



University of Baltistan, Skardu

REQUEST FOR PROPOSAL

HIRING OF CONSULTANCY SERVICES FOR PLANNING, DESIGN & COSTRUCTION SUPERVISION

Proposal for Engineering/Architectural consultancy services from Consulting Firms Registered with Pakistan Engineering Council (PEC) and Federal board of revenue (FBR) for **Category-I and Region-I** are invited for Detail Design and Top Construction supervision for 04 Incubation Centers, having 6000 Sft covered area each, amounting to Rs. 115.20 million, of “Strengthening of University of Baltistan Skardu” in Four District of Baltistan Region.

Interested Pre-qualified firms are requested to collect RFP having Detail Terms of References (TOR's) from Project Director office, City Campus, Hassan Colony Chowk, University of Baltistan Skardu, on payment of Rs.1000/- on or before June 06, 2022 during office hours. Proposal will be evaluated by using **One Stage Two Envelope Procedure** (separate sealed envelope for technical & financial proposal). Both Technical and Financial Proposal must be submitted in sealed envelope through mail or by hand on **June 06, 2022 before 1100 hours and will be opened on same day at 1130 hours**. In-complete and late proposal will not be entertained. Earnest money at a rate of 2% of bid value in the shape of Bank draft in favor of Treasure office UOBS must accompany financial bid. This advertisement is also available at PPRA and UOBS website.

APPLICATION SHOULD BE ADDRESSED TO

PROJECT DIRECTOR

City Campus, University of Baltistan, Skardu. Ph.05815-960076, 0355-4313178,0313-4213523

Email: university.engineer@uobs.edu.pk, URL <http://www.uobs.edu.pk>

TERMS OF REFERENCE

Strengthening of University of Baltistan, Skardu

Request for Proposal

FOR

**HIRING OF ENGINEERING/ARCHITECTURAL
CONSULTING FIRM FOR PLANNING, DETAIL DESIGN & CONSTRUCTION
SUPERVISION OF
FOUR INCUBATION CENTRES IN DISTRICT GANCHEY, KAHRMANG,
RUNDU AND SHIGAR.**

UNIVERSITY OF BALTISTAN, SKARDU

May, 2022

Request for Proposals

Country: Pakistan
Region: Baltistan, Skardu
Required Firm Category 1
Project Name: Strengthening of University of Baltistan, Skardu

Project Duration: 03 months

Title of Consultancy Hiring of Engineering/Architectural Consulting firm for planning, detail engineering/Architectural Design, Preparation of bidding documents/Engineering Estimates, Construction Top Supervision & Monitoring for construction of 04 numbers of business incubation centers at 04 districts of Baltistan Region.

1. Introduction:

University of Baltistan to be established under the PSDP funded projects titled as “Strengthening of University of Baltistan, Skardu” having the civil works component of approx.-Rs. 424.392 million. One of the component of this project is establishment of 4 nos of Technology Incubation centers in four districts of Baltistan Region of amounting to **Rs.115.200 Millions** intends to hire Engineering/Architectural consulting firm from HEC pre-qualified firms for Cat-I & Region-I for Detail Master Planning, Detail Design, Engineering Estimates, Bid Documents Preparation/Bids Evolution for hiring of Contractor & Construction Supervision of the project building along with external development works etc. Proposed campuses spreading over the area of 24000 **Sq.ft** is located at District Shigar, Rundu, Ganchee and Kharmang.

2. Scope of Works/ Services:

Selected consultant will provide Engineering/Architectural/Master Planning Services for the construction /execution of following building & external developmental works/services as included in the PC-I of university titled as “Establishment of University of Baltistan, Skardu”.

Following services will be provided by the selected consultant for above mentioned works & services,

- 2.1 Soil investigation for building works.
- 2.2 Detailed Architectural/ Engineering design of building with allied internal & external services (Electrical, Water Supple, sanitation, Telephone/ Data Network, etc)
- 2.3 Detailed Architectural/Engineering design of external developmental works and service including external electrification, boundary wall/ fencing ,

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- 2.4 Preparation of tender/ Construction drawings, bill of quantities (BoQs)/ Engineer estimates and tender/with documents.
- 2.5 Assist the client and the pre qualifications of the contractors.
- 2.6 Assist the client in Bids/ tenders evolution and award of contract.
- 2.7 Top construction supervision including a minimum of 05 visits in different stages of construction.

