

GOVERNMENT OF PAKISTAN



**NATIONAL TEXTILE UNIVERSITY
FAISALABAD**

Sheikhupura Road, Faisalabad, Pakistan.
Tel. # 041-9230094 Fax # 041-9230098

CONSULTANTY SERVICES FOR DETAILED DESIGNING OF

Foreign Faculty Residential Block & Students Activity Center

Quality and cost based selection Method

National Textile University, Faisalabad intends to hire services of an Architect/Engineering Consultant for Architectural/structural design drawings, services design, landscaping, Infrastructural development works, firefighting, Top Supervision and have experience of similar nature of works costing minimum Rs 22.00 million or above.

The Financial Proposal shall be on project completion cost basis.

This Request for Proposals (RFP) consists of the following Parts:

- Part – A) Terms and Conditions
- Part – B) Scope of Work
- Part – C) Selection Criteria

Part –A Terms and Conditions

This part of the RFP describes the terms and conditions for the submission of the proposal.

A.1 – Submission of Bids and all Communication or enquiries about this RFP must be made in writing.

A.2 – The interested firms are requested to submit their bids on date and time as mentioned in advertisement. The technical Bids would be opened on the same day in the presence of intending bidders or their authorized representatives.

A.3 – The Proposal shall comprise the documents and forms listed in Part D. Not Applicable

A.4 – Selection of Consultant shall be based on

“Quality and Cost Based selection Method”

75% Quality
25% Cost

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.

A.5 – An authorized representative of the consultant shall stamp and sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposals and shall initial and stamp all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

A.6 - The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

The Technical Proposal shall be submitted in one original and two copies and Financial Bid in one original only.

A.7 – The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]”, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL (INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE).”

Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” The ‘FINANCIAL PROPOSAL’ should be INCLUSIVE of all applicable Federal and Provincial Taxes.

A.8 - 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, the name of the assignment, Consultant’s name and the address.

A.9 – The Client shall open the Technical Proposal on same day after the deadline for their submission. The envelope with the Financial Proposal shall remain sealed and securely stored.

A.10 – The evaluation committee shall evaluate the Technical Proposals on the Basis of their responsiveness to the RFP, applying the selection criteria and point system specified in Part C. Each responsive Proposal shall 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 Part C.

The financial bids of those Consultants who passed in Technical Evaluation would be opened.

The financial bids would be evaluated in following manner:

- i. Technical Bid Score: (Marks obtained by Firm / 100) * 75%=
- ii. Financial Bid Score: (M/B) * W=

Where

M > Minimum Bid

B > the bid


W > Weight (25%)

Total Score = Technical Bid Score + Financial Bid Score

A.11 – If a technical proposal is determined to be unclear or deficient in some aspects but these deficiencies are capable of being clarified or remedied, the evaluation committee may prepare a list of questions for the Consultant, to provide the Consultant with an opportunity to clarify or remedy its proposal. If the clarifications and amendments by the Consultant do not overcome the deficiencies, the evaluation committee may, at its sole and absolute discretion, decide to reject.

A.12 - At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing. The amendment shall be sent to all Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.

A.13 - If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.


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A.14 - An authorized representative of the Consultant shall stamp and sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written registered power of attorney attached to the Technical Proposal.

A.15 - The Consultant shall submit a signed plus stamped and complete Proposal comprising the documents and forms. The submission shall be done by hand only.

A.17 - The estimated cost of initial planned construction work is Rs. 22.00 million, which may be extended based on availability of financial and other feasibility. The selective Consultant will be responsible for top supervision till the completion of the projects. On the basis of satisfactory performance, the consultant can be awarded with another consultancy assignment/s of the total project cost not exceeding 22.00 million, with the same consultancy charges as that of first project.


A.18 - At first, Technical Proposals would be opened. The Financial Proposals / Bids of the technically qualified firms shall be opened in the presence of bidders for which time and date shall be intimated in due course. The firms are requested to submit their Technical & Financial Proposals / bids along with the supporting material.

A.19 - The bidding documents are available on NTU website. In case of downloading of the same documents from NTU website, the bidder should submit the nominated bidding fee at the time of submission of bids. No Bid will be accepted without nominated fee of Rs. 2000/- in the shape of pay order in the name of NTU drawn at Faisalabad.

