

GOVERNMENT OF PAKISTAN
NATIONAL TEXTILE UNIVERSITY, FAISALABAD
(KARACHI CAMPUS)



REQUEST FOR PROPOSAL

FOR

**HIRING OF ENGINEERING/ARCHITECTURAL
CONSULTING FIRM FOR THE “CONSTRUCTION OF
FACULTY HOSTEL AND RESEARCH LABS AT NATIONAL
TEXTILE UNIVERSITY, KARACHI CAMPUS”**

MARCH, 2018.

Table of Contents

REQUEST FOR PROPOSAL	4
DEFINITIONS:	5
LETTER OF INVITATION (LOI)	6
DATA SHEET	15
TECHNICAL PROPOSAL FORMS	18
Form 1	19
Summary of Firm Similar Projects	
Form 2	20
Detail of Firm Similar Experience	
Form 3	21
Summary of Firm General Projects	
Form 4	22
Detail of Firm Experience	
Form 5	23
APPROACH PAPER ON METHODOLOGY PROPOSED	
FOR PERFORMING THE ASSIGNMENT	
Form 6	24
COMMENTS/SUGGESTIONS OF CONSULTANT	
Form 7	25
Summary of Proposed Key Professionals	
Form 8	26
FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF	

RFP for Hiring of Consultancy Services for the Construction of Faculty Hostel and Research Lab at National
Textile University, Karachi Campus.

Form 927

 WORK PLAN/ACTIVITY SCHEDULE.....

Form 10.....28

 Completion and Submission of Reports

Form 11.....29

 Power of Attorney for Lead firm.....

APPENDIX-II.....30

FINANCIAL PROPOSAL FORM-1231

TERMS OF REFERENCE32

Annexure.....37

CONTRACT FOR ENGINEERING CONSULTANCY SERVICES.....41

REQUEST FOR PROPOSAL

Country:	Pakistan
Region:	III (SINDH and BALUCHISTAN)
Required Firm	
Category:	III
Project Name:	Construction of Faculty Hostel and Research Labs at National Textile University, Karachi Campus.
Project Duration:	18 Months (From Design phase till Construction completion)
Title of Consultancy:	Hiring of Engineering/Architectural Consulting firm for Detail Engineering/Architectural Design, Bidding Documents, Construction Supervision & Monitoring for” Construction of Faculty Hostel and Lab at National Textile University , Karachi Campus.

DEFINITIONS:

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

LETTER OF INVITATION (LOI)

Name & Address of Consultant: HEC Pre-qualified Engineering/Architectural Consulting Firms of Category C- III & Region R-II

1. INTRODUCTION

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

2. DOCUMENTS

- 2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, or by cable, telex, electronic mail or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, telex, electronic mail or telefax to such requests and copies of the response shall be sent to all invited Consultants.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex, electronic mail or telefax to all invited

Consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. REPARATION OF PROPOSAL

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

Technical Proposal:

- 3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.
- 3.3 During preparation of the technical proposal, you must give particular attention to the following:
 - i) HEC pre-qualified JV/Consortium of firms can apply only as a same JV/Consortium with a same Lead firm for this RFP.
 - ii) Subcontracting part of the Assignment to other consultants is not allowed without prior approval of the client.
 - iii) Max ten similar assignments of Category C-III will fetch the full marks against the firm's experience.
 - iv) Max ten general assignments of Category C-III of same services offered will fetch the full marks against the firm's experience.
 - v) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
 - vi) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.
 - vi) No alternative to key professional staff may be proposed, and only one

curriculum vitae (CV) may be submitted for each position & must be supported with PEC/PCATP registration certificate.

3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:

- I-Form-1 Summary of ten similar assignments of HEI's completed/ongoing
- I-Form-2 Detail Experience of Consultant (10 Similar Projects)
Completed/ongoing, must be supported with work order, completion certificate.
- I-Form-3 Summary of ten general assignments completed/ongoing
- I-Form-4 Detail Experience of Consultant (10 general Projects)
Completed/ongoing, must be supported with work order, completion certificate.
- I-Form-5 Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment.
- I-Form-6 Any comments or suggestions on the TOR;

The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.
- I-Form-7 Summary of Proposed Key Professional for the Project
- I-Form-8 CVs recently signed by the proposed key professional staff supported with PEC certificate. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years.
- I-Form-9 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.
- I-Form-10 A schedule for compilation and submission of various types of reports as envisaged in attached TOR.
- I-Form-11 Power of Attorney to declare lead firm for that project (JV with Lead firm will be same as pre-qualified by HEC)

3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.

