

WOMEN UNIVERSITY OF AZAD JAMMU &
KASHMIR, BAGH



REQUEST FOR PROPOSAL

for

CONSULTANCY SERVICES

for

**PLANNING, DETAIL DESIGNING AND CONSTRUCTION
SUPERVISION SERVICES FOR CONSTRUCTION OF DEVELOPMENT
PROJECT (ACADEMIC BLOCK, CENTRAL LIBRARY, STUDENT
HOSTEL, MULTIPURPOSE HALL, CAFETERIA, TUCK SHOPS etc.**

**APPROVED BY THE PLANNING COMMISSION, GOP THROUGH
HIGHER EDUCATION COMMISSION**

Establishment of AJK Women University, Bagh, AJ&K

April, 2018

Table of Contents

Section 1 – Instructions to Consultants.....	3-12
Section 2 – Data Sheet	13-20
Section 3 – Forms of Technical Proposal	21-33
Section 4 – Form of Financial Proposal	34-43
Appendix-A – Terms of Reference (TOR)	44-5 2
Appendix-B – Copy of Model Agreement.....	54

SECTION 1

INSTRUCTIONS TO CONSULTANTS (ITC)

1. INTRODUCTION

- 1.1 The Consultants are hereby invited to submit a technical and a financial proposal for consultancy services required for the assignment named in the attached RFP, Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter of RFP. Your proposal could form the basis for future negotiations, if necessary 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 provided in the attached RFP will become part of agreement subsequently.
- 1.3 The assignment shall be implemented in accordance with the work schedule indicated in the Data Sheet, read with the Scope of Work and the Advertisement.
- 1.4 The Women University of AJ&K, Bagh (referred to as the “Client” hereafter) has been entrusted the duty to implement the Project as Executing Agency by the Government of Pakistan through Higher Education commission (HEC) and funds for the project for the phase have been approved and provided in the budget 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.
- 1.5 To obtain first-hand information on the assignment and on the local conditions, Consultants are invited to pay site visit of the proposed project location and meeting with the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative may meet the officials named in the Data Sheet. A joint visit of the site may be carried out for appraisal of the various aspects of the assignment which shall be addressed in the proposal and shall be adhered to during execution of the Assignment. It may be in the interest of the Consultants to inform themselves of local conditions and take them into account in preparing their proposal.
- 1.6 The Client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

- 1.7 It is to be noted that:
- i. The cost of preparing the proposal and of negotiating the Contract, including site visit to the project location and 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.
 - iii. The consultant is cautioned about input of their professional experts, who are already working on other engineering projects. Exercising such act might affect adversely marking of these professionals in evaluation of the technical proposal. Their secured points are liable to be reduced by 50% if their name appears in more than 1 previous proposal in which they are ranked No.1. The existing load of work with a firm may be considered as one of the factors for the consideration in the award of the work.
 - iv. The selection procedure for consultants shall be Quality Cum Cost Based Selection (QCBS) as given in Data Sheet.
- 1.8 The Employer is of the view and to remind that in order to avoid conflicts of interest, 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.

2. **CLARIFICATIONS AND AMENDMENTS IN DOCUMENTS**

- 2.1 To prepare a proposal, use the Forms/Documents listed in the Data Sheet.
- 2.2 It is expected that the Consultant will submit comments on TOR stating any deficiency in the scope of work or requiring a clarification of the Documents must notify the Client, in writing, within ten (10) days of issuance of proposal. Any request for clarification in writing, or by fax or e-mail shall be sent to the Client's address indicated in the Data Sheet. The client shall respond by fax, e-mail 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 fax, e-mail or cable to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadlines for the submission of proposals.

3. **PREPARATION OF PROPOSALS**

- 3.1** It will consist of two parts – Technical and Financial. The proposals shall be written in English language.

