum 15 years of experience on design of multistory buildings, culverts, retaining and protective structures especially in High Seismic Areas (as per building code of Pakistan).
- iii. Having 05 years or above of experience of working with existing firm on similar building projects of which 03 years must be as a team leader.

- 3. Architect: 05 Points**
- i. Junior Architect - Qualified B. Arch, member of PCATP in good standing.
 - ii. Having 10 years or above of total experience of working on similar building projects.
 - iii. Having 05 years or above of experience of working with existing firm on similar building projects.
- 4. Senior Quantity Surveyor: 02 Points**
- i. Quantity Surveyor - Qualified DAE (Civil), in good standing.
 - ii. Having 15 years or above of total experience of working on similar building projects.
 - iii. Having 05 years or above of experience of working with existing firm on similar building projects.
- 5. Electrical & Public Health Engineer (02 Nos.): 04 Points**
- i. MEP Engineer - Qualified B.Sc. (Electrical & Mechanical) member of PEC in good standing, in good standing.
 - ii. Having 10 years or above of total experience of working on similar building projects.
 - iii. Having 05 years or above of experience of working with existing firm on similar building projects.

iii. Financial Capability (Historical Financial Performance) : 20 Points

Average annual consultancy turnover for last three (03) years **Rs. 100 million** or above will fetch full hundred percent point. Other applicant will be assessed as per following. Attach documentary proof of audited financial statements from chartered accountant of last three years i.e **2017-18; 2018-19; 2019-20.**

Average Annual Turnover for last Three (03) Years	
In PKR	Points
Above Rs. 100.1 million	Full Points / 10 Points
From Rs. 90.1 to Rs. 100 million	9 points
From Rs. 70.1 to Rs. 90 million	7 points
From Rs. 50.1 to Rs. 70.0 million to	5 points
Upto Rs. 50.0 million	2 points

Submit last 3-years bank statement duly signed/ attested from bank.

iv. <u>Proposed Methodology</u>	Points	10
1. Work/ Schedule plan		07
Submit work/ schedule plan from design till completion of projects.		
2. Quality Control Policy		03
Provide quality control policy/ methodology opted by consultant. List down sequence of inspection and tests to be carried out by consultant to ensure quality checks.		

Total Points for the above criteria: 100 Points

The minimum technical score (St) required to pass is: **70 points**

The Committee will evaluate and assign the points based on completeness and quality of the proposed methodology. The decision of the Committee shall be considered final on this component **Financial Proposal Evaluation Criteria:**

For Quality cum Cost Based Selection

5.5 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.

5.6 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

(F = amount of specific financial proposal)

5.7 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:

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

5.8 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 draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR.
- 6.4 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 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**

Clause#																																						
1.1	<p>The name of the Assignment is: Construction of Two (02) New Department Software Engineering & Environmental Engineering and Essential Facilities at QUEST, Nawabshah.</p> <p>SALIENT FEATURES OF PROJECT ARE:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">SN</th> <th style="text-align: center;">Description of Assignment</th> <th style="text-align: center;">Covered Area / Scope</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Construction of Software Engg: Dept.</td> <td style="text-align: center;">35,000 SFT</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Construction of Environmental Engg: Dept.</td> <td style="text-align: center;">35,000 SFT</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="color: red;">External Development works as per PC-1 provision.</td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td>.</td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td>.</td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td>.</td> <td></td> </tr> <tr> <td style="text-align: center;">7</td> <td>.</td> <td></td> </tr> <tr> <td style="text-align: center;">8</td> <td>.</td> <td></td> </tr> <tr> <td style="text-align: center;">9</td> <td>.</td> <td></td> </tr> <tr> <td style="text-align: center;">10</td> <td>.</td> <td></td> </tr> <tr> <td style="text-align: center;">11</td> <td>.</td> <td></td> </tr> </tbody> </table>		SN	Description of Assignment	Covered Area / Scope	1	Construction of Software Engg: Dept.	35,000 SFT	2	Construction of Environmental Engg: Dept.	35,000 SFT	3	External Development works as per PC-1 provision.		4	.		5	.		6	.		7	.		8	.		9	.		10	.		11	.	
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11	.																																					
	<p>Name of the Client: <u>QUAID-e-AWAM University Engineering, Science & Technology (QUEST), Nawabshah</u></p> <p>The address of the official is:</p> <p>i/c Project Director (Dev), QUAID-e-AWAM University Engineering, Science & Technology (QUEST), Nawabshah. Phone: 0244-9370396 Ext. 2054 email: icpdquest@quset.edu.pk</p>																																					

