

Sukkur IBA University



REQUEST FOR PROPOSAL

**Hiring of Architectural Consultancy Services for the
Construction Nisar Ahmed Siddiqui Technology
(NASTech) Park at Sukkur IBA University, Sukkur,
Sindh**

Under the HEC-Funded PSDP Project Titled

**Establishment of Nisar Ahmed Siddiqui Technology (NASTech) Park
at Sukkur IBA University, PSDP No. 366 / FY 2021-22**

Single Stage - Two-Envelope Process

Last date for submission of Bid Documents: August 19, 2021 up-

to 12:00 PM Technical Bid Opening Date: August 19, 2021 at

12:30 PM

August 2021

Important Notice

This Request for Proposal is provided to the Bidders solely for use in preparing and submitting Bids in connection with the competitive bidding process to undertake Assignment. This Request for Proposal is being issued by Sukkur IBA University solely for use by Consultants in considering the Project. *Unless expressly specified otherwise, all capitalized terms used herein shall bear the meaning ascribed thereto in the Glossary of this Request for Proposal.*

The evaluation criteria were determined by Sukkur IBA University. Neither any of these entities, nor their employees, personnel, agents, make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in any other document made available to a person in connection with the tender process for the Project and the same shall have no liability for this Request for Proposal or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation of the Project. Neither any of these entities, nor their employees, personnel, agents, consultants, advisors and contractors etc. will be liable to reimburse or compensate the recipient for any costs fees, damages or expenses incurred by the recipient in evaluating or acting upon this Request for Proposal or otherwise in connection with the Project as contemplated herein.

The Bids submitted in response to the Request for Proposal by any of the Bidders shall be upon the full understanding and agreement of any and all terms of the Request for Proposal and such submission shall be deemed as an acceptance to all the terms and conditions stated in the Request for Proposal. Any Bids in response to the Request for Proposal submitted by any of the Bidder shall be construed based on the understanding that the Bidder has done a complete and careful examination of the Request for Proposal and has independently verified all the information received (whether written or oral) from the Sukkur IBA University (including from its employees, personnel, agents, consultants, advisors and contractors etc.).

This Request for Proposal does not constitute a solicitation for consultancy, or otherwise participate, in the Project, nor shall it constitute a guarantee or commitment of any manner on the part of the Sukkur IBA University that the Project will be awarded. Sukkur IBA University reserves its right, in its full discretion, to modify the Request for Proposal and/or the Project at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the recipient for any costs, taxes, expenses or damages incurred by the recipient in such an event.

TABLE OF CONTENTS

SN	DESCRIPTION	PAGE #
1	REQUEST FOR PROPOSAL	4
2	DEFINITIONS	4-5
3	LETTER OF INVITATION (LOI)	6
4	INSTRUCTION TO CONSULTANTS	7-20
5	DATA SHEET	21-23
6	APPENDIX-I	24
7	I-FORM-1	25
8	I-FORM-2	26
9	I-FORM-3	27
10	I-FORM-4	28
11	I-FORM-5	29
12	I-FORM-6	30-31
13	I-FORM-7	32
14	FORM-8	33
15	FORM-9	34
16	FORM-10	35
17	POWER OF ATTORNEY	36-37
18	APPENDIX-II	38
19	FORM-12	39
20	TERMS OF REFERENCE	40-43

REQUEST FOR PROPOSAL

Country:	Pakistan
Province:	Sindh
District:	Sukkur
Project Name:	Establishment of Nisar Ahmed Siddiqui Technology (NASTech) Park at Sukkur IBA University
Project Duration:	18 Months
Title of Consultancy:	Hiring of Architectural Consulting firm for Planning, Detailed Engineering/Architectural Designing, Preparation of Bidding Documents/Engineering Estimates, Top Level Construction Supervision & Monitoring for Construction of Nisar Ahmed Siddiqui Technology (NASTech) Park at Sukkur IBA University, Sukkur, Sindh

DEFINITIONS:

- i. "Applicable Law" means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan, as those may be issued and in force from time to time;
- ii. "Client" means Sukkur IBA University, Sukkur with which the selected Consultant signs the Contract for the Services;
- iii. "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract;
- iv. "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;
- v. "Contract Price" means the price to be paid for the performance of the Services;
- vi. "Effective Date" means the date on which this Contract comes into force
- vii. "GC" means these General Conditions of Contract;
- viii. "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions;
- ix. "Day" means calendar day.
- x. "Government" means the Government of the Islamic Republic of Pakistan;
- xi. "Local Currency" means the currency of the Islamic Republic of Pakistan;

- xii. "Instructions to Consultants" means the document which provides all information needed to prepare their Proposals;
- xiii. "Consortium" means the Consulting Firm comprised of a group of firms/ companies. The Lead Firm shall represent and bind all Consultants of the Consortium in all matters connected with the Project including submission of RFP on behalf of the Consortium;
- xiv. "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof;
- xv. "SC" means the Special Conditions of Contract by which the GC are amended or supplemented;
- xvi. "Proposal" means a technical proposal or a financial proposal, or both;
- xvii. "QCBS" means Quality- and Cost-Based Selection;
- xviii. "RFP" means this Request for Proposal;
- xix. "Project" means the work specified in SC for which engineering consultancy services are desired.
- xx. "Services" means the work to be performed pursuant to the Contract;
- xxi. "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;
- xxii. HEI's means Higher Education Institutions;

Section-1

LETTER OF INVITATION (LOI)

Name & Address of Consultant:

Dear Sir/Madam,

Subject: Architectural Consultancy Services for the Construction Nisar Ahmed Siddiqui Technology (NASTech) Park at Sukkur IBA University, Sukkur, Sindh

Sukkur IBA University (the “**Procuring Agency**”), invites “Technical and Financial proposals” for Consultancy Services for planning, detailed designing and top level construction supervision and monitoring of Nisar Ahmed Siddiqui Technology (NASTech) Park, Sukkur (the **Assignment**), from prospective firms/consortiums.