Technical Proposal

- 3.2** In preparing the technical proposal, the Consultants are expected to examine all terms and instructions included in the Documents. Failure to provide pertinent information shall be at their risk and may result in rejection of consultants' proposal.
- 3.3** For Technical Proposal, the general approach and methodology which Consultants propose for carrying out the services covered in the Terms of Reference (TOR), including such detailed information as Consultant deem relevant, together with:
- a. A detailed overall work program and a bar chart indicating the duration and the timing of the assignment of each expert or other staff member assigned to the project.
 - b. Consultants estimate of the total number of man-months required.
 - c. Clear description of the job and responsibilities of each expert staff member within the overall work program. The name, background and professional experience of each expert staff member to be assigned to the project, with particular reference to his experience of work of a nature similar to that of the proposed assignment
- 3.4** During preparation of the technical proposal, the Consultants must give particular attention to the following:
- i. Prequalified Firms or their Joint Ventures (JV's) by the Higher Education Commission as per specified Criteria are to be mentioned in the proposals.
 - ii. Subcontracting specific part of the assignment relating to the field information, such as Survey, Geotechnical / Geological Investigation and etc. to the other Consultants or firms if considered desirable, the same sub-Consultant may be included in several proposals, subject to limitation in the Data Sheet.
 - iii. The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
 - iv. Form-6 is meant for comments on provisions contained in RFP and TOR and unless the observations are noted in this particular form, any-thing written elsewhere on this account including financial implications, if any, shall be considered of no consequence in the evaluation process and later on considering any claims arising out of the scope of work defined in the TOR.

- v. No alternative to key professional staff may be proposed, and only one Curriculum Vitae (CV) may be submitted for each position for transparency of evaluation. Minimum required experience of the proposed key staff is given in the Data Sheet.
- vi. Study reports must be in the English language. Working knowledge of the English language by the firm's key personnel assigned on the Project is desirable for clarity of communication.

3.5 Your technical proposal shall provide the following and any additional information, using the formats attached in section-III-:

- I-Form-1 Summary of ten similar assignments of HEI's completed in last ten years /ongoing (not more than 5 projects) from min- last six months.
- I-Form-2 Detail Experience of Consultant (10 Similar Projects of HEI's) Completed/ongoing, must be supported with work order, completion certificate or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation.
- 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 or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation.
- 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 Professionals for the Project
- I-Form-8 CVs recently signed by the proposed key professional staff must be **supported with PEC/PCATP 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. Additional qualification (M.Sc) of the proposed professional

must be supported with degree's copy.

- 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)
- 3.6 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.
- 3.7 **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

- 3.8 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 . The financial proposal should be submitted using the format specified and enclosed (Form F-1). A major deviation from the attached standards or not providing the required information will lead to disqualification of the proposal.
- 3.9 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances.
- 3.10 Costs may be expressed in Pak Rs.
- 3.11 All the prevailing applicable Govt. taxes will be deducted from the consultancy Fees.
- 3.12** The evaluation committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between the word and figures, the formers will prevail. In additional to

the above corrections, activities and items described in Technical Proposal but not priced, in the Financial Proposals shall be assumed to be included in the prices of the other activities or items.

4 SUBMISSION OF PROPOSALS

- 4.1** The consultants shall submit original and number of copies of technical proposal and financial proposal, as indicated in the Data Sheet. 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, “DONOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE”. A damaged/torn financial proposal envelope shall not be entertained and may be considered for disqualification by the Proposal Opening committee.
- 4.2** A softcopy of the Proposals in (PDF) format copied on a CD should be enclosed in the envelope marked “Original”.
- 4.3** 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.
- 4.4** The proposal shall contain no interlineations or overwriting except as necessary to correct error made by the Consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.5** The completed technical and financial proposals shall be delivered at on or before the time and date stated in the Data Sheet.
- 4.6** The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, consultants shall keep available the professional staff proposed for the assignment.