	<p>URL www.quest.edu.pk</p>
<p>1.2</p>	<p>The brief description and the objectives of the assignment are:</p> <p>Location:</p> <p>The Project site is located in Nawabshah, Sindh with a currently total area of 70,000 SFT for both Buildings. The terrain is almost plain with slight contours. There is fair access to the site by road.</p> <p>Background:</p> <p>Specific objective of the project is to enhance educational capability in shape of building structure, so the additional buildings for the “Construction of Two (02) New Department Software Engineering & Environmental Engineering and Essential Facilities at QUEST, Nawabshah” including external development has been approved by the HEC. The Project proposal will facilitate in enhancing physical and academic infrastructure of QUEST, Nawabshah to provide healthy environment for teaching, learning and research. The Development and Extension of QUEST, Nawabshah will help to meet the intended objectives of providing access to Engineering education to accommodate maximum population of the country.</p> <p>Objectives:</p> <p>The overall objective of the consultancy services is to carry out Master Planning, Designing and Construction Supervision of the civil works approved in the project. Specific objectives are :</p> <ol style="list-style-type: none"> i. To develop the master plan of the university including two (02) new departments at new site considering future needs of the university and to start its development in phase manners as per availability of funding. ii. To plan state of the art University Buildings including all internal and external facilities. iii. Propose different alternatives and select the best one in consultation with the Client. iv. Preparation of Detailed design and BOQs (with current changes of standing committee in rates as well as Sindh government increment in rates (if any) of the selected option. v. Preparation of the Tender Documents/ Procurement of contractors for construction vi. Non Scheduled items must be keep on appropriate current market rates at par with Sindh Government approved Schedule of rates.

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1.3	<p>Phasing of the Assignment, if any:</p> <p>(a) Master Planning of area currently allotted departments to the university (70,000 SFT) along with highlighting all the buildings and infrastructure including conceptual design of 02 new departments.</p> <p>(b) Conceptual Design of proposed Building in PC-1 and Approval from Higher Education Commission, Islamabad.</p> <p>(c) Detailed Design of Building, allied Infrastructure (external Development) Works as approved in PC-I and Tender Documentation as per PEC, SPPRA/PPRA bye laws and approval from the HEC.</p> <p>(d) Pre-qualification of Contractors (if required by client), transparent competitive bidding document shall be provided by consultant.</p> <p>(e) Hard and soft both copies and any other relevant study (if any) will also be provided by the consultant.</p>
1.4	<p>Pre-Proposal Conference: Not required</p>
1.5	<p>The Employer shall provide the following inputs:</p> <ul style="list-style-type: none"> • Close Coordination. • Identification of Project Scope and objectives etc. • Assistance to get approval from relevant local bodies, if any.
1.6	<p>Selection Procedure:-</p> <p>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/PPRA. Single Stage-two envelope procedure, which is presented as follows:-</p> <p>(i) <i>The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal and evaluation to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.</i></p> <p>(ii) <i>Initially, only the envelope marked “TECHNICAL PROPOSAL” be opened and the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.</i></p> <p>(iii) <i>The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, without reference to the price and reject any Technical Proposal which manifests material deviation from the specified requirements.</i></p> <p>(iv) <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</i></p>

	<p><i>the Consultants in advance for the attendance of their authorized representative duly notified in advance.</i></p> <p><i>(v) 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></p>
1.7	<p>The Documents are:</p> <ol style="list-style-type: none"> 1. Data Sheet 2. Technical Proposal Forms for consultancy services 3. Financial Proposal Form for consultancy services 4. Terms of Reference (TOR) 5. Appendices etc. 6. Draft Form of Contract
1.8	<p>The address of the Personnel for seeking clarification is:</p> <p>i/c Project Director (Dev), QUAID-e-AWAM University Engineering, Science & Technology (QUEST), Nawabshah. Phone: 0244-9370396 Ext. 2054 email: icpdquest@quset.edu.pk</p>
1.9	<p>Proposed key staff shall be employees, who are employed with the respective Consultant for at least six months prior to submission of this proposal:</p> <p>For site staff this clause is not applicable only for design office staff details are required.</p>

2.0

The minimum required experience of proposed key staff during:

A. Planning & Designing Phase

B.

