

# **MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY, JAMSHORO**

**ISO – 9001:2008 CERTIFIED**



**REQUEST FOR PROPOSAL /  
PRE-QUALIFICATION DOCUMENT FOR  
CONSULTANTS  
FOR PREPARATION OF MASTER PLAN FOR  
WATER WORKS/PLUMBING & SEWERAGE  
WORKS AT MUET, JAMSHORO**

**Office of the  
Deputy Director (Procurement),  
MUET, Jamshoro – Sindh.**

## **REQUEST FOR PROPOSAL/PRE-QUALIFICATION DOCUMENT**

This Pre-qualification Document (PQD) is for those consulting firms who have been already pre-qualified by the Higher Education Commission, Pakistan for the period of 2018-19 & 2019-20 and provided to the recipient solely for use in preparing and submitting applications for pre-qualification in connection with the providing of Engineering Consultancy Services for the University developmental works all over Region.

MUET, nor its employees, personnel, agents, consultants and advisors etc. will be liable to reimburse or compensate the recipient for any costs, fees, damages or expenses incurred by the recipient in evaluating or acting upon this PQD.

The pre-qualification applications submitted in response to this PQD by any of the prospective bidders (consulting firms) shall be upon the full understanding and agreement of any and all terms of this PQD and such submission shall be deemed as an acceptance to all the terms and conditions stated in this PQD. No conditional application will be acceptable.

Any pre-qualification applications in response to this PQD submitted by any of the prospective bidder (consulting firms) shall be construed based on the understanding that the prospective bidder (consulting firms) has done a complete and careful examination of this PQD and has independently verified all the information received (whether written or oral) from MUET (including from its employees, personnel, agents, consultants and advisors etc.).

This PQD shall neither constitute a solicitation to invest, or otherwise participate, in the project, nor shall it constitute a guarantee or commitment of any manner on the part of the MUET that the Project will be awarded. MUET reserves its right, in its full discretion, to modify the PQD at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the recipient for any costs, taxes, expenses or damages incurred by the recipient in such an event.

Upon pre-qualification of consultants, MUET will publish the list of pre-qualified consultants on university's website and will issue the request for proposal (RFP) and call financial bids as and when required. MUET will furnish contract agreement with successful bidders and will be liable to fulfill the contract obligations.

This pre-qualification will be valid for two years (i.e. 30<sup>th</sup> June 2020).

## DEFINITIONS

<b>Annexure</b>	The term shall mean the annexure of this PQD.
<b>Consortium</b>	Where the Consulting Firm comprised of a group of firms/companies who have submitted EOI as per the requirements of this PQD, the Lead Firm shall represent and bind all Consultant of the Consortium in all matters connected with the Project, including submission of EOI on behalf of the Consortium.
<b>Due Date</b>	20 <sup>th</sup> July, 2018 for submission of EOI to MUET or such later date as may be notified by MUET in writing through Press as well on websites of SPPRA.
<b>EOI</b>	Expression of Interest to be submitted by the Consulting firm(s), containing the information as set out and required under this PQD.
<b>Form</b>	The term shall mean the form of this PQD
<b>Lead Firm</b>	If the Consultant(s) are a Consortium or JV group then one of the firms shall be designated as the Lead firm in the EOI to perform a lead role who has been duly appointed by all Consortium firm(s) to submit and sign on their behalf all documents required hereunder to bind the entire Consortium to the contents thereof.
<b>Non-prequalified consulting firms</b>	The term shall mean the consulting firms who have not obtained the pre-qualifications marks.
<b>PEC</b>	Pakistan Engineering Council
<b>Power of Attorney</b>	The Power of Attorney to be provided by the prospective consulting firms in the form prescribed as ANNEXURE to this PQD
<b>MUET</b>	Mehran University of Engineering & Technology.
<b>Pre-qualification Applications</b>	The pre-qualification application and documents required to be submitted by the Prospective Consulting Firms in terms of and in accordance with this PQD.
<b>Pre-qualification Information Form</b>	An application duly executed by the authorized representative of the Prospective Bidder/Consulting firms (or a Consortium, represented of the Lead Member) in the form attached hereto as <b>Form -1 (Information Form)</b> .
<b>Prospective bidder</b>	A consulting firm or consortium that submits the Prequalification Application in response to this PQD
<b>PQD</b>	Pre-Qualification Document
<b>HEI</b>	Higher Education Institute
<b>RFP</b>	Request for Proposals

- **Objective (“Services”)**

MUET intends to pre-qualify the consultants for next two years (up to 30<sup>th</sup> June 2019) for Region III of the country by keeping in view the capability of the firm to handle projects of specific worth (Category – I) to design and prepare the drawings of the following works;

- Topographic survey of 500 acre of developed area
- Establishing of bench marks/ control points
- Preparation of Master Drawing
- Plumbing work

MUET will pre-qualify the consultants. The consultants must clearly mention in its application the region and category for which they are applying for. MUET, Jamshoro falls in Region – III and work required is in Category – I (as devised by Higher Education Commission, Pakistan). The qualification for region will be evaluated from their existence in the region.