3.6 **Mandatory Documents** to be attached with Technical proposal are as under,

- a. Certificate of registration of a Firm with PEC/PCATP.*
- b. Documents to substantiate the forming of JV/Association as per guidelines of the governing body (PEC/PCATP) if any.*
- c. National Tax Number of consultant(s).*
- d. Audited Statements of Accounts and Annual Turnover for the last three years.*
- e. A certificate / affidavit that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.*

Financial Proposal

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

4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable). Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant's representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be

initialed by the person or persons signing the proposal.

- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

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

Technical Proposal

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the below table & annexed technical proposal forms as under. Each responsive proposal shall be attributed a technical score (St) & there will be no threshold technical marks for qualification.

There are three essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar & general projects, its professional staff having the specific expertise to meet its obligations during the assignment & approach/methodology of consultant. The weight-age of the respective component shall be as under

S.No	Criteria	Weightage
1	Experience of the Firm/JV, Max- 10 Similar projects (development work in HEIs) ongoing/completed during last ten years	30 points
	Experience of the Firm/JV, Max- 10 General projects (other than HEIs) ongoing/completed during last ten years	10 points
2	Quality of Core Team of the Firm/JV (the core team may comprise of Senior architect, senior structural engineer, resident engineer, site engineer, electrical engineer, HVAC expert etc.)	40 points
3.	Consultant's Understanding of assignment & Approach/Methodology	20

RFP for Hiring of Consultancy Services for the Construction of Faculty Hostel and Research Lab at National Textile University, Karachi Campus.

	<ul style="list-style-type: none"> • Line Plan - 15 • Work Plan - 15 	
	Total	100 points

Technical Proposal Evaluation Criteria:

a. Evaluation of the Experience

The experience shall be considered under two heads i.e. Specific Experience and General Experience. A maximum of 10 similar & general projects each will fetch full hundred percent points as under,

Number of Project is fixed as 10

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

b. Evaluation of Quality of Staff

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

Sr. No.	Discipline of Key Expert	Credit %age	Max-Required Experience	Max- Desired Level of Experience
1	Senior Architect	25	15	Lead Position
2	Senior Structural Engineer	25	15	Lead Position
3	Sr Civil Engineer (RE)	25	15	Lead Position
4	Electrical Engineer	20	15	Senior Professional
5	Mechanical Engineer	10	10	Senior Professional

Nominated experts shall be evaluated on the basis of the following qualification as demonstrated in their C.Vs:-

- | | | |
|-----|-------------------------|------------|
| i) | Academic Qualification | 30 Percent |
| ii) | Professional Experience | 70 Percent |
| | • Specific | 80% |
| | • General | 20% |

Financial Proposal

For Quality cum Cost Based Selection

- 5.3 The financial proposals of the consulting firms will be opened after technical evaluation in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms. The date & time for opening of financial proposals of the firms will be intimated later on.
- 5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the applicant shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

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

F

(F = amount of specific financial proposal)

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

$$S = S_t \times T \% + S_f \times P \%$$

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

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made

to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.

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

7. AWARD OF CONTRACT

- 7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.

The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

8. CONFIRMATION OF RECEIPT

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

LETTER OF INVITATION (LOI)

DATA SHEET

LOI

Clause #

1.1 The name of the Assignment is : Construction of Faculty Hostel and Research Lab at National Textile University , Karachi Campus.

The name of the Client is: National Textile University, Faisalabad

1.2 The description and the objectives of the Assignment are: Hiring of Engineering/Architectural Consulting firm for detail Engineering/Architectural Design, Bidding documents preparation & Evaluation, Construction Supervision & Monitoring of "Construction of Faculty Hostel and Research Labs at National Textile University, Karachi Campus."

1.3 Pre-Proposal Conference: Yes___ No ☒

If yes, indicate date, time and venue. _____, __.00 am

The name(s) and address (es) of the Official (s) is (are):

1.4 The Client shall provide the following inputs: The Documents are: LOI, Data Sheet, Technical & Financial Proposal forms, TOR/Background information, Draft Form of Contract, Sample formats/ Appendices etc.

