

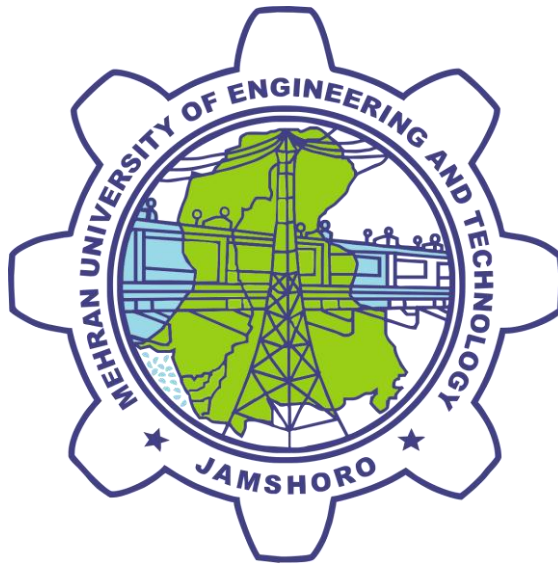
STANDARD REQUEST FOR PROPOSAL

Procurement of Consultancy Services

(Single Stage Two Envelope Procedure)

(Time Based Contract)

(National Competitive Bidding)



**Mehran University of Engineering & Technology,
Jamshoro**

August, 2023

SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

Selection of Consulting Services for:

HIRING OF CONSULTANTS FOR SURVEY, MASTER PLANNING, SOIL INVESTIGATION, ARCHITECTURAL & STRUCTURAL DESIGNING, ESTIMATION, BOQS, TENDER DOCUMENTS ETC FOR THE FOLLOWING BUILDINGS.

- i. Construction of 150 Girls Students Hostel at Mehran University of Engineering & Technology, Jamshoro**
- ii. Construction of 150 Boys Students Hostel at Mehran University of Engineering & Technology, Jamshoro**
- iii. Rehabilitation of Old Academic Departments (05 Nos.)**

Procuring Agency:

Mehran University of Engineering & Technology, Jamshoro, Sindh, Pakistan

Name of the Project:

Modernization of Academic & Research Facilities for Students at MUET, Jamshoro

Document Issued to: _____

Document Issued on: _____

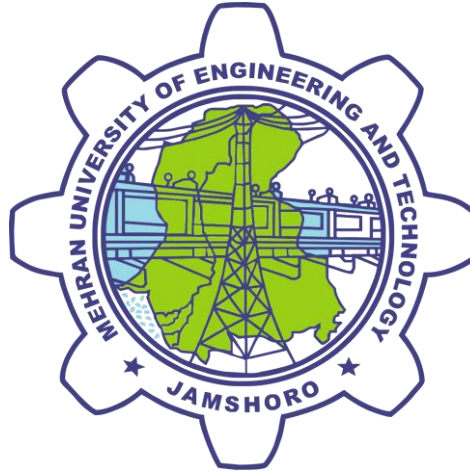
**Office of the Director (Works & Strategic Planning),
MUET, Jamshoro – Sindh.**

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Section I. Request for Proposal

Mehran University of Engineering Technology, Jamshoro



Proposal No: DD(Proc)/MUET/JAM/-148

for

HIRING OF CONSULTANTS FOR SURVEY, MASTER PLANNING, SOIL INVESTIGATION, ARCHITECTURAL & STRUCTURAL DESIGNING, ESTIMATION, BOQS, TENDER DOCUMENTS ETC FOR THE FOLLOWING BUILDINGS.

- i. **Construction of 150 Girls Students Hostel at Mehran University of Engineering & Technology, Jamshoro**
- ii. **Construction of 150 Boys Students Hostel at Mehran University of Engineering & Technology, Jamshoro**
- iii. **Rehabilitation of Old Academic Departments (05 Nos.)**

Date: 17-08-2023

1. This Invitation for submission of Proposals follows the Procurement Notice for this Project which appeared in [*Three leading Newspapers (English, Urdu & Sindhi), University and PPRA Websites*] Issue No. [148] dated [17-08-2023]
2. The Mehran University of Engineering & Technology, Jamshoro now invites proposals to provide the following consulting services for: **HIRING OF CONSULTANTS FOR SURVEY, MASTER PLANNING, SOIL INVESTIGATION, ARCHITECTURAL & STRUCTURAL DESIGNING, ESTIMATION, BOQS, TENDER DOCUMENTS ETC FOR THE BUILDINGS TO BE CONSTRUCTED AGAINST SCHEME TITLED, “MODERNIZATION OF ACADEMIC & RESEARCH FACILITIES FOR STUDENTS AT MUET, JAMSHORO” FUNDED BY HIGHER EDUCATION COMMISSION (HEC), ISLAMABAD.**

More details on the services are provided in the Terms of Reference.