5. PROPOSAL EVALUATION

- 5.1 A two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical / financial score, as indicated below:

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 Data Sheet. The experience shall be considered under two heads i.e. Specific Experience and General Experience. A maximum of 10 similar & 10 general projects of **Category C-II** with the similar services (Planning, Detail Design, Bidding Documents/Engineer’s Estimates & Construction Supervision ect.) as required for the current project, 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%

Financial Proposal

For Quality cum Cost Based Selection

- 5.3 The financial proposals of the technically qualified firms shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as indicated in the data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.
- 5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the three shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

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

(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 NEGOTIATIONS

- 3.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest-ranking technical proposal in writing, by registered letter, e-mail, facsimile or courier service and invite him to negotiate the Contract. The representatives conducting negotiations on Consultants' behalf must have written authority from its parent company and its associates to negotiate all terms and to conclude a binding agreement.
- 3.2 Negotiations normally take from two (2) to five (5) days. The aim is to reach Agreement on all points and initial a draft Contract is devised from the conclusion of negotiations.
- 3.3 The negotiation committee shall determine whether the financial proposals are complete and without computational errors. The aim is to reach Agreement on all points and initial a draft Contract is devised from the conclusion of negotiations.
- 3.4 Negotiations shall commence with a discussion of Consultants' technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have given to improve the TOR. Agreement shall then be reached on the augmented and refined 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.
- 3.5 These negotiations will focus firstly on the terms of reference (TOR) and proposed facilities etc. to be provided by the client. After agreement on these issues, the cost elements will be discussed and finalized.
- 6.6 In case of failure of these negotiations with the top ranked firm, the second ranked qualifying firm will be invited to negotiate on contractual terms. The process shall continue until negotiations with a qualifying consulting firm is completed successfully.
- 6.8 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.

6 AWARD OF CONTRACT

- 3.1 The evaluated successful Consultants shall be informed through a Letter of Intent / Award and shall be requested for concluding the contract agreement after successful negotiations. 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.

3.2 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 Client is informed 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.

SECTION 2
DATA SHEET

Reference Paragraph Of ITC																
1.1	<p>The name of the Assignment is:</p> <p>Planning, Designing and overall Construction Supervision Services for Construction of Project buildings titled “Establishment of AJK Women University, Bagh, AJ&K”.</p> <p>SALIENT FEATURES OF PROJECT ARE:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Sr. #.</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Covered Area (Sft)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Academic Blocks (1 Nos)</td> <td style="text-align: center;">45,346</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Common Facilities (Library, Multipurpose Hall, Cafeteria, Tuck Shops, Medical Centre).</td> <td style="text-align: center;">37,375</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Girls Hostel</td> <td style="text-align: center;">35,840</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>External Development Work</td> <td style="text-align: center;">Ref TORs</td> </tr> </tbody> </table> <p>Name of the Client: The Women University of AJ&K, Bagh</p> <p>The address (es) of the official (s) is (are):</p> <p>Director Planning & Development Women University of AJ&K, Bagh</p> <p>Ph #: 05823-960032 Fax #: 05823-960033</p> <p>Email – khan.sardar330@gmail.com URL – wuajk.edu.pk</p>	Sr. #.	Description	Covered Area (Sft)	1.	Academic Blocks (1 Nos)	45,346	2.	Common Facilities (Library, Multipurpose Hall, Cafeteria, Tuck Shops, Medical Centre).	37,375	3.	Girls Hostel	35,840	4.	External Development Work	Ref TORs
Sr. #.	Description	Covered Area (Sft)														
1.	Academic Blocks (1 Nos)	45,346														
2.	Common Facilities (Library, Multipurpose Hall, Cafeteria, Tuck Shops, Medical Centre).	37,375														
3.	Girls Hostel	35,840														
4.	External Development Work	Ref TORs														