At the outset, MUET intends to pre-qualify the consulting firms who will submit EOI/applications as per provisions of this PQD. All EOI/applications will be pre-qualified on the basis of pre-defined evaluation criteria given hereunder. Only Pre-qualified consultant(s) will take part in the further process for providing consultancy services for the said purpose. As such, Request for Proposal (RFP) will be issued to the pre-qualified consultant(s) only on requirement basis.

- **Prospective Bidders (Consulting firms)**

This PQD is addressed to all persons having requested it in accordance with the Expression of Interest for Pre-qualification published in print media and on the MUET websites [www.muett.edu.pk/tender-notice](http://www.muett.edu.pk/tender-notice) and SPPRA website [www.pprasinidh.gov.pk](http://www.pprasinidh.gov.pk)

- **General Instructions**

- i. The Consulting Firm and its associate (if any) must submit complete information as per PQD to MUET by the Due Date. EOI received after due date or incomplete as per the PQD requirement will be rejected.
- ii. It will be the responsibility of the Consulting Firm to ensure the timely delivery of the documents to MUET.
- iii. The Engineering Consulting Firm and its associate (if any) must be registered with Pakistan Engineering Council (PEC) and foreign consultants will be governed under PEC bylaws.

- iv. If the Consulting Firms are a consortium/joint venture (JV), there must be a Lead Firm appointed through a Power of Attorney executed by all other firms included in the Consortium but such Consortium is limited to maximum of 3 firms only.
- v. Annual Audited statements of Accounts of the Consulting firm/JV from recognized Chartered Accountant for the last three years must be attached.
- vi. Consulting Firm and its associate if any must be registered with Income Tax & other Tax agencies authorities and a copy of National Tax Number must be submitted with EOI.
- vii. The Consulting firms/JV must submit the information as per prescribed format of specific forms annexed with this PQD. The achievements/claims must be supported the relevant documents.
- viii. Photographs of the similar & general work experience Projects are also required to be submitted with the EOI.
- ix. MUET will evaluate the EOI as per evaluation criteria provided hereunder and will prepare a list of the qualified consulting firms as per PEC Guidelines/SPPRA Rules 2013 (as amended in 2017). Request for Proposal (RFP) shall only be issued to the shortlisted firms upon requirement.
- x. Qualifying marks shall be 70%.
- xi. MUET will not reimburse any cost or expenses incurred in connection with the preparation or delivery of the EOI or visits to any office.
- xii. MUET shall be under no obligation to return any EOI or supporting materials submitted by the Consulting Firm.
- xiii. Core technical staff of the Consultant must have valid PEC & PCATP certificate.

- **Eligibility Requirements**

Availability of following documents in the EOI/Application shall be checked to shortlist the consulting firms:

- i. Certificate of registration of a Firm with Pakistan Engineering Council or registration with professional body of country of origin for foreign firm.
- ii. Documents to substantiate the forming of JV/Association as per guidelines of the governing body (PEC/PCATP) if any.
- iii. National Tax Number of consultant(s).
- iv. Audited Statements of Accounts and Annual Turnover for the last three years.
- v. The consulting firms will provide the information in transmittal **Form-1**
- vi. A maximum of **10** similar assignments (developmental works of HEI's) worth amount specified Category - I (i.e. more than Rs. 500 million) which are completed by the Consulting Firm/Joint Venture partners in the last ten years will be considered for the purpose of Specific Experience. This information shall be provided as per forms (**Form-2 & Form-3**) along with verification documents (Work Order /Contract Agreement Copy mentioning the Project details and client's completion certificate).
- vii. MUET may acquire the information regarding the services provided by the consultants to universities, which are not mentioned in the proposal. This information may be used and considered for the purpose of technical evaluation of the firm.
- viii. MUET 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, MUET has the right to disqualify the consulting firm/JV.
- ix. Details of general work (other than developmental work of HEI's) as per ceiling of each category (i.e. more than Rs. 500 million for Category-I) which are completed by the firm/JV during last 10 years & in hand, indicating total cost of such works and cost of consultancy services received against those works along with date of start and completion or expected date of completion shall be provided as per both forms (**Form-4 and Form-5**).