3. This Request for Proposal (RFP) addresses to all the eligible consultants and determining the capacity and capability of the consultants shall be the part of the technical proposal.
4. A firm will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants and Data Sheet
 - Section 3 - Technical Proposal
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 – Eligible Countries
 - Section 6 - Terms of Reference
6. Please submit your proposal on the following address:

Yours sincerely,

Project Director,
MUET, Jamshoro

HIRING OF CONSULTANTS FOR SURVEY, MASTER PLANNING, SOIL INVESTIGATION, ARCHITECTURAL & STRUCTURAL DESIGNING, ESTIMATION, BOQS, TENDER DOCUMENTS ETC FOR THE FOLLOWING BUILDINGS.

- i. Construction of 150 Girls Students Hostel at Mehran University of Engineering & Technology, Jamshoro
- ii. Construction of 150 Boys Students Hostel at Mehran University of Engineering & Technology, Jamshoro
- iii. Rehabilitation of Old Academic Departments (05 Nos.)

S. No.	Description	Qty.	Unit
1- Civil Work (New Buildings)			
	Civil Work including Internal Electrification work and Internal boundaries	60,000	Sft.
2- Rehabilitation of Old Academic Departments			
	<ul style="list-style-type: none"> - Department of Mechanical Engineering - Department of Electrical Engineering - Department of Mechatronic Engineering - Architecture Department - Information & Communication Processing Center (ICPC) 	35,000	Sft.

Section II. Instructions to Consultants

A. General Provisions

1. Definitions	<p>1.1 Definition</p> <ul style="list-style-type: none">a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.b) “Applicable Law” means the laws and any other instruments having the force of law in Pakistan, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.c) “Consultant” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Agency under the Contract.d) “Contract” means a legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).e) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.f) “Day” means a calendar day.g) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).h) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.i) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.j) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.k) “LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by the Procuring Agency to the Consultants.l) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.m) “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.
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	<p>n) “RFP” means the Request for Proposals to be prepared by the Procuring Agency for the selection of Consultants, based on the SRFP.</p> <p>o) “Services” means the work to be performed by the Consultant pursuant to the Contract.</p> <p>p) “SRFP” means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.</p> <p>q) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Procuring Agency during the performance of the Contract.</p> <p>r) “TORs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the assignment.</p>
2. Introduction	<p>2.1 The Procuring Agency named in the Data Sheet intends to select a Consultant in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.2 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.</p> <p>2.3 The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the Data Sheet.</p>
3. Conflict of Interest	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Authority.</p> <p>3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:</p>
a. Conflicting activities	<p>(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Procuring Agency to provide goods, works, or non-consulting</p>

	<p>services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
b. Conflicting assignments	<p>(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Agency.</p>
c. Conflicting relationships	<p>(iii) <u>Relationship with the Procuring Agency's staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Procuring Agency, or of a recipient of a part of the financing in case the project is financed by some financing institution) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.</p>
4. Unfair Competitive Advantage	<p>4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all eligible Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
5. Corrupt and Fraudulent Practices	<p>5.1 The Authority requires compliance with its Regulatory Framework in regard to corrupt and fraudulent practices as set forth in Section 6.</p> <p>5.2 In further pursuance of this Regulatory Framework, Consultants shall permit and shall cause their agents (where declared or not), sub-contractors, sub-consultants, service providers, suppliers, and personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.</p>
6.	<p>6.1 The Procuring Agency permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for the project.</p> <p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or</p>

	<p>not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements.</p> <p>As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
a. Sanctions	<p>6.3 A firm or an individual declared blacklisted by the Authority in accordance with the above Clause 5.1 shall be ineligible to participate in the procurement process or to be awarded a contract, during such period of time as the Authority shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.</p>
b. Prohibitions	<p>6.4 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries).</p>
c. Restrictions for public employees	<p>6.5 Government officials and civil servants of Pakistan are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they</p> <ul style="list-style-type: none"> (i) are on leave of absence without pay, or have resigned or retired; (ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring <p>(in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal.; and</p> <ul style="list-style-type: none"> (iii) their hiring would not create a conflict of interest.

B. Preparation of Proposals	
7. General Considerations	7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
8. Cost of Preparation of Proposal	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.
9. Language	9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet.
10. Documents Comprising the Proposal	<p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Procuring Regulatory Framework regarding corrupt and fraudulent practices.</p>
11. Only One Proposal	11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet and subject to regulatory instructions, if any.
12. Proposal Validity	<p>12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the PA. To ensure the validity of proposal, it shall contain bid/proposal security or bid/proposal securing declaration as a complementary bid/proposal securing instrument having the validity twenty-eight days more than the bid/proposal validity period.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.</p>

a. Extension of Validity Period	<p>12.4 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing. Such extension shall be only once, and the period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
b. Substitution of Key Experts at Validity Extension	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.</p>
c. Sub- Contracting	<p>12.9 The Consultant shall not subcontract the whole of the Services.</p>
	<p>12.10 The Proposal Securing Declaration is required to protect the Procuring Agency against the risk of Consultant's conduct which would warrant the consultant to face the blacklisting or debarment proceedings in accordance with regulatory framework.</p>
	<p>12.11 Any Proposal not accompanied by a Proposal Securing Declaration shall be rejected by the Procuring Agency as non-responsive.</p>
	<p>12.12 The Proposal Securing Declaration of a joint venture must be in the name of the joint venture submitting the Proposal.</p>
	<p>12.13 The successful Consultant's Proposal Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security.</p>
	<p>12.14 A Consultant shall be suspended from being eligible for tendering in any contract with the Procuring Agency for the period of time indicated</p>