1. The **Team Leader** should be Master's Degree in Civil Engineering, having at least 15 years of comprehensive experience and exposure to various Projects predominantly of design of Educational Buildings along with the master planning of area, of similar magnitude and complexity.
2. **Senior Architect** should have Bachelor's Degree in Architecture, with minimum of 12 years of experience of designing of multistory buildings in general.
3. **Senior Structural Engineer** should have a Master Degree in Structure Engineering with minimum 10 years of experience on design of multistory buildings, culverts, retaining and protective structures especially in High Seismic Areas (Zone 3 & Zone 4 including the Zone where the construction will be done as per building code of Pakistan).
4. **Environmental Manager** should have Bachelor's Degree in environmental sciences/Environmental Design with minimum of 10 years of experience in supervising and managing environmental health and safety on site.
5. **Quantity Surveyor** should have B Tech with minimum 10 years of experience of preparation of BOQ, estimates.
6. **Contract Engineer** should have Bachelor's Degree in Civil Engineering minimum 15 years of experience of preparation of bidding document.
7. **Electrical Engineer** should have Bachelor's Degree in Electrical Engineering with minimum of 10 year experience.

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2.1	Costs shall be expressed in currency (s) :- Pakistani Rupees
2.3	The number of copies of the Technical Proposal required is: Original <u>One (1)</u> Copies <u>Two(2)</u> The number of copies of the Financial Proposal (in sealed envelope) required is: Original <u>One (1)</u> Copies <u>Two (2)</u>
2.4	The date, time and address for the Technical proposal opening as per NIT
2.5	Validity of the proposal is : 90 Days
2.8	The weights given to the Technical and Financial Proposals are: Technical: <u>70</u> Financial: <u>30</u>
2.9	The Government taxes will be deducted from the Consultant as per rules.
3.0	The assignment is expected to commence on: <u>To be informed later on</u> Time Period for this assignment is: 36 Months Design Phase: 03 Months Detail Construction Supervision Phase : Not applicable
3.1	Not applicable.
3.2	Consultant will return the endorsed RFP (each page must be signed) along with the proposal.

Sincerely,

i/C Project Director
Quaid-e-Awam University of Engineering
Sciences & Technology, Nawabshah Sindh

Enclosures

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

APPENDIX-I
TECHNICAL PROPOSAL FORMS

Summary of Similar Projects (HEC's / Universities)

A maximum of 10 projects of worth Rs.300 million+ each, ongoing / completed in the last ten (10) years

SN	Name of the Project	Location Province/ Country	Client & Contact No.	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Handled as: Single Firm/: S Lead Firm/: L Joint Venture :J Partner	Total Cost of Services (m. Rs.)	Cost of services Provided by the Firm (in case of JV)	Scope of Services Feasibility : F Survey & Invest.: S Quality Control: Q Design : D Procurement: P	Additional Information (if any)

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the clients.

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

DETAIL OF FIRM'S REFERENCE

Relevant experience of HEC's/ Univ. only in similar projects of worth Rs.300 million+ 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: NIL
8. Address of Client:		9. No. of Staff Months: NIL
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): Nil
15. Name of Senior Staff (Project Director/Coordinator, Team Leader, Architect, Structural Engineer etc.) are involved and functions performed:		
16. Narrative Description of Project :		

Signatures of Authorized Representative _____

Summary of General Work Assignments (other than HEC's /Universities)

A maximum of 05 general building projects of Govt. Sector (other than HEC's/Universities) of worth Rs.300 million+ each, Ongoing/completed in the last ten (10) years

SN	Name of the Project	Location Province/ Country	Client & Contact No.	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Handled as: Single Firm/: S Lead Firm/: L Joint Venture :J Partner	Total Cost of Services (m. Rs.)	Cost of services Provided by the Firm (in case of JV)	Scope of Services Feasibility : F Survey & Invest.: S Quality Control: Q Design : D Procurement: P	Additional Information (if any)

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the client(s).