- x. List of professional staff along (on **Form-6**) with CVs of relevant core staff working with the firm for the last 6 months showing project wise experience with exact time duration for each project as per **Form-7**.
- xi. A certificate / affidavit that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.

- **Compliance Documents**

The Compliance Documents referred to below, duly completed, accompanied with supporting documentary evidence shall be submitted by Consultant(s) as part of the EOI/application as per sequence given below:

SN	Description	Form Type
1	Transmittal Letter	Form-1
2	Registration of Firm with Professional Body i.e. PEC (mandatory)/PCATP	
3	National Tax Number (Certificate)	
4	Audited Statement of Account and Turnover (Last 3 Years)	
5	Pre-qualification certificates / letter with Government/Autonomous bodies/Private Entities	
6	Summary of Similar Projects completed by Consulting firm / JV	Form-2
7	Detail of Similar Project Executed by the Consulting Firm/JV	Form-3
8	Summary of General Projects completed by Consulting firm / JV	Form-4
9	Detail of General Project Executed by the Consulting Firm/JV	Form-5
10	Summary of Principle Staff working with Firm for the last 6 months	Form-6
11	Detailed CVs of Principal Staff	Form-7
12	Power of Attorney in case of Consortium/JV)	Form-8
13	Photographs of the Projects	
14	Forming of Consortium Document (MOU or Agreement)	
15	List of projects jointly completed by the firms in case of a JV (if any)	
16	Affidavit that firm is not blacklisted	
17	Detail of any arbitration / litigation with any client/employer	

- **Submission of EOI**

**Timing, Number of Copies and Filing Requirements**

Consulting Firm must submit ONE original and 3 (three) copies of its EOI/application within the Due Date to MUET at the following address:

**Deputy Director (Procurement)  
Directorate of Works & Services,  
MUET, Jamshoro.**

**Sealing and Marking of EOI**

In order to avoid the possibility of losing the contents of an EOI due to a rupture, all the EOI should be enclosed in a sealed envelope which itself should be enclosed in another envelope. Both the inner and outer envelopes must be marked with the full address as shown above and also be labelled as follows:

EOI for Pre-Qualification of Consultants  
Consultant Name and contact person  
Address  
Region and Category applied for  
Telephone Number  
Fax Number

**Additional Information/Queries**

Additional information/queries (if required) regarding the submission of EOI can be obtained from:

**Deputy Director (Procurement)  
Directorate of Works & Services,  
MUET, Jamshoro.  
Phone: +92-333-2791924  
Email: nadeem.soomro@admin.muet.edu.pk**

- **Material Change**

Consulting Firm must immediately report to MUET in writing any material change in the information provided in their EOI (including any information relevant to any Consortium Firm joint venture). The determination of material change shall be in MUET's sole and exclusive discretion. Any failure to report such material change shall constitute grounds for disqualification.



- **Evaluation Criteria**

There are three essential elements for judging the capability of any firm to perform credibly on a given project. These are its executed projects/physical presence in the region, its previous experience on similar projects and its professional staff having the specific expertise to meet its obligations during the assignment. The weight-age of the respective component shall be as under;

<b>SN</b>	<b>Criteria</b>	<b>Weightage</b>
<b>1</b>	<b>Presence of the Firm/JV in the Region</b>	<b>10 points</b>
	Registered Office of the Firm/JV in the region	5 points
	Projects completed (similar and general) in the region	5 points
<b>2</b>	<b>Experience of the Firm/JV</b>	<b>60 points</b>
	Similar projects (development work in HEIs)	70% of 60 points (42 points)
	General Project completed or in hand	30% of 60 points (18 points)
<b>3</b>	<b>Quality of Core Team of the Firm/JV</b> (the core team may comprise of Senior architect, senior structural engineer, town planner, resident engineer, site engineer, electrical engineering, HVAC expert, data/network engineer etc.	<b>30 points</b>
	<b>Total</b>	<b>100 points</b>

The qualifying marks shall be 70 %.

- **Interpretation & Final Determination**

The interpretation and final determination of any matter relating to the PQD and all enclosed Documents, Sections, Annexure, Compliance Documents etc. as well as any additional or supplementary information required by MUET, will be at MUET's sole discretion which shall be final and binding on the Consulting Firms.

**Transmittal letter**

Deputy Director (Procurement)  
Directorate of Works & Services,  
MUET, Jamshoro.