1.2	<p>The brief description and the objectives of the assignment are:</p> <p>Location The Project site is located in Bagh City with a total area of 60 kanals. The terrain is almost plain with slight terraces. There is fair access to the site by road.</p> <p>Background: The Women University of AJ&K, Bagh has been established in may, 2014. Currently, it has two government donated campuses and two campuses located in rented buildings. To house academic activities of 02 Faculties encompassing 13 departments the WUAJ&K, Bagh has attained a project financed by the Govt. of Pakistan through Higher Education Commission (HEC).</p> <p>Objectives: The overall objective of the study is to carry out Planning, Designing and Construction Supervision of the of civil works approved in the project</p> <p>Specific objectives are :</p> <ol style="list-style-type: none"> i. To plan state of the art University Buildings including all internal and external facilities. ii. Propose different alternatives and select the best one in consultation with the Client. iii. Preparation of Detailed design and BOQs of the selected option. iv. Assist in Procurement of contractors for construction v. Supervise the construction activities and maintain the quality and progress. <p><i>Details are provided in the TOR.</i></p>
1.3	<p>Phasing of the Assignment, if any :</p> <ol style="list-style-type: none"> (a) Planning of area including conceptual design (b) Conceptual Design of Building and Approval from Higher Education Commission (c) Detailed Design of Building, Infrastructure Works and Tender Documents (d) Detailed Resident Construction Supervision.
1.4	<p>Pre-Proposal Conference of required in case of any clarification with Director P&D WUAJ&K, Bagh. Not required</p>
1.5	<p>The Employer shall provide the following inputs:</p> <ul style="list-style-type: none"> • Close Coordination • Identification of Project boundary etc

1.7	<p>Selection Procedure:- The Consultants shall be selected under the selection method of Quality cum Cost Based Selection (QCBS). The procedure for opening of proposals will follow the principles of P.E.C. Single Stage-two envelope procedure, which is presented as follows:-</p> <p>(i) <i>The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal and evaluation to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.</i></p> <p>(ii) <i>Initially, only the envelope marked “TECHNICAL PROPOSAL” be opened and the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.</i></p> <p>(iii) <i>The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, without reference to the price and reject any Technical Proposal which manifests material deviation from the specified requirements.</i></p> <p>(iv) <i>During the technical evaluation no amendments in the technical proposal shall be permitted.</i></p> <p><i>After the evaluation and approval of the TECHNICAL PROPOSAL, the procuring agency, shall at a time within the bid validity period, publicly open the FINANCIAL PROPOSALS of the technically qualified firms at a time, date and venue announced and communicated to the Consultants in advance for the attendance of their authorized representative duly notified in advance..</i></p> <p>(v) <i>The proposals found to be highest ranked determined after the combined evaluation of TECHNICAL and FINANCIAL proposals obtaining highest total combined score as per prescribed procedure in the RFP shall be accepted.</i></p>
2.1	<p>The Documents are:</p> <ol style="list-style-type: none"> 1. Data Sheet 2. Technical Proposal Forms for consultancy services 3. Financial Proposal Form for consultancy services 4. Terms of Reference (TOR) 5. Appendices etc. 6. Draft Form of Contract
2.2	<p>The address of the Personnel for seeking clarification is:</p> <p>Director Planning & Development Women University of AJ&K, Bagh Ph #: 05823-960032 Fax #: 05823-960033</p>