i. Design Phase:

a. Master planning

- i. Preparing describing and illustrating preliminary master plan of the project including landscaping, existing structures, proposed structure, future facilities, networking, parking area and open space etc as per engineering/architectural standards.
- ii. Preparing and preliminary master plan report of the project.
- iii. Preparation and submission of final revised master plan of scheme with allied accommodation along with outline utilities plans.

b. Surveying and Investigation

- i. Topographic Survey and preparation of contours plans
- ii. Geotechnical of site including field or laboratory tests.
- iii. Observance of By-laws of local authorities, building and fire, etc

c. Preliminary Design.

- i. Collection of project requirements and scope of works from the Client/User Department.
- ii. Evaluating the Client's requirement analytically 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 purposed buildings.
- iv. Evaluating feedback of the client for further improvements in the design.
- v. Making preparations at various stage of designing as per requirements of the client.

d. Detailed Architectural/ Engineering Design

- i. After finalization of the detailed architectural designs, preparation of structural design of the buildings and allied structures as per establish building codes, incorporating electrical, mechanical and other internal and external services. i.e.
Telephone/ IT/Water supply, sewerage, Detail design of all allied external services like external electrification with stand by generators system, surface pipe water supply and storage tanks design, sewerage disposal(soakage pit)

e. Duration of the consultancy

Total duration of submissions of detailed designing, drawings, specs and tender documents is **03** months.

f. Top Supervision of Construction activities

Consultant will perform a minimum of 05 visits for construction of business incubation centers in different stages as requested by the client.

Letter of Invitation (LOI)

Category: PEC Registered Engineering/Architectural Consultation Firms of Category C-1 & Region R-1

1. Introduction

1.1 You are hereby invited to submit a technical and financial proposals for Engineering/Architectural consulting services required for the assignment of construction of 04 business incubation centers at 04 districts of Baltistan Region.

1.2 A brief description of the assignment is given below as TORs.

1.3 The client (University of Baltistan, Skardu) 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 of 2021-22 for utilizing towards the cost of 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 obtained first hand information on the assignment and the local conditions, you are encouraged to pay a visit to the client before submitting a proposal and attend a pre proposal conference .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.

ii) The client is not bound to accept any of the proposals submitted.

2-Documents

2.1-Please use the attached forms/documents listed in the data sheet.

2.2-Consultant requiring a clarification of the document must notify the client in writing not later than Ten days before the proposal submission date any request for clarification in writing or by cable, telex, electronic mail or tele-fax shall be sent all invited consultants.

2.3- at any time before the submission of proposals, the client may, for any reason whether as 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 tele-fax to all invited consulting firm and will be binding on them. The client may at its discretion extend the deadline for 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 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 technical proposal, you must give particular attention to the following:

1-HEC pre-qualified jv consortium of firm can apply only as a same jv/consortium with a same lead firm for this RFP.

2- Subcontracting part of the assignment to other consultants is not allowed.

3- Max ten general assignment (other than HEI,s) of building projects only of category c-I of same services offered will fetch the full marks against the firm's general experience.

4- The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data sheet.

5- Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.

6-No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position and must be supported with PEC/PCATP registration certificate.

7- Client has the right to enquire from the client mentioned in consultant's proposal regarding the consultant performance. In case of negative response from two or more than two client, consultant will be declared disqualified and his financial proposal will be returned unopened.

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 assignment of HEI's completed in last ten years/ongoing (not more than 5 project) for min last six months.

I-From-2 Detail experience of consultant (10 similar projects of HEI's only) completed/ongoing must be supported with completion certificate or performance certificate of client, which must mention the amount of project and the service provide by firm, else the experience will not be considered for evolution.

I-form-3 Summery of ten general building assignment (other than HEI's) completed in last ten years/ongoing.

I-Form-4 Detail experience of consultant(10 general building projects only other then HEI's) completed/ongoing must be supported with completion

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certificate or performance corticated of client which must mention the amount of project and the service by firm else the experience will not be considered for evolution.

I-Form-5 Consultants understanding of the objectives of the project their approach towards the assignment and a description of methodology that the consultant proposed to perform on the activities and completion of the assignment.

I-Form-6 any comments on suggestion on the TOR;

The consultants comments if any on the data services and facilities to be provided by the client and indicated in the TOR.