	<p>in the Proposal Securing Declaration:</p> <ul style="list-style-type: none"> (a) if the Consultant withdraws its Proposal, except as provided in ITC 12.6 or (b) in the case of a successful Consultant, if the Consultant fails within the specified time limit to: <ul style="list-style-type: none"> (i) sign the contract, or (ii) furnish the required performance security
13. Clarification and Amendment of RFP	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet. The Procuring Agency will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all eligible Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below:</p> <ul style="list-style-type: none"> i. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. ii. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. <p>13.2 The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal or a modification to any part of it based on the respective amendment in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
14. Preparation of Proposals – Specific Considerations	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <ul style="list-style-type: none"> i. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Procuring Agency's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same. ii. If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.

	iii. For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet , and the Financial Proposal shall not exceed this budget.
15. Technical Proposal Format and Content	<p>15.1 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.</p>
16. Financial Proposal	16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet .
a. Taxes	16.2 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.
b. Currency of Proposal	16.3 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency.
c. Currency of Payment	16.4 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
C. Submission, Opening and Evaluation	
17. Submission, Sealing, and Marking of Proposals	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p>

<p>Withdrawal of bids</p>	<p>17.4 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “Hiring Consultants For Preparation Of Architectural & Engineering Design For The Buildings (1) Construction of 150 Girls Students Hostel at Mehran University of Engineering & Technology, Jamshoro; (2) Construction of 150 Boys Students Hostel at Mehran University of Engineering & Technology, Jamshoro; (3) Rehabilitation of old Academic Departments (05 Nos.)“, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL DATE: 12TH SEPTEMBER, 2023, TIME: 12:00 NOON.”</p> <p>17.5 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”</p> <p>17.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “DO NOT OPEN BEFORE DATE: 12TH SEPTEMBER, 2023, TIME: 12:00 NOON”.</p> <p>17.7 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>17.8 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.</p> <p>17.9 A Consultant may withdraw its Proposal after it has been submitted, provided that written notice of the withdrawal of the Proposal, is received by the Procuring Agency prior to the deadline for submission of Proposal.</p> <p>17.10 Revised Proposal may be submitted after the withdrawal of the original Proposal.</p> <p>17.11 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p>
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<p>18. Confidentiality</p>	<p>18.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procurement Evaluation Committee of the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.</p> <p>18.2 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of publication of evaluation report, if a Consultant wishes to contact the Procurement Evaluation Committee or the Procuring Agency on any matter related to the selection process, it should do so only in writing.</p>
<p>19. Opening of Proposal (Technical Proposals)</p>	<p>19.1 The Procuring Agency will open all Proposal, in public, in the presence of Consultant' or their representatives who choose to attend, and other parties with a legitimate interest in the Proposal proceedings at the place, on the date and at the time, specified in the BDS. The Consultant' representatives present shall sign a register as proof of their attendance.</p> <p>19.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p> <p>19.3 Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Proposal shall be exchanged for the corresponding Original Proposal being substituted, which is to be returned to the Consultant unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.</p> <p>19.4 Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Proposal. Any Modification shall be read out along with the Original Proposal except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial Proposal opening date.</p> <p>19.5 The Procuring Agency's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Proposer Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the</p>

	<p>address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.6 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p>
20. Proposals Evaluation	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
21. Evaluation of Technical Proposals	<p>21.1 The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p>
22. Financial Proposals for QBS	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 Only the Financial Proposal of the technically top-ranked Consultant (as predefined in the Evaluation Criteria) is opened by the Procuring Agency's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)	<p>23.1 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and Contract signing. The Procuring shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the Data Sheet) is optional and is at the Consultant's choice.</p>