	Email – khan.sardar330@gmail.com URL – wuajk.edu.pk
3.4 (ii)	The same Sub-Consultant for Topographic Survey and Investigation may participate in several proposals: No
3.4 (iii)	Proposed key staff shall be employees who are employed with the respective Consultant at least six months prior to submission of this proposal: Yes and the Consultant has to submit Computerized Payments Receipts issued by FBR for the last six months a proof of employment failure to which results in non-consideration of staff.
3.4 (v)	<p>The minimum required experience of proposed key staff during:</p> <p>(A) <u>Planning & Designing Phase</u></p> <ol style="list-style-type: none"> 1. The Team Leader should be Master’s Degree in Civil Engineering, having at least 15 years of comprehensive experience and exposure to various Projects predominantly of design of Educational Buildings along with the master planning of area, of similar magnitude and complexity. 2. Senior Architect should have Bachelor’s Degree in Architecture, with minimum of 10 years of experience of designing of multistory buildings in general & should have designed at least one iconic building of akin nature in High Seismic Areas (Zone 3 & Zone 4 as per building code of Pakistan). 3. Senior Structural Engineer should have a Master Degree in Structure Engineering with minimum 10 years of experience on design of multistory buildings, culverts, retaining and protective structures in High Seismic Areas (Zone 3 & Zone 4 as per building code of Pakistan). 4. Public Health Engineer should have Bachelor’s Degree in Civil Engineering with minimum of 10 years of experience in the design of plumbing and sanitary design. 5. Quantity Surveyor should have B Tech with minimum 10 years of experience of preparation of BOQ, estimates. 6. Contract Engineer should have Bachelor’s Degree in Civil Engineering minimum 20 years of experience of preparation of bidding document. 7. Electrical Engineer should have Bachelor’s Degree in Electrical Engineering with minimum of 10 year experience. <p>(B) <u>Construction Supervision Phase</u></p> <ol style="list-style-type: none"> 1. Resident Engineer with minimum of 10 years of experience in construction supervision of building and infrastructure works. 2. Surveyor should have minimum of 10 year experience. 3. Site Inspector with minimum of 10 years of experience in construction supervision
3.8	Costs may be expressed in currency (s) :- Pakistani Rupees
4.1	The number of copies of the Technical Proposal required is:

	<p>Original <u>One (1)</u> Copies <u>Two(2)</u></p> <p>The number of copies of the Financial Proposal (in sealed envelope) required is: Original <u>One (1)</u> Copies <u>Two (2)</u></p> <p>The address for writing on the proposals is :</p> <p>Director Planning & Development Women University of AJ&K, Bagh Ph #: 05823-960032 Fax #: 05823-960033 Email – khan.sardar330@gmail.com URL – wuajk.edu.pk</p>															
4.5	<p>Proposals to be submitted at :</p> <p>Director Planning & Development Women University of AJ&K, Bagh Ph #: 05823-960032 Fax #: 05823-960033 Email – khan.sardar330@gmail.com</p> <p>The date and time of the proposal submission are: Date <u>AUG 20,2018</u> Time: <u>1600 HRS</u></p>															
4.6	<p>Validity of the proposal is :</p> <p>90 Days</p>															
5.1	<p>The points given to each category of evaluation criteria are:-</p> <table border="1"> <thead> <tr> <th>Sr.#</th> <th>Description</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Relevant Firm’s Experience</td> <td>400</td> </tr> <tr> <td>2</td> <td>Approach & Methodology and adequacy of the Work Program and Methodology in responding to the TOR & Presentation</td> <td>200</td> </tr> <tr> <td>3</td> <td>Qualification and competence of the Proposed Key staff</td> <td>400</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Points</td> <td>1000</td> </tr> </tbody> </table>	Sr.#	Description	Points	1	Relevant Firm’s Experience	400	2	Approach & Methodology and adequacy of the Work Program and Methodology in responding to the TOR & Presentation	200	3	Qualification and competence of the Proposed Key staff	400	Total Points		1000
Sr.#	Description	Points														
1	Relevant Firm’s Experience	400														
2	Approach & Methodology and adequacy of the Work Program and Methodology in responding to the TOR & Presentation	200														
3	Qualification and competence of the Proposed Key staff	400														
Total Points		1000														