1.5 Duration of the Assignment is: 18 months

1.6 Building Estimated Covered Area: 22,551.8,000 Sft

Total Area : 5.677 Acres

Detail of Required Facilities : Annex-A

Location of Plot in Karachi : Annex-B

2.1 The address for seeking clarification is: Director, NTRC, National Textile University Faisalabad

3.1 Training is an important feature of this Assignment:

Yes ___ No ☒

4.1 The number of copies of the Proposal required is: One original and two copy. The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable).

4.2 The date and time of proposal submission are: 20th July ,2018 at 14:00 P:M

RFP for Hiring of Consultancy Services for the Construction of Faculty Hostel and Research Lab at National Textile University, Karachi Campus.

4.3 Validity period of the proposal is (days, date): 90 days

The location for submission of proposals is: Registrar, National Textile University Faisalabad,

4.4 Estimated Assignment Commencement Date: September, 2018

4.5 The weights given to the Technical and Financial Proposals are:-

Technical: 70

Financial: 30

5.1 Earnest Money (refundable) @ 2% of the quoted price shall be remitted with the bid in financial proposal in the form of Bank Draft/Call Deposit/Pay Order in favor of Director Finance "National Textile University", without which no bid(s) will be accepted for consideration;

5.2 Mode of Payment to Consultant: will be finalized at the time of award of contract

6.1 In case of delay, the Rector/VC reserves the right to impose penalty 1% of the total amount of the contract for delay of each week but not exceeding the 10 % of the total contract value.

6.2 If the quality of work done is not made to the satisfaction of NTU, the Rector/VC has right to cancel the entire work and may allot to some other firm subject to the condition that if the first party has to pay any amount in excess of the agreement, amount the difference will be recovered from the second party at his risk and cost.

6.3 The Government taxes will be deducted from the Consultant as per rules. The successful bidder will furnish a performance guarantee up to 10% of the contract amount.

6.1 Only office space will be provided by the client & all Site Facilities including transport to Consultant Site Staff will be provided by consultant.

8.1 Consultant will return the endorsed RFP (each page must be signed) along with the proposal.

Sincerely,

Mr. Salman Saif

Registrar

National Textile University, Faisalabad

Enclosures

- Sample Forms for:-
 - Technical Proposal
 - Financial Proposal

RFP for Hiring of Consultancy Services for the Construction of Faculty Hostel and Research Lab at National Textile University, Karachi Campus.

- Terms of Reference
- Contract for Engineering Consultancy Services

APPENDIX-I

TECHNICAL PROPOSAL FORMS

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

Form-1

A maximum of **10** similar assignments (developmental works of HEI's) of Category-III

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

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

Form-2

DETAIL EXPERIENCE OF CONSULTANT

(Similar Projects)

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx. Value of Services :
11. Name of Other JV Firms :
(If any)

4.2 No. of Staff/Staff Months

Provided by the JV partner(s) :

13. Name/Position of Key Staff :

14. Description of Project :

15. Description of Services

Provided by the Firm :

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

Form-3

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

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

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

Form-4

DETAIL EXPERIENCE OF CONSULTANT
(General Projects)

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

Form 5

**APPROACH PAPER ON METHODOLOGY PROPOSED
FOR PERFORMING THE ASSIGNMENT**

Approach and Methodology proposed by the firm to carry out the assignment is sub divided in to several areas which include the following heads.

Understanding of objectives Quality of Methodology

Work Program

- o Activity Schedule
- o Team Organization
- o CPM

Conciseness, Clarity & Completeness in Proposal Presentation

Form 6

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:-

1.

2.

3.

4.

5.

Etc.

<u>Summary of Proposed key Professionals</u>		Name of Firm =		Form-7		
S.No	Description	Senior Architect	Sr- Structural Engr-	Sr- Civil Engineer (RE)	Electrical Engineer	HVAC Engineer
		Name	Name	Name	Name	Name
A	Academic & General Qualification					
	a. Bachelors (Specific Discipline)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
	b. Masters (Specific Discipline)	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	Yrs	N/A	N/A
	b. Experience as senior professional	Yrs	Yrs	Yrs	Yrs	Yrs
	c. Experience as Junior Professional	Yrs	Yrs	Yrs	Yrs	Yrs
B-2	General Experience	Yrs	Yrs	Yrs	Yrs	Yrs

Form-8

FORMAT OF CURRICULUM VITAE

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

Signature:

Dated: day/month/year

Form-9

WORK PLAN/ACTIVITY SCHEDULE

Items of Work/Activities	Monthly Programme 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

Form 10

Completion and Submission of Reports

Reports	Date

Form-11

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 University , 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 University in connection with the Consultancy service feasibility studies, Surveys & Investigation, preparation of tender design, tender documents, detail design and construction supervision ;
- to immediately notify University 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.