	<p>23.2 The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals.</p>
24. Correction of Errors	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
a. Time-Based Contracts	<p>24.1.1 If a Time-Based contract form is included in the RFP, the Procuring Agency's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
25. Taxes	<p>25.1 The Procuring Agency's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the in accordance with the instructions in the Data Sheet.</p>
26. Conversion to Single Currency	<p>26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.</p>
27. Combined Quality and Cost Evaluation	
a. Quality- and Cost-Based Selection (QCBS)	<p>27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.</p>
b. Fixed-Budget Selection (FBS)	<p>27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected.</p> <p>27.3 The Procuring Agency will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.</p>

c. Least-Cost Selection	27.4 In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
D. Negotiations and Award	
28. Negotiations	<p>28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant's authorized representative.</p>
a. Availability of Key Experts	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
b. Technical negotiations	28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
c. Financial Negotiations	28.6 There shall be no financial negotiations, however, it may include only the clarification of the Consultant's tax liability and how it should be reflected in the Contract.
29. Conclusion of Negotiations	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations informing the Consultant of the reasons for doing so; and the Procuring Agency will</p>

	invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, the Procuring Agency shall not reopen the earlier negotiations.
30. Award of Contract	<p>30. Subject to ITC 29, the Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Consultant, provided that such Consultant has been determined to be:</p> <ul style="list-style-type: none"> a) eligible in accordance with the provisions of ITC 6; b) is determined to be qualified to perform the Contract satisfactorily; and c) Successful negotiations have been concluded, if any.
31. Grievance Redressal Mechanism	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p> <p>31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.</p> <p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:</p> <p style="padding-left: 40px;">Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.</p> <p>31.6 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.</p>

	<p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
32. Mechanism of Blacklisting	<p>32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and Fails to iii. abide by the id securing declaration; <p>32.2 The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3 The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4 In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>32.5 In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p> <p>32.6 The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p> <p>32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p>

	<p>32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p> <p>32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p> <p>32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> <p>32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>
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Section III. Proposal Data Sheet

A. General	
ITC Clause Reference	
2.1	<p>Name of the Procuring Agency: <u>Mehran University of Engineering & Technology, Jamshoro</u></p> <p>Method of selection: <u>Quality & Cost Based Selection (QCBS)</u></p>
2.2	<p>Financial Proposal is to be submitted in separate envelope as per Single Stage Two Envelop Bidding Procedure</p> <p>The name of the assignment is:</p> <p>HIRING OF CONSULTANTS FOR SURVEY, MASTER PLANNING, SOIL INVESTIGATION, ARCHITECTURAL & STRUCTURAL DESIGNING, ESTIMATION, BOQS, TENDER DOCUMENTS ETC FOR THE FOLLOWING BUILDINGS</p> <ol style="list-style-type: none"> 1. Construction of 150 Girls Students Hostel at Mehran University of Engineering & Technology, Jamshoro 2. Construction of 150 Boys Students Hostel at Mehran University of Engineering & Technology, Jamshoro 3. Rehabilitation of Old Academic Departments (05 Nos)
2.3	A pre-proposal Conference / Meeting will be held: No
2.4	The Procuring Agency will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: <u>N/A</u>
6.3.1	A list of debarred firms and individuals is available at the PPRA website: https://ppra.org.pk/