I-Form- 7 Summery of proposed key professional for the project.

I-Form-8 CVs recently signed by the proposed key professional staff must be supported with PEC online engineers verifications print and PEC/PCATP certificate. Key information should include number of years with the firm and degree of responsibility held in various assignments especially during the 10 year. Additional qualification MSc of the proposed professional must be supported with degrees copy.

I-Form-9 A monthly work plan, illustrated with a bar chart of activities and graphic of the critical path method or project evolution review techniques (PERT) type.

I-Form-10 a schedule for completion and submission of various types of repots as envisaged in attached TOR.

I-Form-11 Power of attorney to declare lead firm for the project (JV with lead Firm will be same as prequalified by HEC).

3.5 The technical proposal shall not include and 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 guideline of the governing body(PEC/PCATP) if any.
- c. national text number of consultant.
- d. audited statement of accounts and annual turnover for the last three year.
- e. A certificate/ affidavit that the firm has not been blacklist or debarred by any government autonomous/ international body.

Financial proposal

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3.7 The financial proposal should include all the costs associated with the assignment. These normally cover 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 formats attached as Appendix-II else the proposal of applicant firm will be rejected.

3.8 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances.

3.9 costs may be expressed in Pak Rs

3.10 All the prevailing applicable Govt. tax will be deducted from the consultancy fees.

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 proposal page numbered (Loose, Ring and springs 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 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 authorized by the 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 persons signing the proposal.

4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the consultant themselves. Any such correction shall be initiated by the person or persons signing the proposal.

4.4 The completed technical and financial proposal shall be delivered on or before the time and date stated in the Data sheet.

4.5 The proposal 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.

4.6 In case of Sunday or holiday on bid opening date bid will be opened on next working day.

5. PROPOSAL EVALUATION:

5.1. Quality & Cost Based Selection shall be adopted as per PPRA Rules 2004 & Regulations. Firms shall be ranked using combined Technical & Financial scores as under:

Technical Score weightage: 70% Financial Score Weightage: 30%

Technical Proposal:

5.2. The evaluation committee 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;

S N	Component	Weightage
1	Experience on similar & general projects	40
2	Quality of Staff	40
3	Approach & Methodology	10
4	Financial Capability	10
Total		100

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

5.4. Technical Proposal Evaluation Criteria:

I. Experience on similar & General Projects 40 Marks

i. Similar Projects (Ongoing and Completed) 25 Marks

Five (05) Educational buildings ongoing/completed during last 10 years (Development works in HEIs/Universities only). The project cost must be equal or more than **civil work cost** Rs. 100 million to get the points. The Projects which are not educational buildings and / or less than **civil work cost** Rs.100 million will not be considered for points in this category.

Similar Projects	
Number of Projects	Weightage
1	25%
2	45%
3	75%
4	90%
5	100%

ii. Similar Projects (Ongoing and Completed) 15 Marks

Ten (10) General completed / ongoing projects of buildings in Government Sector, other than HEIs / Universities completed during last 10 years. The project cost must be more than **civil work cost** Rs. 100 million to get the points

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

Note: The firm shall submit copies of work orders, completion certificates and satisfactory report (*in case of ongoing works, if any*).

II. Evaluation of Quality of Staff: 40 Marks

a) Design Consultancy:

1. Senior Architect: 07 Points

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

2. Senior Structural Engineer: 07 Points

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

3. Architect: 03 Points

- i. Junior Architect - Qualified B. Arch, member of PCATP in good standing.
- ii. Having 10 years or above of total experience of working on similar building projects.
- iii. Having 05 years or above of experience of working with existing firm on similar building projects.

4. Senior Quantity Surveyor: 02 Points

- i. Quantity Surveyor - Qualified DAE (Civil), in good standing.
- ii. Having 15 years or above of total experience of working on similar building projects.
- iii. Having 05 years or above of experience of working with existing firm on similar building projects.