	<p>The points earmarked for evaluation sub-criteria (3) above for suitability of Key Staff are:-</p> <table border="1"> <thead> <tr> <th>Sr.#</th> <th>Description</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Academic and General Qualifications</td> <td>30%</td> </tr> <tr> <td>2</td> <td>Professional experience related to the applicable component of the Project</td> <td>65%</td> </tr> <tr> <td>3</td> <td>Knowledge of Language</td> <td>05%</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Points</td> <td>100%</td> </tr> </tbody> </table> <p>The minimum qualifying score for technical proposal is <u>70</u></p>	Sr.#	Description	Points	1	Academic and General Qualifications	30%	2	Professional experience related to the applicable component of the Project	65%	3	Knowledge of Language	05%	Total Points		100%
Sr.#	Description	Points														
1	Academic and General Qualifications	30%														
2	Professional experience related to the applicable component of the Project	65%														
3	Knowledge of Language	05%														
Total Points		100%														
5.2	<p>The date, time and address for the Technical proposal opening is:</p> <p>Date: _____ Time: _____</p> <p>Place of Technical Proposal Opening :</p> <p>The Women University of AJ&K, Bagh Administration Block</p>															
5.2a	<p>The date, time and address for the financial proposal opening is:</p> <p>Date: _____ Time: _____</p> <p>Place of Financial Proposal Opening :</p> <p>The Women University of AJ&K, Bagh Administration Block</p>															
5.5	<p>The weights given to the Technical and Financial Proposals are:</p> <p>Technical: <u>70</u> Financial: <u>30</u></p>															
6.2	<p>Performance Bond : The successful bidder will furnish a performance guarantee up to 10% of the contract amount.</p>															
6.3	<p>The assignment is expected to commence on:</p> <p><u>To be informed later on</u></p> <p>Time Period for this assignment is : 2 Years Design Phase : 06 Months Detail Construction Supervision Phase : 18 Months</p>															

Annexure to Data Sheet

EVALUATION CRITERIA		Max. Weight*	Firm 1		Firm 2		Firm 3		Firm 4		Firm 5		Firm 6		Firm 7		Firm 8	
			Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
I. Relevant Experience		400																
A	Firm's General experience in Building Projects with similar consultancy services	200																
B	Specific Experience of HEI's with similar consultancy services	200																
II. Approach and Methodology		200																
A	Understanding of Objectives (TOR)	100																
B	Innovativeness/Comments on TOR (Form 6)	50																
C	Work Program & Coverage of all activities including Bar Chart	50																
III. Personnel (Areas of Expertise)		400																
Design Team		250																
A	Team Leader	50																
B	Senior Architect	50																
D	Senior Structural Engineer	50																
G	Public Health Engineer	25																
H	Quantity Surveyor	25																
I	Contract Engineer	25																
J	Electrical Engineer	25																
Site Supervision Team		150																
	Resident Engineer	100																
	Surveyor	20																
	Site Inspector	30																
Total		1000		0		0		0		0		0		0				
Rating		Excellent – 100%	Very Good -90%	Above Average – 80 %				Average – 70%				Below Average – 50%		Non-complying – 0%				
Score:		Maximum Weight x rating / 100																

**PERSONNEL EVALUATION SHEET FOR TECHNICAL PROPOSAL
CONFIDENTIAL**

Annexure to Data Sheet

POSITION / AREA OF EXPERTISE	NAME	Academic & General Qualification Weight 30 %		Project related Experience Weight 65%		Knowledge of language 5%		Overall Rating (Sum of Weight Ratings) (A+B+C)
		Rating	Weighted Rating (A)	Rating	Weighted Rating (B)	Rating	Weighted Rating (C)	
Team Leader								
Senior Architect								
Senior Structural Engineer								
Public Health Engineer								
Quantity Surveyor								
Contract Engineer								
Electrical Engineer								
Resident Engineer								
Surveyor,								
Site Inspector								

Rating: - Excellent – 100% Very good – 90% Above Average – 80% Average – 70%
 Below Average – 50% Non-complying-0%

Score = Maximum Weight x Rating / 100

SECTION – 3
FORMS OF TECHNICAL PROPOSAL

**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-II

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) :
- 4.1 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-II**, 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. 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
(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) :
- 4.2 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 :

**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

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

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

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

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: 1 _____ 2. _____ NOTARY PUBLIC: _____ -	[INSERT NAME OF GRANTOR] For: _____ By: Its:
--	--