B. Preparation of Proposals

9.1	<p>The language of the Bid is <i>English</i>.</p> <p>All correspondence shall be in English Language.</p>																																																
10.1	<p>The Technical Proposal shall comprise the following:</p> <p>1st Inner Envelope with the Technical Proposal:</p> <table><tr><th>S. No.</th><th>Criteria</th><th>Form Type</th></tr><tr><td>1</td><td>RELEVANT EXPERIENCE</td><td></td></tr><tr><td>i.</td><td>Transmittal Letter</td><td>Form-1</td></tr><tr><td>ii.</td><td>Registration of Firm with Professional Body i.e. PEC and PCATP with minimum 5 years post registration working experience (MANDATORY)</td><td></td></tr><tr><td>iii.</td><td>National Tax Number (Certificate) (MANDATORY)</td><td></td></tr><tr><td>iv.</td><td>Sindh Revenue Board Tax Number (Certificate) (MANDATORY)</td><td></td></tr><tr><td>v.</td><td>Pre-qualification certificates / letter with Government/Autonomous bodies/Private Entities</td><td></td></tr><tr><td>vi.</td><td>Summary of Similar Projects (HEI/University) completed by Consulting firm / Joint Venture</td><td>Form-2</td></tr><tr><td>vii.</td><td>Detail of Similar Projects (HEI/University) Executed by the Consulting Firm/ Joint Venture</td><td>Form-3</td></tr><tr><td>viii.</td><td>Summary of General Projects completed by Consulting firm / JOINT VENTURE</td><td>Form-4</td></tr><tr><td>ix.</td><td>Detail of General Project Executed by the Consulting Firm/ Joint Venture</td><td>Form-5</td></tr><tr><td>x.</td><td>Description of Approach, Methodology and Work Plan for Performing the Assignment</td><td>Form-6</td></tr><tr><td>xi.</td><td>Photographs of the Projects</td><td></td></tr><tr><td>xii.</td><td>Forming of Consortium Document (MOU or Agreement) (MANDATORY)</td><td></td></tr><tr><td>xiii.</td><td>List of projects jointly completed by the firms in case of a Joint Venture (if any) (MANDATORY), detail to be furnished on pattern as mentioned in Form-2, Form-3, Form-4 and Form-5.</td><td></td></tr><tr><td>xiv.</td><td>Affidavit that firm is not blacklisted (MANDATORY)</td><td></td></tr></table>	S. No.	Criteria	Form Type	1	RELEVANT EXPERIENCE		i.	Transmittal Letter	Form-1	ii.	Registration of Firm with Professional Body i.e. PEC and PCATP with minimum 5 years post registration working experience (MANDATORY)		iii.	National Tax Number (Certificate) (MANDATORY)		iv.	Sindh Revenue Board Tax Number (Certificate) (MANDATORY)		v.	Pre-qualification certificates / letter with Government/Autonomous bodies/Private Entities		vi.	Summary of Similar Projects (HEI/University) completed by Consulting firm / Joint Venture	Form-2	vii.	Detail of Similar Projects (HEI/University) Executed by the Consulting Firm/ Joint Venture	Form-3	viii.	Summary of General Projects completed by Consulting firm / JOINT VENTURE	Form-4	ix.	Detail of General Project Executed by the Consulting Firm/ Joint Venture	Form-5	x.	Description of Approach, Methodology and Work Plan for Performing the Assignment	Form-6	xi.	Photographs of the Projects		xii.	Forming of Consortium Document (MOU or Agreement) (MANDATORY)		xiii.	List of projects jointly completed by the firms in case of a Joint Venture (if any) (MANDATORY), detail to be furnished on pattern as mentioned in Form-2, Form-3, Form-4 and Form-5.		xiv.	Affidavit that firm is not blacklisted (MANDATORY)	
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	2	KEY PERSONNEL	
	i.	Summary of Principle Staff working with Firm for the last 6 months	Form-7
	ii.	Detailed CVs of Principal Staff	Form-8
	iii.	Power of Attorney in case of Consortium/ Joint Venture (MANDATORY)	Form-9
	iv.	Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the PA (Procurement Authority). A - On the Terms of Reference B - On Counterpart Staff and Facilities	Form-10
	v.	Work Plan/Activity Schedule	Form-11
	3	FINANCIAL CAPABILITIES	
	i.	Annual Turnover of Accounts (Bank Statement) (Last 5 Years) (MANDATORY)	
	ii.	Audited Statement of Account and Turnover (Last 5 Years) (MANDATORY)	
10.2	Statement of Undertaking is required: Yes		
11.1	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: No		
12.1	Proposals shall be valid until: <i>Wednesday, 6th December, 2023</i>		
13.1	<p>Clarifications may be requested no later than [5] days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is: <u>Director (Works & Strategic Planning), MUET, Jamshoro</u></p> <p>E-mail: saghir.memon@admin.mueta.edu.pk</p>		
14.1.2	<p>Estimated total cost of the assignment:</p> <p>PkRs.: 600.000 (Million)</p> <p>Bid Security: 2%</p> <p>Performance Security: 5% from the successful bidder</p>		
14.1.3	The Consultant shall co-ordinate on the site of work and resolve the matter, if any related to design. Travelling expenses shall be borne by the consultant. The lodging facility shall be provided by the Procuring Agency.		
15.2	Submission of the Technical Proposal in a wrong format may lead to the		

	Proposal being deemed non-responsive to the RFP requirements.															
16.2	A price adjustment provision applies to remuneration rates: No															
16.4	<p>The Financial Proposal shall be stated in the following currencies:</p> <p>Pakistani Rupees (PKR) only</p> <p>The Financial Proposal should state local costs in the Procuring Agency’s country currency (local currency): Yes</p>															
C. Submission, Opening and Evaluation																
17.1	The Consultants shall not have the option of submitting their Proposals electronically.															
17.4	<p>The Consultant must submit:</p> <p>(a) Technical Proposal: One (1) original and Two [02] copies;</p> <p>(b) Financial Proposal: One (1) original.</p>															
17.7 and 17.9	<p>The Proposals must be submitted no later than:</p> <p>Date: 12th September, 2023</p> <p>Time: 11:30 Noon</p> <p>The Proposal submission address is: Office of the Director (Works & Strategic Planning), MUET, Jamshoro</p>															
19.4	<p>An online option of the opening of the Technical Proposals is offered:</p> <p>No</p>															
19.5	In addition, the following information will be read aloud at the opening of the Technical Proposals ____N/A____															
20. Technical Proposal Evaluation	<p>Technical Score weightage: 80%</p> <p>Financial Score Weightage: 20%</p> <p style="text-align: center;">TECHNICAL SCORE WEIGHTAGE</p> <table><tr><td></td><td>Component</td><td>Weightage</td></tr><tr><td>1</td><td>Relevant Experience</td><td>60</td></tr><tr><td>2</td><td>Key Personnel</td><td>30</td></tr><tr><td>3</td><td>Financial Capability</td><td>10</td></tr><tr><td colspan="2">Total</td><td>100</td></tr></table> <p>The evaluation of consultants shall be as carried out as under;</p>		Component	Weightage	1	Relevant Experience	60	2	Key Personnel	30	3	Financial Capability	10	Total		100
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SN	Criteria	Weightage
1	Experience of the Firm/ Joint Venture	60 points
i.	Similar projects (development work in HEIs)	70% of 60 points (42 points)
ii.	General Project completed or in hand	30% of 60 points (18 points)
2	Quality of Core Team of the Firm/ Joint Venture: the core team may comprise of Chief Architect, Senior Architect, Senior Structural Engineer, Civil Engineer, Resident Engineer, Electrical Engineer, Geo-Technical Engineer, IT Engineer, CAD Operator and Supporting staff (for details refer Page No. 32)	30 Points
3.	Financial Capability of Firm / Joint Venture	10 Points
	Total	100 Points

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;

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.

a. Evaluation of the Experience of Firm.