Subject: **Pre-Qualification of Engineering/Architectural Consulting Firms**

**INFORMATION FORM**

1. Name of consultant [Lead partner if association]
  - Address
  - Telephone No(s)
  - Fax Number
  - E-mail Address
  - Registration No. with PEC along with Registered Office Address.
  - Year of Establishment of Company
2. Description of consulting firm (ownership/organization)
3. Regional Registered Offices other than Head Office
4. Mention the Region Applied for :
5. Mention the Category applied for:
6. Experience (Number of Years)
  - Local/national experience:
  - International experience:
7. Name(s) and Address(es) of Associates, if a JV; their short description and description of their role in the JV/Association.
8. Experience of the Consultants (on appended forms) during the past 10 years:
  - Specific: (10 Projects of similar magnitude and complexity)
  - General: (10 Projects in all fields but not completely relevant)
9. Organization chart showing consultant's structure.

10. Capital of consultant (Audited Financial Statements for the latest three years).

- Subsidiaries and associates.
- Annual fees in the last five years in current index.
- Financial reference [ name/address of bank(s)]

11. Professional staff available for the assignment on the appended format.

12. Additional information.

Yours truly,

Name of Authorized Representative

Position:

Date:

## Summary of similar assignments (developmental works of HEI's)

**Form-2**

A maximum of **10** similar assignments (developmental works of HEI's) worth amount specified for category above (i.e. more than Rs. 500 million for Category-I) which are completed by the Consulting Firm/Joint Venture partners in the last ten years

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. Survey, Master Planning, bidding documents construction supervision etc.)	Additional Information (if any)

MUET 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, MUET has the right to disqualify the consulting firm/JV.

**DETAIL EXPERIENCE OF CONSULTANT  
(Similar Projects)**

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx. Value of Services :
11. Name of Other JV Firms :  
(If any)
12. No. of Staff/Staff Months  
Provided by the JV partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services  
Provided by the Firm :

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

**Form-4**

A maximum of **10** general assignments (other than developmental works of HEI's) worth amount specified for category above (i.e. more than Rs. 500 million for Category-I) which are completed by the Consulting Firm/Joint Venture partners in the last ten years

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. Survey, Master Planning, bidding documents construction supervision etc.)	Additional Information (if any)

MUET 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, MUET has the right to disqualify the consulting firm/JV.

**DETAIL EXPERIENCE OF CONSULTANT  
(General Projects)**

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx. Value of Services :
11. Name of Other JV Firms (If any) :
13. No. of Staff/Staff Months Provided by the JV partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services Provided by the Firm :

<b><u>Summary of Proposed key Professionals</u></b>		<b>Name of Firm =</b>		<b>Form-6</b>			
<b>S.No</b>	<b>Description</b>	<b>Senior Architect</b>	<b>Sr- Structural Engr-</b>	<b>Town Planner</b>	<b>Sr- Civil Engineer (RE)</b>	<b>Civil Engineer (Site Engineer)</b>	<b>Electrical Engineer</b>
		<b>Name</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>A</b>	<b>Academic &amp; General Qualification</b>						
	a. Bachelors (Specific Discipline)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
	b. Masters (Specific Discipline)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
<b>B</b>	<b>Professional Exp. Related to Assignment</b>						
<b>B-1</b>	<b>Specific</b>						
	a. Experience in Lead Position	Yrs	Yrs	Yrs	Yrs	N/A	N/A
	b. Experience as senior professional	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs
	c. Experience as Junior Professional	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs
<b>B-2</b>	<b>General Experience</b>	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs



<b><u>Summary of Proposed key Professionals</u></b>		<b>Name of Firm =</b>		<b>Form -6</b>			
<b>S.No</b>	<b>Description</b>	<b>HVAC Engineer</b>	<b>Data/Networking Engineer</b>				
		<b>Name</b>	<b>Name</b>				
<b>A</b>	<b>Academic &amp; General Qualification</b>						
	a. Bachelors (Specific Discipline)	Yes/No	Yes/No				
	b. Masters (Specific Discipline)	Yes/No	Yes/No				
<b>B</b>	<b>Professional Exp. Related to Assignment</b>						
<b>B-1</b>	<b>Specific</b>						
	a. Experience in Lead Position	N/A	N/A				
	b. Experience as senior professional	Yrs	Yrs				
	c. Experience as Junior Professional	Yrs	Yrs				
<b>B-2</b>	<b>General Experience</b>	Yrs	Yrs				

**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**

## 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 ("CNIC") 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 ("**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 :

- i. sign and submit to MUET , 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.;
- ii. execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by MUET in connection with the Consultancy service feasibility studies, Surveys & Investigation, preparation of tender design, tender documents, detail design and construction supervision ;
- iv. to immediately notify MUET 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:

\_\_\_\_\_