5. Electrical & Public Health Engineer (02 Nos.): 04 Points

- i. MEP Engineer - Qualified B.Sc. (Electrical & Mechanical) member of PEC in good standing, in good standing.
- ii. Having 10 years or above of total experience of working on similar building projects.
- iii. Having 05 years or above of experience of working with existing firm on similar building projects.

b) Supervision Consultancy

1. Resident Engineer (01 Nos.) 04 Points

- i. Resident Engineer - Qualified M.Sc. or B.Sc Engr. (Civil) member of PEC in good standing.
- ii. Having 15 years or above of total experience for B.Sc. or 10 years or above of total experience for M.Sc. working on similar building projects of which 5 years must be as a Resident Engineer.
- iii. Having 05 years or above of experience of working with existing firm on similar building projects of which 3 years must be as a Resident Engineer.

2. Assistant Resident Engineer (01 Nos) 02 Points

- i. Site Engineer - Qualified B.Sc (civil) Engineer member of PEC in good standing
- ii. Having 10 years or above of total experience of working on similar building projects of which 5 years must be as a Site.
- iii. Having 03 years or of experience of working with existing firm on similar building projects of which 3 years must be as a Site.

3. Site Inspector Civil (02 Nos) 04 Points

- i. Site Inspector- Qualified DAE (civil) member in good standing.
- ii. Having 10 years or above of total experience of working on similar building projects of which 3 years must be as a Site Inspector.
- iii. Having 03 years or of experience of working with existing firm on similar building projects of which 3 years must be as a Site.

4. Quantity Surveyor 02 Points

- i. Quantity Surveyor - Qualified DAE (Civil), in good standing.
- ii. Having 10 years or above of total experience of working on similar

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- iii. Having 03 years or above of experience of working with existing firm on similar building projects.

5. Site Inspector Electrical (01 Nos.) 03 Points (Intermittent) two visit per month or as per site/ Client requirement).

- i. Electrical Engineer - Qualified DAE member in good standing
- ii. Having 10 years or above of total experience of working on similar building projects of which 3 years must be as a site Inspector.
- iii. Having 03 years or above of experience of working with existing firm on similar building projects.

6. Networking Engineer (01) 02 Points (Intermittent) two visit per month or as per Site/ Client requirement).

- i. Qualified M.Sc./B.Sc Computer Sciences/Networking Engineer/ System Engineer, CCNA, CCLP in good standing.
- ii. Having 10 years or above of total experience of working on similar Building projects of which 5 years must be as a Networking Engineer.
- iii. Having 03 years or above of experience of working with existing firm on similar building projects.

The Evaluation of Technical Staff will be made as per following weightage:

- | | |
|-------------------------------|-----|
| i. Education of Qualification | 25% |
| ii. Relevant Background | 50% |
| iii. Time with Firm | 25% |

Note: Proof of employment for last two years to be attached in shape of salary slip, employment card and appointment letter.

III. Financial Capability (Historical Financial Performance): 10 Points

Average annual consultancy turnover for last three (03) years Rs. 100 million or above will fetch full hundred percent point. Other applicant will be assessed as per following. Attach documentary proof of audited financial statements from Chartered Accountant of last three Financial Years i.e. 2018-19 (2018), 2019-20 (2019), 2020-21(2020).

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

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

IV. Proposed Methodology 10 Points

1. Work/ Schedule plan 05 Points

Submit work/ schedule plan from design till completion of projects.

2. Organogram proposed for site supervision 02 Points

Submit organogram plan / chart for site supervision team & their core responsibilities/ methodology.

3. Quality Control Policy 03 Points

Provide quality control policy/ methodology opted by consultant. List down sequence of inspection and tests to be carried out by consultant to ensure quality checks in presence of client representative.

Total Points for the above criteria: 100 Points

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

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

Criteria: For Quality cum Cost Based Selection

5.5. The financial proposals of the technically qualified consulting firms will be opened after technical evaluation in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms. The date & time for opening of financial proposals of the firms will be intimated later on.

5.6. The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the applicant shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

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

F

(F = amount of specific financial proposal)

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

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

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

6. NEGOTIATION:

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.

Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial draft contract by the conclusion of negotiations.

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.

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.

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:

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:

Please inform the Client by courier or any other means:

- i. That you received the letter of invitation;
- ii. Whether you will submit a proposal; and
- iii. If you plan to submit a proposal, when and how you will transmit it.

Data Sheet

1.1 Assignment: Hiring of E/A consultancy services for 04 number of technical incubation centres in 04 districts of Baltistan Region.

Client: University of Baltistan ,Skardu.

1.2 Hiring of E/A consultancy firm for Master Planning, detailed engineering/Architectural design, engineering estimates, bidding documents and bid evaluation, top supervision of 04 incubation centers in 04 districts of Baltistan region.