The experience of firm shall be considered under two heads i.e. Similar Experience and General Experience. A maximum of 10 similar assignments (Developmental Works of Higher Education Institutions / Universities only) of worth Rs. 500 Millions with the similar services.

Number of Projects	Weightage	Marks
3 – 5	20%	8
6 – 7	40%	17
8 – 9	70%	29
10	100%	42

Whereas; for General Experience, 10 general development projects (other than development works of Higher Education Institutions) of worth Rs. 500 Millions with similar services

Number of Projects	Weightage	Marks
3 – 5	20%	4
6 – 7	40%	7
8 – 9	70%	13
10	100%	18

a. Evaluation of Quality of Staff: (Total 30 Marks)

Nominated experts shall be evaluated on the basis of the following qualification as demonstrated in their C.V's.

Technical & Support Staff:

S.No.	Name of Post	Nos.	Qualification and Experience	Assigned Marks
	Technical Staff			26
i.	Chief Architect	1	BS- (Arch) or equivalent with minimum 10 years' experience (5 years in the same firm)	4
ii.	Architects	1	BS- (Arch) or equivalent with minimum 05 years' experience.	3
iii.	Electrical Engineer	1	B.E/BS (Elect) with 05 years' experience	3
iv.	Civil Engineer	1	B.E/BS (Civil) with 05 years' experience	3
v.	Structural Engineer	1	M.E (Structure) with 05 years' experience.	4
vi.	Geo-Technical Engineer	1	M.S/M.E (Geotechnical) with 3 – 5 years' experience	4
vii.	I.T. Engineer	1	M.S / M.E (IT/networking) with 05 years' relevant experience	3
viii.	CAD Operator	2	05 years' relevant experience	2

	<table><tr><td></td><td>Supporting Staff</td><td></td><td></td><td>04</td></tr><tr><td>i.</td><td>Office Manager</td><td>1</td><td>Graduation with 5 years' relevant experience</td><td>1</td></tr><tr><td>ii.</td><td>Accounts Manager</td><td>1</td><td>Graduation with 5 years' relevant experience</td><td>1</td></tr><tr><td>iii.</td><td>Office Assistant</td><td>1</td><td>Graduation with 5 years' relevant experience</td><td>1</td></tr><tr><td>iv.</td><td>Other Staff</td><td>1</td><td>Graduation with 5 years' relevant experience</td><td>1</td></tr></table>		Supporting Staff			04	i.	Office Manager	1	Graduation with 5 years' relevant experience	1	ii.	Accounts Manager	1	Graduation with 5 years' relevant experience	1	iii.	Office Assistant	1	Graduation with 5 years' relevant experience	1	iv.	Other Staff	1	Graduation with 5 years' relevant experience	1
	Supporting Staff			04																						
i.	Office Manager	1	Graduation with 5 years' relevant experience	1																						
ii.	Accounts Manager	1	Graduation with 5 years' relevant experience	1																						
iii.	Office Assistant	1	Graduation with 5 years' relevant experience	1																						
iv.	Other Staff	1	Graduation with 5 years' relevant experience	1																						
	<p>a. Evaluation of Financial Capability.</p> <p>Financial capability of firm shall be evaluated based on the following qualification:</p> <table><tr><td>i</td><td>Annual Turnover of 50 Million or above for last five (05) years</td><td>100 %</td><td>10 Marks</td></tr><tr><td>ii</td><td>Annual Turnover of 30 Million or above for last five (05) years</td><td>75%</td><td>7.5 Marks</td></tr><tr><td>iii</td><td>Annual Turnover of 20 Million or above for last five (05) years</td><td>50%</td><td>5 Marks</td></tr></table> <p>1. Interpretation & Final Determination</p> <p>The interpretation and final determination of any matter relating to the RFP 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.</p> <p>Note: Qualifying Marks: 70/100</p>	i	Annual Turnover of 50 Million or above for last five (05) years	100 %	10 Marks	ii	Annual Turnover of 30 Million or above for last five (05) years	75%	7.5 Marks	iii	Annual Turnover of 20 Million or above for last five (05) years	50%	5 Marks													
i	Annual Turnover of 50 Million or above for last five (05) years	100 %	10 Marks																							
ii	Annual Turnover of 30 Million or above for last five (05) years	75%	7.5 Marks																							
iii	Annual Turnover of 20 Million or above for last five (05) years	50%	5 Marks																							
23.1	<p>An online option of the opening of the Financial Proposals is offered:</p> <p>No</p>																									
27.1 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration. [or replace with another inversely proportional formula]</p>																									