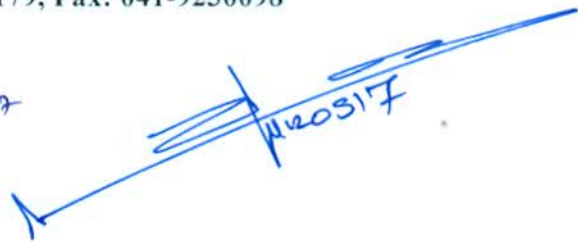
A.20 - The Competent Authority reserves the right to accept or reject any or all Proposals as per PPRA rules.

Registrar

National Textile University, Faisalabad-37610
Tel: 041-9230081-5 Ext: 179, Fax: 041-9230098


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Part-B

THE PROJECT AND SCOPE OF WORK

B-1 THE PROJECT

The services of an Architect/Engineering Consultant is required for Architectural/structural design drawings, services design, landscaping, Infrastructural development works, firefighting ,top Supervision of works costing minimum to Rs 22.00 million or above.

The Consultancy Services to be provided for this Project are given in Clause B-2 hereunder:

B-2 SCOPE OF SERVICES

Planning and Design

(a) Submission of Layout Plans

The Consultant shall prepare & submit architectural design including Structural/ Electrical/ Mechanical / Plumbing and other allied details for Construction of Hostel for Foreign Faculty and Students activity center (comprising café, etc.) at NTU. The Consultant will be responsible to alter / make alteration additions in design / drawings as suggested / recommended by the Committee on behalf of NTU at any stage upon approval of design / layout, Drawings to be provided on suitable scale.

(b) Submission of Schematic Design

Comprising the final sizes and measurements of all the components of the projects and its materials and locking the grids, after obtaining the Final Approval of the competent authority.

(c) Submission of Detailed Design

- i. Detailed Architectural Planning showing circulation pattern including plans, elevations, sections and perspective model etc.
- ii. **Cost Estimate along with (Abstract of quantity, Abstract of cost), standardized items based on Market Rates System MRS Bi-Annual for respective Period, Government of Punjab Finance Department and non-standardized items based on market rates duly authenticated with rate analysis.**
- iii. Structural Design along with design / drawings and calculations.


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- iv. Detailed internal / external water supply & sewerage, water reservoirs, firefighting, storm drainage, disposal works, HVAC, Networking & other services if any their design / drawings. Landscaping, external development works /infrastructure works.
- v. Detailed design / drawings of electrical & mechanical, plumbing works, sub-station, transformer, generators, lift escalators etc.
- vi. The consultant will evaluate, recommend and submit of contractor's prequalification.
- vii. At least 03 copies / sets of Tender Documents along with finally approved design / drawings are required to be submitted free of cost. Any additional copies shall be charged at actual printing, binding and photocopying charges.
- viii. The Consultant shall supply all drawings also in soft form for permanent record of the NTU in addition to one set of hard copies of the drawings.

(d) Submission of Draft Bidding Documents comprising:

- (i) Volume – I Instructions to Bidders and Conditions of Contract
- (ii) Volume – II Technical Specifications
- (iii) Volume – III Bill of Quantities
- (iv) Volume – IV Drawings
- (v) Volume – V Detailed working Estimates of Each work offered for bidding. **Cost Estimate along with (Abstract of quantity, Abstract of cost), standardized items based on Market Rates System MRS Bi-Annual respective Period, Government of Punjab Finance Department and non-standardized items based on market rates duly authenticated with rate analysis.**

(e) Submission of Final Bidding Documents
Comprising of Vols. I to IV

- (f) Submission of working / drawings (06 copies). Three sets shall be provided free of cost. Any additional copies shall be charged at actual printing, binding and photocopying charges.
- (g) Prequalification of the Firms/Contractors

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[Signature]
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B-3 REPORTING REQUIREMENTS

The Consultants shall submit the following reports:

The Consultant will be required to produce following outputs at the end of each stage of the work, without additional cost (Three Hard & One Soft Copy):

Master Plan and Concept Design:

- Paper Size (A3) Concept Design Report and one size A0 drawing of the Master Plan.
- Paper Size (A3) Concept Design Drawings
- Power Point Presentation