1.3- Business incubation centers are located in District Skardu,Gancheey,Shigar and Kharmang.

1.4-Total covered area of 04 centers is 12000 sq.ft

1.5-Detail master planning, designing, engineering estimates, bid documents preparations/bid evaluation for hiring of contractor and top construction supervision including a minimum of 05 visits at varies stages of construction.

1.6-Duration of the assignment is 03 months.

1.7- Pre-Proposal Conference Yes-----No

If yes ,indicate date,time and venue

1.8 The client shall provide the following inputs: The documents are LOI,Data sheet, technical and financial proposal forms, TOR/Back ground information, Draft forms of contract, sample formats/appendices etc.

1.9-Date of opening of technical proposal is May 9th,2022.

Estimated assignment commencement Date is July,2022.

1.10-The weights given to the technical and financial proposal are

Technical: 70

Financial: 30

Consultant will be selected on QCBS method with above mentioned weightage of technical and financial proposals.

1.11-Financial Proposal must be submitted in terms of %age of the project award cost for designing, drawing, estimates, bidding documents etc.

Rate for Top construction supervision must be in cost of each visit.

1.11-Earnest money is @2% of the quoted consultancy in favor of treasurer Baltistan University in the form of bank draft/call deposit/pay order etc.

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1.12-No payment shall be made in advance.

1.13-If the quality of work done is not made to the satisfaction of client than the Project Director university of Baltistan has the right to cancel the entire work and may allot to some other firms subject to the condition that if the first party has to pay any amount in excess of the agreement, amounts the difference will be recovered from the second party at his risk and cost.

1.13-The Government taxes will be deducted from the consultant as per rules .The successful bidder will furnish a performance security of 10% of the contract amount.

1.14-All site facilities will be borne by the consultant. Contractor will provide space at site.

1.15-Consultant will return the endorsed RFP with each page signed and stamp.

1.16-In case of dispute, matter will be referred to Vice chancellor of the university and his decision will be binding on both parties

Enclosures

Sample forms for Technical and financial proposal

TOR

Contract of 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/Universities only) of Category-I

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

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

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

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx. Value of Services :
11. Name of Other JV Firms (If any) :
- 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 building assignments (other than HEI's) of Category C-I, which are ongoing/completed by the Consulting Firm/Joint Venture partners in the last ten years

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

HEC has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback no weightage/credit will be given for that assignment. In case of negative feedback from 2 or more clients, HEC 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 Schdule

O Team Organization

O CPM

Conciseness, Clarity & Completeness in Proposal Presentation

h

Form 6

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

12

<u>Summary of Proposed key Professionals</u>		Name of Firm =										Form-7
S.No	Description	Senior Architect	Sr-Structural Engr-	Town Planner	Sr-Civil Engineer (RE)	Public Health Engineer	Civil Engineer (Site Engineer)	Electrical Engineer	HVAC Engineer	Name	Name	Name
A	Academic & General Qualification	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
	a. Bachelors (Specific Discipline)	Yes/No	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	Yes/No
B	Professional Exp. Related to Assignment											
B-1	Specific											
	a. Experience in Lead Position	Yrs	Yrs	Yrs	Yrs	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	Yrs
	c. Experience as Junior Professional	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs
B-2	General Experience	Yrs	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
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



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 HEC , 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 HEC in connection with the Consultancy service feasibility studies, Surveys & Investigation, preparation of tender design, tender documents, detail design and construction supervision ;
- to immediately notify HEC in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

_____ [Insert name of Consortium Firm] does hereby ratify and confirm whatever the Attorney shall do by virtue of these present.

WITNESSES:

[INSERT NAME OF GRANTOR]

1. _____

For: _____

2. _____

By:
Its:

NOTARY PUBLIC:

APPENDIX-II

1

FINANCIAL PROPOSAL FORM

Form-12

S.No	Description	Quoted % age
1	Consultancy Fee for Design as per ToR's/RFP (to be quoted as %age of the Work award cost)	
2	Consultancy Fee for Construction Supervision as per ToR's/RFP (to be quoted as %age of the Work award cost)	
Total Consultancy Fee (%age) =		

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Stamp/Seal: _____

(Note:- above quoted % age may include all applicable government taxes)