	<p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p>T = 70, and P = 30</p> <p>Proposals are 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; T + P = 1) as following: $S = S_t \times T\% + S_f \times P\%$.</p>
D. Negotiations and Award	
28.1	<p>Expected date and address for contract negotiations: Date: 27th September, 2023 Address: Office of the Director (Works & Strategic Planning), MUET, Jamshoro.</p>
30.1	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following: https://www.ppra.org.pk/</p> <p>The publication will be done within [15] days after the contract signing.</p>
30.2	<p>Expected date for the commencement of the Services: Date: October, 2023 at: Mehran University of Engineering and Technology, Jamshoro, Sindh, Pakistan.</p>

Section III. Technical Proposal

Form- 1

Transmittal letter

The Director (Works & Strategic Planning),
Mehran University of
Engineering & Technology, Jamshoro.

Subject: **Proposal Document for Selection of Consultants**

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. Experience (Number of Years)
 - Local/national experience:
 - International experience:
5. Name(s) and Address (es) of Associates, if a Joint Venture; their short description and description of their role in the Joint Venture /Association.
6. Experience of the Consultants (on appended forms) during the past 10 years:

Specific:	10 Projects of similar magnitude and complexity <i>(Not more than 5 ongoing projects will be considered)</i>
General:	10 Projects in all fields but not completely relevant <i>(Not more than 5 ongoing projects will be considered)</i>
7. Organization chart showing consultant's structure.
8. 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)]
9. Professional staff available for the assignment on the appended format.
10. Additional information.

Yours truly,

Name of Authorized
Representative

Position :
Date

Summary of HEI's / Universities Projects

A maximum of **10** similar assignments (developmental works of HEI's) worth amount more than Rs.500 million, which are completed by the Consulting Firm/Joint Venture partners in the last ten years (*Not more than 5 ongoing projects will be considered*)

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: S Quality Control: Q Design : D Construction Supervision : C	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. Mehran University of Engineering and Technology, Jamshoro 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 HEI's/ Universities only in similar projects of worth Rs. 500 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:
8. Address of Client:		9. No. of Staff Months:
10. Start Date (Month/Year):	11. Completion Date (Month/Year):	12. Approx. Value of Services.
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.) and Supervision staff (including Resident Engineer, Site Engineer, Quantity surveyor, Sub Engineer) 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 HEI'S UNIVERSITIES)

A maximum of **10** general assignments (other than developmental works of HEI's) worth amount of more than Rs. 500 million, which are completed by the Consulting Firm/Joint Venture partners in the last ten years (*Not more than 5 ongoing projects will be considered*)

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: S Quality Control: Q Design : D Construction Supervision :C	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).

Mehran University of Engineering and Technology, Jamshoro 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 EXPERIENCE

Relevant experience in general projects of worth Rs. 500 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:	
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 _____

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 consultant's 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.

Summary of Proposed key Professionals

Form-7

SN	Description	Chief Architect		Structural Engr.		Civil Engineer		Electrical Engineer		Geo-Technical Engineer		Architect		IT Manager/Engineer		CAD Operator		CAD Operator		Supporting Staff (Attached details)	
		Name		Name		Name		Name		Name		Name		Name		Name		Name		Name	
A	Academic & General Qualification																				
	a. Bachelors (Specific Discipline)	Yes/No		Yes/No		Yes/No		Yes/No		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		Yes/No		Yes/No		Yes/No		Yes/No	
B	Professional Exp. Related to Assignment																				
B-1	Specific																				
	a. Experience in Lead Position	Yrs		Yrs		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A	
	b. Experience as senior professional	Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs	
	c. Experience as Junior Professional	Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs	
B-2	Total Experience	Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		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 : (In speaking, reading and writing as
Degree of Excellent-Good-Fair-Poor)
Proficiency
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:

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 Mehran University of Engineering and Technology, Jamshoro 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 Mehran University of Engineering and Technology, Jamshoro connection with the Consultancy Services for preparation of Architectural & Engineering Design for the Buildings to be constructed against development schemes titled, “Construction of Boys & Girls Hostels, Faculty Residences and Sports Facilities at MUET, Jamshoro” funded by Govt. of Sindh;
- to immediately notify Mehran University of Engineering and Technology, Jamshoro 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:

[DEPONENT]

1 _____

For:

.

2. _____

NOTARY PUBLIC:

**COMMENTS AND SUGGESTIONS ON THE TERMS OF
REFERENCE**

On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

WORK PLAN/ACTIVITY SCHEDULE

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

Section IV. Financial Proposal

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FORM FIN-1

Financial Proposal Submission Form

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, *[Insert “including” or “excluding”]* of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations until *[insert day, month and year in accordance with ITC 12.1]*.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

Form FIN-2 Summary of Costs

Preparation of Architectural, Structural Design & Drawings of the buildings including Electrical, Plumbing, Computer Networking, External Development Works etc.