RFP for Hiring of Consultancy Services for the Construction of Faculty Hostel and Research Lab at National Textile University, Karachi Campus.

WITNESSES: [INSERT NAME OF GRANTOR]

1. _____

For: _____

2. _____

By:

Its:

NOTARY PUBLIC:

APPENDIX-II

FINANCIAL PROPOSAL FORM

Form-12

S.No	Description	Unit	Unit Rate	Amount in Pak Rs.
1	Soil Investigation	Lump Sum	-	
2	Detailed Architectural/Engineering Designing, Preparation of Detail Drawings, BOQs, Engineer Estimates, Tender/Bid Documents, Bids Evaluation & Contract award for the Centre having building covered area of 22551.8 sft including all allied internal/external services/development as mentioned in the ToR's	Lump Sum	-	
3	Detailed Supervision of the works mentioned in the ToR's for the period of 18 Months (1 No Staff i.e. Resident Engineer	Per Month		
Total				

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Stamp/Seal: _____

(Note: Consultant must quote their bid including all applicable government taxes)

TERMS OF REFERENCE (TOR)
FOR
HIRING OF ENGINEERING/ARCHITECTURAL
CONSULTING FIRM FOR THE “CONSTRUCTION OF
FACULTY HOSTEL AND RESEARCH LABS AT NATIONAL
TEXTILE UNIVERSITY, KARACHI CAMPUS”

March, 2018.

1. Introduction:

National Textile University Faisalabad, under the PSDP funded project namely "Upgradation of SFDAC and PTC as sub campus of National Textile University " intends to procure Engineering/Architectural consultancy services from HEC pre-qualified firms of Cat-III & Region-III for Detail Design, Bid Documents & Construction Supervision of "Construction of Faculty Hostel and Research Labs at National Textile University, Karachi Campus . The estimated covered area of building is 22551.8 sft with the plot area of 5.677 Acres of land.

2. Scope of Work / ToRs:

Following requirements define the scope of work and technical details of this tender.

2.1 Soil Investigation

2.2 Detailed Architectural/Engineering design of the faculty hostel comprising 6800 sft building covered area and research lab of 15751.8 sft building covered area with allied internal & external services (Electrical, Water Supply, Sewerage System, Sui Gas, HVAC, Telephone/Data Network, Fire Alarm System, Walkways, Road , etc.) .

2.3 Preparation of Tender/Construction Drawings, Bill of Quantities (BoQs)/Engineer Estimates and Tender/Bid Documents for the above works.

2.4 Assist the client in the prequalification of the contractors;

2.5 Assist the client in Bids/Tenders evaluation and award of contracts;

2.6 Detail Construction Supervision

2.7 Consultant will ensure that KDA Byelaws are followed in the design & development of the Centre & will take approval of the drawings from KDA.

2.8 Consultant will assist the client in application process & follow up with the concerned authorities for the Utilities (Electrical, Sui Gas etc.) connection on site & consultant will be responsible for timely completion of same task.

i) Design Phase

a. Survey & Investigation:

- i. Geotechnical investigation of sites including field or laboratory tests.
- ii. Observance of By-laws of local authorities, building and fire, etc.

c. Preliminary Design.

- i. Collection of project requirements and scope of work from the Client/User Department.
- ii. Evaluating the Client's requirement analytically and technically while

designing and planning various components of the Project.

- iii. Preparation of site plan, describing and illustrating preliminary architectural design / outline proposal i/c 3D views of proposed buildings.
- iv. Evaluating feedback of the Client for further improvements in the design.
- v. Making presentations at various stages of Designing as per requirement of the Client.