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

DETAIL OF FIRM'S REFERENCE

**Detail of firms's experience with general building projects of worth Rs.300 million + each
carried out
in the last five (05) 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: Nil
6. Name of Client:		7. No. of Staff: Nil
8. Address of Client:		9. No. of Staff Months: Nil
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): Nil
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 _____

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

- (1) Detailed Design of Buildings**
- (2) Documentation (Bidding Documents)**
- (3) [Conceptual Design of buildings, Master plan layout, Technical approach, and 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) Conceptual Design / 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) Conceptual Design / Work Plan

In this Chapter Consultants should submit the conceptual design of buildings and basic Master Plan suggestion for Clients' review and numbering. 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

SN	Description	Team Leader	Senior Structural Engr.	Senior Architect	Public Health Engineer	Resident Engineer	Electrical Engineer	Geo-technical Engineer
		Name	Name	Name	Name	N.A	Name	Name
A	Academic & General Qualification					N.A		
	a. Bachelors (Specific Discipline)					N.A		
	b. Masters (Specific Discipline)					N.A		
B	Professional Exp. Related to Assignment					N.A		

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
(only for Design & Details Propose)**

Items of Work/Activities	Monthly Plan from date of assignment (in the form of a Bar Chart)																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

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 *QUEST, Nawabshah* or its authorized nominee the EOI and all other documents and instruments required (if any) to submit EOI for Consultancy service for feasibility studies, Surveys & Investigation (if any) preparation of tender design, tender documents, Detail Design Only.;
- 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:

1. _____

[INSERT NAME OF GUARANTOR]

For:

2. _____

By:

Its:

NOTARY PUBLIC:

APPENDIX-II

FINANCIAL PROPOSAL FORM

FINANCIAL PROPOSAL FORM

Form-12

S N	Description	Units	Qty	Quoted Unit Rate (Pak Rs.)	Quoted Amount (Pak Rs.)
1	Master Planning along with Topo Survey of the Campus as per TOR's.	Lump Sum	LS		
2	Hydro Study for design of storm water drainage system as per TOR's	Lump Sum	LS		
3	Sub Soil Investigation of all building sites Mentioned in ToR's having total covered area of 3500 SFT as per PC-I. This investigation shall be got done from a reputed sub soil investigation firm. Note: (Number and the depth of boreholes to be determined by the Consultant according to best engineering practice).	(Boreholes / locations to be determined by Consultants)	LS	-	
4	Detailed Architectural / Engineering Designing of the buildings mentioned in the PC-I according to local bylaws, Preparation of Tender Documents including tender drawings, BOQs, Engineer Estimates, Tender / Bidding Documents, Bids Evaluation, recommendations for Contract award for the buildings along with external services / development as mentioned in the ToR's, approved PC-I scope and site requirement. (Consultants shall gather all relevant information from client and complete the design / bidding within specified period as per end user requirement.)	Sft	70,000		
GRAND TOTAL (Pak Rs.)					
Total Amount in words:					

Important Note:

- i. The quoted rate lump-sum cost includes all direct or indirect Cost, technical support of other resources, (Non Salary Cost, overheads & Contingencies, Govt. taxes etc) & there will be no additional payment admissible on part of the client.
- ii. 10 % of each payment shall be retained until successful completion of defect liability period of the project.
- iii. No payment will be made to the consultants regarding increase in completion cost due to the variation in quantities occurring due to miscalculation of quantities / incorrect estimation by the consultants.
- iv. No payment will be made to the consultants regarding escalation charges and interest during construction of the project (if any).

- vi. Above quoted rates should be inclusive of all applicable government taxes which will be recovered at source at the time of making payment.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Stamp/Seal: _____

TERMS OF REFERENCE (TOR)

HIRING OF ENGINEERING/ARCHITECTURAL CONSULTING FIRM

FOR

PLANNING, DETAIL DESIGN & OF

**“Construction of Two (02) New Department Software Engineering &
Environmental Engineering and Essential Facilities at QUEST,
Nawabshah”**

September, 2021

1. Introduction:

The QUAID-e-AWAM University Engineering, Science & Technology (QUEST), Nawabshah under the PSDP funded projects titled as “Construction of Two (02) New Department Software Engineering & Environmental Engineering and Essential Facilities at QUEST, Nawabshah” intends to hire Engineering/Architectural consulting firm for Detailed Planning & Design, Engineer’s Estimates, Bid Documents Preparation / Bids Evaluation for hiring of Contractor of the project buildings and external developmental works/services at QUEST, Nawabshah.

2. The Project:

Master plan of the existing campus, planning and designing of proposed 02 new faculties proposed under referred project, Prequalification of the contractor (if any required), Preparation of Tender Documents, bids invitation, bids evaluation and detailed Construction Supervision for proposed buildings having approximate covered area mentioned against each building along with external and other infrastructure development as approved in the PC-I / required at site detail as under at QUEST, Nawabshah.