Schematic Design:

Deliverables:

- Paper Size (A3) Schematic Design Report one drawing on A0 size of the ground floor of the Master Plan.
- Paper Size (A2) Concept Design Drawings
- A4 Preliminary Cost Estimate
- Power Point Presentation

Design Development:

Deliverables:

- Paper Size (A3) Design Development Report
- Paper Size (A2) Design Development Drawings
- Design Calculations
- Detailed BOQ & Cost Estimates
- Paper Size (A4) Detailed Specifications

Tender Drawings:

Deliverables:

- Paper Size (A1) Tender Set of Architectural & Engineering Drawings
- Paper Size (A4) Detailed Specifications




Construction Drawings:

Deliverables:

- Paper Size (A1) Construction Set of Architectural & Engineering Drawings.

B-4 Effective date of commencement of Services

The effective date of commencement of Commencement of Services shall be the date of Letter of Award.

B-5 Schedule of Services

- a) The Master Plan and Concept Design shall be submitted to the Client as per contract agreement
- b) The Schematic Design shall be submitted to the Client within 02 weeks after the approval of the Master Plan and Concept Design.
- c) Detail Design shall be submitted within 02 weeks after approval of the Concept Design.
- d) Bid Documents /detail working estimates shall be submitted within 02 weeks after the approval of the final design.
- e) The Bid Evaluation Report shall be submitted to Client within 02 weeks after receipt of bids from the bidders.

B-6 Total Remuneration

CONSULTANT's remuneration for the services shall be inclusive of all taxes applicable on the consultancy services.

B-7 Terms and Conditions of Payment

For payment of CONSULTANTS remuneration, the project cost estimated, until such time as the construction contract is awarded, shall be taken as CONSULTANTS estimate of the works. Upon award of the construction contract, the construction cost shall be taken as the contract price and payments to CONSULTANTS shall be re-assessed and adjusted accordingly.

CLIENT shall make payment of CONSULTANTS invoices within 35 days of their submission.

B-8 Consultancy Services Charges Payments

Mode of Payments:

a.	On submission of Architecture Design and Layout Plans including Master Plan.	25%
b.	On submission of detailed Design Drawings & Engineer's Cost Estimate.	25%
c.	On submission of Bidding/Tender Documents	15%
d.	On submission of the Complete working drawings	10%
e.	On Completion of Project Up to 50%	12.50%
f.	At the Completion of the Project	12.50%
	Total	100%

[Handwritten signatures and dates]
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Part - C
SELECTION CRITERIA

C.1 - Mandatory Requirements/Documents to be submitted by the Architect/Consulting Firm

- I. Name and address of the firm with telephone, email Address and Fax Numbers.
- II. Organization setup of the firm with company's profile.
- III. Registration as consultant with Pakistan Council of Architects & Town Planners and Pakistan Engineering Council in relevant (Class and Category).
- IV. List of Similar Projects Completed during last five years with Cost of Projects and Photos showing exterior and interiors.
- V. List of Full time Technical staff along with their brief CV's.
- VI. Income Tax Certificate.
- VII. Copy of Profit and Loss Account and Balance sheet of the Firm duly verified by a Chartered Accountant.

C.2 - Selection Criteria

Architect's Bid Evaluation Criteria

Weightage of the TECHNICAL Proposal 75%


Weightage of the FINANCIAL Proposal 25%

BREAK-UP OF TECHNICAL POINTS

[Minimum 50 marks are required to qualify]

Criteria	Points Allocation	Break-up of Points	Max. Points
Qualification & Competence of the Staff	Principal Architect	[5 Points for M Arch., 3 Points for B. Arch.] + [0.5 Points/year of experience; Max. Experience points 10]	15
	Supporting Staff	3 Points per BS/B Arch/Equivalent/above staff with min. 5 years experience (Max. 9 points); 2 Points per DAE/Equivalent staff with min. 5 years experience (Max. 6 points)	15
	Awards	5 Points for National Awards in Design Excellence	5
Experience in Similar Projects in the last 5 years		5 points per similar project of consultancy Rs. 10 Million/project	30
Financial Strength		1 point per Rs. 10 Million Annual Turnover	10
TOTAL			75


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