SECTION 4

FORMS OF FINANCIAL PROPOSAL

FINANCIAL PROPOSAL

CONSULTANCY SERVICES

for

PLANNING, DESIGNING AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF FACILITIES IN MAIN CAMPUS WUAJ&K, BAGH

S.No	Description	Quoted % age
1	Consultancy Fee for Design Phase as per ToR's (to be quoted as %age of the Work award cost)	
2	Consultancy Fee for Detail 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, else the bid will be rejected)

APPENDIX A

Terms of Reference

TOR

A1. TERMS OF REFERENCE

FOR PLANNING, DESIGNING AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF DEVELOPMENT PROJECT ENCOMPASSING MULTIPLE FACILITIES IN MAIN CAMPUS AT BAGH CITY, AJ&K.

1. Background :-

Women University Azad Jammu & Kashmir, Bagh has obtained a Development Project form Gov't of Pakistan through Higher Education Commission (HEC) of Pakistan of worth Rs. 819.816 million. Infrastructure component of Rs. 429.549 million is included and part of the Project. This infrastructure part will consist of the following:-

- i). Academic Facilities 45,346 sft
- ii). Student Hostel 35,840 sft
- iii). Common Facilities 37,375 sft

(Library, Multipurpose Hall, Medical Centre, Cafeteria, Tuck Shops & Car Parking).

- iv). External Development

The main objective of this Project is to provide basic requirements for establishing this first ever university for Women in Azad Jammu & Kashmir. Presently we are housed in three buildings given to Women University Azad Jammu & Kashmir through a Gov't Notification (Post Graduate Girls College, College of Education and old Rest House building). University has enrolled 2500 plus students in BS, MSc, MPhil/ MS of 13 disciplines and managing time table to cover the shortage of class rooms/ other requirements of Laboratories, Library and allied facilities.

Infrastructure development is the main focus area of this Project under the time bound program, therefore, Consultancy experts are needed for the "State of the Art" designs and construction.

Scope of Work/Services:-

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

Design Phase(6 months duration):

- Soil Investigation for above mentioned buildings, Electronic Resistivity tests for installation of tube wells, Hydro survey of the campus.

- Detailed Architectural/Engineering design of above mentioned buildings with allied internal & external services (Electrical, Water Supply, Sewerage System, Sui Gas, HVAC, Telephone/Data Network, Fire Alarm System, PA System etc.)
- Detailed Architectural/Engineering design of external developmental works & services(External Electrification with provision of standby generators & sub-station, Water Supply system including tube wells, pump house, storage tanks ,distribution lines & water treatment plants, Sewerage System, Sui Gas ,ICT infrastructure, Foot paths, Parking's, Walkways, Landscaping/horticulture irrigation system, Roads, Storm Water Drainage System ,Boundary Wall/fencing , Street/Perimeter security lights, CCTV security system etc.)
- Preparation of Tender/Construction Drawings, Bill of Quantities (BoQs)/Engineer Estimates and Tender/Bid Documents.

Detail Construction Supervision Phase (18 months duration):

- Assist the client in the prequalification of the contractors.
- Assist the client in Bids/Tenders evaluation and award of contracts.
- Detail Construction Supervision

Detailed Design:-

The consultant will be required to submit detailed design and construction drawings which may be required for the execution of construction of the buildings. Such construction drawings/ documents be comprised of but not limited to following:-

- Preparation of Conceptual design and obtains its approval from concerned quarters.
- Detailed architectural design and drawings.
- Structural designs and drawings.
- MEP design of Building
- External Infrastructure design and drawings
- Landscaping design and drawings.
- Design and details of parking area and walkways.
- External Development Works Design

Detail Construction Supervision:-

The Consultant is required to provide resident construction supervision that includes

- Contract Management
- To supervise construction works in accordance with construction drawings and contract documents.
- Quality assurance of entire construction work.
- To check quality control procedures of the contractor and assure use of construction material as per specifications.
- To check and verify Interim as well as final payment certificates of the contractor for payment.
- To monitor and report to the client on the status of the physical as well as financial progress.