S.No.	Description	% Offered
1.	Soil Investigation	
2.	Schematic Design Phase	
3.	Design Development of Project Phase	
4.	Construction Documents Phase	
Total %		

Important: For Rehabilitation works, payment will only be made for Design Development of Project and Construction Documents phase.

Note: The bills of the consultants shall be worked-out / paid on the cost of best evaluated bidders / Most Advantageous Bids of successful bidders as under:

1. 20% on Schematic Design Phase
2. 30% on Design Development of Project Phase
3. 50% on Construction Documents Phase

Director (W&SP)

Consultant

1. Proposal Security Form

To: [name of the Procuring Agency]

Whereas [name of the Consultant] (hereinafter called “the Consultant/Service Provider”) has submitted its proposal dated [date of submission of Proposal] for the provision of [name and/or description of the consultancy services] (hereinafter called “the proposal”).

KNOW ALL PEOPLE by these presents that WE [name of Financial Institution] of [name of country], having our registered office at [address of Financial Institution] (hereinafter called “the Bank”), are bound unto [name of PA] (hereinafter called “the Procuring Agency”) in the sum of [amount] for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Proposal
 - (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
 - (b) Disagreement to arithmetical correction made to the Proposal price; or
 - (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRF Documents.
2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Proposal Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name: in the capacity of

Signed

[Signature of the Bank]

Dated on day of 20

2. Proposal Securing Declaration

[The Consultant shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year)]*

Proposal No.: *[insert number of Proposal process]*

Alternative No.: *[insert identification No if this is a Proposal for an alternative]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Proposals must be supported by a Proposal Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding in any contract with the Procuring Agency for the period of time as determined by the Authority if we are in breach of our obligation(s) under the Proposal conditions, because we:

- (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
- (b) Disagreement to arithmetical correction made to the Proposal price; or
- (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRFP Documents.

We understand this Proposal Securing Declaration shall expire if we are not the successful Service Provider, upon the earlier of (i) our receipt of your notification to us of the name of the successful Service provider; or (ii) twenty-eight (28) days after the expiration of our Proposal.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the Proposal for and on behalf of: *[insert complete name of Service Provider]*

Dated on _____ day of _____, _____ *[insert date of signing]*
Corporate Seal (where appropriate)

Section V. Eligible Countries

All the consultants are allowed to participate in the subject procurement without regard to nationality, except consultants of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

Section VI. Terms of Reference

1. Scope of Services, Tasks (Components) and Expected Deliverables

Part-A Preliminary Design & Planning

Preparation of Layout Plan and preliminary architectural designs/drawings. The design should be economical and sound meeting PEC bylaws.

Part-B Topographic survey

To conduct topographic Survey and demarcation of site.

Part-C Sub-Soil Investigation

1. Preparation for sub-soil investigation and laboratory tests to be carried out for the Scheme including specifications.
2. Assist the Client in selecting Contractor for carrying out the sub-soil investigation.
3. Supervise sub-soil investigation work by the Contractor to be appointed by the Client including laboratory tests.
4. Certify Contractor's bill for sub-soil investigation and laboratory tests in accordance with the provisions of the Contract between the Client and the Contractor.
5. Submit sub-soil investigation report giving details about bore logs, test pits, test results and recommendations regarding safe bearing capacities for foundations and design parameters for other works.
6. Preserve sub soil log and display the same in the appropriate scale on permanent basis.
7. Investigations for tube well up to 650 ft depth specifically shall be carried out with the help of electric resistivity meter (erm). However for the purpose of the tube well design beside erm data, information be based on the data collected from the nearby sites and in accordance with the best engineering practices.

Part-D Design of Infrastructural and New & Old Building Works

1. Preparation of Detailed / Engineer's cost estimates and assist client in obtaining their technical sanction from the quarter concerned.
2. Preparation of detailed architectural and engineering design & drawings of building, fixing details of different systems including gas supply, water supply sewerage system, disposal works, electrical system, voice & data and networking etc of the entire complex.

3. Prepare drawings and assist client in getting these approved from relevant agencies.

Part-E Bidding Documents and Award of contract

1. Preparation of detailed tender documents including detailed construction drawings viz Architectural, Structural, Electrical, Networking, Plumbing & furniture layouts, Specifications, Bill of Quantities and cost estimates based on existing schedule of rates and market rates which are not covered in Schedule of Rates.
2. Preparation of detailed construction drawings and providing at least **05** copies of the final sets of such drawings to the Client.
3. Provide assistance to the Client in pre-qualification/selection of contractor (s) and arrange relevant services leading to the award of Contract.

Part-F Development of Forms

The consultant shall develop standard forms for reporting including receipt of material, testing of materials, details of work done along with measurements etc.