d. Detailed Engineering Design

- i. Preparation of structural design of the buildings and allied structures of approved architectural drawings as per established building codes, incorporating electrical, mechanical and other internal and external services i.e. Telephone, water supply, sewerage, drainage, firefighting and fire alarm system, natural gas, landscaping, roads, paths, street lights, cross drainage and sewerage disposal work, storm water drainage system, security systems etc.
- ii. Designing of HVAC System, Generator and security systems.
- iii. Preparation of design and drawings of ground water reservoirs, overhead water tanks, tube wells and allied structures, if required.
- iv. Preparation & submission of draft and final detailed working / construction drawings of each and every component of building & external services in soft and hard form.
- v. Preparation modified drawings at any stage of execution without additional charges if required by the Client.
- vi. Preparation of detailed cost estimate for grant of Technical Sanction estimate.
- vii. Submission of detailed structural design calculation for all buildings and allied structures in soft and hard copy.
- ix. Preparation of complete tender documents comprising of BOQ, tender drawings, specifications.
- x. Attending Bid proceedings comprising of recording of minutes of meeting, preparation and signing of Bid evaluation report.
- xi. Preparation and submission of contract agreement on approved format.
- xii. Preparation and submission of work plan bases on MS Project or primavera.

ii) Construction Supervision:

- i. To review all tender documents, designs, cost-estimates, conditions of contract etc. and advice Client about their suitability without any additional cost. Prepare a detailed construction program consistent with the implementation schedule for the Project.
- ii. The detailed construction supervision shall include planning, guidance,

programming, inspection, monitoring of construction activities and contractor's performance. Quantity and quality assurance, implementation of work plans and drawings as per design and specifications.

- iii. Preparation and verification of variation orders and maintaining record of correspondence with the contractor and other stakeholders in capacity of the Engineer.
 - iv. To maintain a good liaison with the Client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best public interest.
 - v. The quality and quantity assurance shall be the sole responsibility of the consultants in the capacity of the Engineer.
 - vi. Developing and ensuring Quality Assurance mechanism as per standard engineering practices of check requests and test results of various materials and activities in the logical sequence.
 - vii. Preparation & submission of monthly progress reports as per Client requirements.
 - viii. Verification of detailed measurements of work done included in the IPC along with its certification and recommendation to the Client for payments.
- iii) Post Completion Stage:
- i. Submission of As-built drawings / inventories / Project Completion report / PC-IV, other project documents and all correspondence made with the contractor/Client/other agencies after successful completion of the project.
 - ii. The Consultants shall periodically visit completed projects during defect liability period and submit punch list (if any) for rectification by the contractor.
 - iii. Processing and recommendation of contractor's security after successful completion of defect liability period.
 - iv. The consultants will be accountable and shall indemnify the Client against defects, losses, damages and overpayment (if any) as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.

Deliverables by the Consultant:

- a. Detailed Design
 - i) Inception Report 5-Copies
 - ii) Monthly Progress Report 5-Copies
 - iii) Draft Detailed Design Report 5-Copies.
 - iv) Tender Documents, Drawings and Specifications 5-Copies.

RFP for Hiring of Consultancy Services for the Construction of Faculty Hostel and Research Lab at National Textile University, Karachi Campus.

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| v) | Detail Cost Estimate | 5-Copies. |
| b. | Construction Supervision | |
| i) | Monthly Progress Report | 3-Copies. |
| ii) | Construction Drawings | 3-Copies |
| ii) | Project Completion Report. | 5-Copies. |
| iii) | As built drawings | 5-Copies. |

ANNEX-A

Detail of Facilities required at the “Construction of Faculty Hostel and Research Labs.”

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A. Research Lab

No.	Name of the Lab	QTY.	Unit Area (sq. ft.)	Total Area (sq.ft.)
1	Weaving Lab	2	1296	2592
2	Knitting Lab	2	1296	2592
3	Dyeing Lab	2	1296	2592
4	Garment Lab	2	1296	2592
5	Material Stores	2	650	1300
	Total Area			11668
	Circulation Area @35%			4083.8
	Total			15751.8

B. Faculty Hostel

SN	Description	Qty.	Unit Area (sq.ft.)	Total Area (sq.ft.)
1	Bedroom with sitting and bath room area	15	144	2160
2	Dinning Hall	3	182	546
3	TV Launch	3	196	588
4	Kitchen	3	143	429
5	Prayer Room	1	210	210
7	Visitors Room	3	144	432
8	Reading room	3	144	432
9	Accommodation for Staff	2	120	240
	Sub-total			5,037
	Circulation Area 35 %			1,763
	Gross Area for faculty hostel			6,800

Annex-B

Location for the Construction of Faculty Hostel and Research Labs at National Textile University, Karachi Campus”



PROPOSED CONTRACT FOR ENGINEERING CONSULTANCY SERVICES

(As per PEC standard contract document for engineering consultancy services)