SN	Description	Proposed Scope / Assignment
1	Construction of Software Engineering Dept.	35000 SFT
2	Construction of Environmental Engineering Dept.	35000 SFT
	Including External Development.	

3. Scope of Work / Services:

The following are expected from the selected consultant for above mentioned works & services and will be deemed to be inclusive in the quoted rates, in the financial proposal forms:

3.1 Design & Tender Stage:

- 3.1.1 Master Plans preparation of the existing campus at QUEST, Nawabshah.
- 3.1.2 Collection of project requirements and scope of work from the Client/User Department and development of a brief for the Client and carrying out the studies, consultations and discussions on updating the Client’s requirements. The Client will be bound to provide all details in a fortnight.
- 3.1.3 Evaluating the Client’s requirement analytically and technically while planning and designing various components of the Project and adjusting it according to approved scope of PC-1.
- 3.1.4 The successful bidder will submit preliminary master plan of existing campus with all buildings including infrastructure and designs of buildings within one month of receipt of work order.
- 3.1.5 The successful bidder will submit final master plan of existing campus and designs of the buildings within one month of receipt of approval of preliminary designs after incorporating changes proposed by the client.
- 3.1.6 Sub Soil Investigation for only 02 new buildings.

- 3.1.7 a). Preparation, describing and illustration of preliminary Architectural/Engineering design(s) proposals of the project Buildings with detail of plans, floor plans, elevations (with 3-D model proposals), finishes, allocation of spaces, scheme of structural framework and proposal for utilities etc. keeping in view latest building codes, disabled access at all floors and other requirements as well as provision of emergency exits as well as ecological and environmental protection of the structures.
- b). Detailed Architectural/Engineering design of external developmental works & services (External Electrification HT/LT network, Water Supply system including, pump house, OH storage tanks, distribution lines etc., Sewerage System, Gas network, ICT infrastructure, Foot paths, Parking's, Walkways, Landscaping/horticulture irrigation system, Roads, Storm Water Drainage System, Boundary Wall/fencing (if required) , Street/Perimeter security lights, CCTV security system etc.)
- 3.1.8 Preparation of Tender/Construction documents including Drawings, Bill of Quantities (BoQs)/Engineer Estimates, specifications and Bid Documents for all proposed works.
- 3.1.9 Making presentations at various stages of Designing as per requirement of the Client and sponsoring agency (HEC) (if required).
- 3.1.10 Assist the Client in Co-ordination of all technical matters with Development Agencies for external service like electrical connections (internal & external), ICT / telephone commutation, external & internal Gas network, water connection, sewerage water disposal etc.
- 3.1.11 Preparation of 3-D Elevations / views of proposed buildings and presentation thereof to the client and approval from HEC.
- 3.1.12 Preparation of detailed specifications and such particulars as may be necessary for the preparation of bills of quantities.
- 3.1.13 Preparation of detailed bills of quantities and conditions of contract as per PEC By-Laws and final cost estimates along with detailed measurement sheets and their submission before tendering.
- 3.1.14 Preparation of Tender Documents in respect of the project. Rendering all necessary assistance to the Client in pre-qualification of contractors, invitation.
- 3.1.15 Evaluation of bids, preparation of reports, providing rate analysis of the quoted bids / rates at par with Government approved scheduled of rates.
- 3.1.16 Preparation and submission of work plan on MS Project or primavera and progress tracking and reporting to client during execution as per TORs.
- 3.1.17 Ensuring that all the building will be energy efficient, compliant of Building Code of Pakistan, Fire Prevention & Safety Regulations-

2016, friendly for special / disabled people and other similar regulations formulated by the Government from time to time. The consultant shall have to certify in this regard.

3.2 Deliverables by the Consultant:-

a. Detailed Design

i)	Inception Report / Preliminary Design including all investigation reports like sub soil investigation, electrical resistivity survey etc.	05-Copies
iii)	Multiple Presentations	Max 10
iii)	Final Design for approval of HEC	05-Copies
iv)	Engineer's Cost Estimates	05-Copies
v)	Submission Drawings for approval, if required	05-Copies
iii)	Tender Drawings / BoQs, Specifications, Bidding Documents.	10-Copies
v)	Working Drawings.	05-Copies
vi)	Any other document related to project by client.	As required