- To prepare variation orders and instructions to the contractors on works where necessary.
- To review monthly progress report submitted by contractor.
- To give written instructions to the contractors about defects and deficiencies found in works during supervision.
- To review and approve shop drawings and other submission of contractor.
- To review and approve “As Built” drawings submitted by the contractor with the consultation of client.
- To prepare Project completion report.

Reporting Requirements:-

- Inception Report.
- Preliminary Architectural Design along with Presentation.
- Detailed Architectural Design.
- Detailed Structural, MEP, Infrastructure Design
- Draft Bidding Documents.
- Final Bidding Documents.

Construction Progress Reports:-

- Daily Report
- Monthly Progress Report

The Consultant will keep the client continually informed on the progress of the works, and all budgetary and financial matters pertaining to the project, by submitting to him the following reports:-

Monthly progress reports including: information on measurements of works executed, equipment and material supplied to site, used and/ or stored – quality tests on earthworks, concrete works, construction materials and equipment, labor force, variation orders if any, payments made to the Contractor’s , acceptance tests of structures , problems encountered and recommendation made by the consultant , photographs and recording the progress of work. This report shall be submitted in four copies.

Final report on completion of works and/or Consultants assignment. The consultant will prepare and advice on the issue of the Initial and Final Hand-Over Certificates. The report shall be submitted in four copies.

Arrange site meetings with Contractor’s at regular intervals to discuss progress and quality of works, and resolve problem if there.

The Consultant shall issue Variation order and claims for extension of time or any change in works according to the contract after obtaining the approval of client. The Consultant shall also monitor the contract costs relative to the client's budgetary provision.

Time Schedule:-

If not indicated otherwise in the contract documents the consultant shall complete the assigned works as per the following schedule:-

Phase I: Design Phase

- i). Inception Report within 02 (Two) weeks from the date of signing of the contract.
- ii). Preliminary Design Report within 1 ½ (one & half) month from the date of signing of the contract.
- iii). Draft Report within 02 (Two) months from the date of signing of contract.
- iv). Final Report within 03 (Three) months from the date of signing of contract.
- v) Tendering and Award of Contract for construction within 06 (Six) weeks after the completion of first Phase.

Phase II: Construction Supervision

Project Supervision until handover of the completed building from the date of signing of contract (with consultant). The construction period is estimated to be 18 months.

Payment Schedule:-

If not indicated otherwise in the contract documents the consultant shall complete the assigned works as per the following schedule:-

Phase I: Design Phase:

Provisional design fee shall be calculated on the basis of provisional unit construction rate of Rs. 2800/sft. The mode of payment shall be based on completion of the services as follows as a percentage of design fee quoted percentage,

- i). 10% of design fees quoted percentage after submission and Acceptance of Inception Report & Preliminary Design Report.
- ii). 40% of design fees quoted percentage after submission and Acceptance of detail design.
- iii). 30% of design fees quoted percentage after submission and Acceptance of bidding documents/Final Report.
- vi). Remaining 20 % on commissioning of construction work, final payment will be made as per the work award cost.

Phase II: Detail Construction Supervision Phase:

During supervision phase payment will made at the quoted percentage in the financial proposal on the contractor running bill & will be also subjected to the physical/financial progress on ground.

Environmental Measures:-

Environmental measures should be a part of the plan from the initial steps. Layout plan of the buildings should cover environmental factors, and their mitigations. The design of the building should include environmental screening and issues to be investigated where necessary. Two categories of risks should be clearly identified:-

- i). Risk to building from environmental factors.
- ii). Risk to environment due to the buildings.

Broadly environmental considerations will cover the following baseline environmental conditions, potential environmental impact and their mitigations (both direct and indirect impacts and impacts during constructions and/ or operation), opportunities for environmental enhancement and proposed designs and other measures for protection of the environment.

APPENDIX B

Copy of Model Agreement

Relevant standard form of contract document prepared by the Pakistan Engineering Council shall be adopted.