1. This Request for Proposal (RFP) is addressed to the competent and qualified Consulting Firms registered with Pakistan Engineering Council (PEC)/ Pakistan Council of Architects & Town Planners (PCATP). A detailed description of the assignment and its objectives are given in the enclosed Terms of Reference(TORs).
2. Consultants are encouraged to acquaint fully with the Assignment and local conditions before submitting their proposals, by sending written queries to the Procuring Agency, if any. Please note that no cost of any such visit or queries is reimbursable.
3. A firm/consortium will be selected under **Quality and Cost Based Selection (QCBS)** Method described in this RFP, in accordance with the Sindh Public Procurement Rules, 2010 and amended from to time. The Consultants are therefore advised to carefully go through these statutes to understand nature of their possible relationship with the Procuring Agency and the rules governing this relationship.

Yours sincerely,

Section-2

Instructions to Consultants

2.1 INTRODUCTION:

- 2.1.1 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 Draft. Copy of contract is enclosed with the RFP documents.
- 2.1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.
- 2.1.3 The Assignment shall be implemented in accordance with the work schedule indicated in the Data Sheet, read the Scope of Work and the Advertisement.
- 2.1.4 The Client (Sukkur IBA University) has been entrusted the duty to implement the Project as Executing Agency by the Federal Government and funds have been approved under PSDP funded development project titled “**ESTABLISHMENT OF NISAR AHMED SIDDIQUI TECHNOLOGY (NASTech) PARK AT SUKKUR IBA UNIVERSITY**” 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 being issued.
- 2.1.5 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the client and project site in Sukkur 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.

Please note that:

- 2.1.6 The cost of preparing the proposal and of negotiating the contract, including a visit to the Client and site, are not reimbursable as a direct cost of the Assignment; and
- 2.1.7 The Client is not bound to accept any of the proposals submitted.
- 2.1.8 The selection procedure for consultants shall be **Quality and Cost Based Selection (QCBS)** Method as detailed in the Data Sheet

We wish to remind you that in order to avoid conflicts of interest:

- 2.1.9 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 service (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
- 2.1.10 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.

Please note that:

- 2.1.11 In-complete and late proposals will not be entertained. Further information / clarification about the assignment & documents may be obtained from the Project's focal person office.
- 2.1.12 Incomplete defective proposals and proposals not conforming to the RFP documents shall be liable to rejection.
- 2.1.13 The University reserves the right to cancel the process at any stage and reject any or all the proposal thereof, having valid reasons and without being liable for any claim/compensation of any nature whatsoever.
- 2.1.14 The Procuring Agency named in the Data Sheet will select a Consultant in accordance with the method of selection specified in the Data Sheet.
- 2.1.15 The Consultants are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.1.16 The Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. The Consultants may liaise with Procuring Agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.1.17 The Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants in line with Sindh Public Procurement Rules, 2010(amended from time to time).While submitting the Technical Proposal, the composition of the proposed team and task assignment to individual personnel shall be clearly stated.
- 2.1.18 If a Consultant is qualified/selected on the strength of experience of a foreign company, requisite Key Professional Staff from that foreign company shall be fielded along with other Consortium members.
- 2.1.19 In case a firm is proposing Key Professional Staff from educational/research institutions, a 'No Objection Certificate' from the concerned institution shall be enclosed with the CV of such person.

2.2 Timetable

The estimated timetable for the bidding process is as follows

Activity	Target Date
Issuance of RFP	July 31, 2021 to Submission Date
Clarifications / Comments Request Deadline	Till Submission Date by 10:00 AM
Response to Questions Document Issuance	Till Submission Date by 10:00 AM
Bids Submission Deadline	August 19, 2021 12:00 Noon

2.3 DOCUMENTS:

- 2.3.1 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, electronic mail or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, electronic mail or telefax to such requests and copies of the response shall be sent to all invited Consultants.
- 2.3.2 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, electronic mail or telefax to all invited Consulting firms and they will have binding on them. The Client may at its discretion extend the deadline for the submission of proposals.
- 2.3.3 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet, which is mandatory.

2.4 PREPARATION OF PROPOSAL:

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

2.4.1 Technical Proposal:

2.4.1.1 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.

2.4.1.2 During preparation of the technical proposal, you must give particular attention to the following:

- a. JV/Consortium of firms can apply only as a same JV/Consortium with a same

Lead firm for this RFP.

- b. Subcontracting part of the Assignment to other consultants is not allowed.
- c. Max ten (05) similar assignments (HEI's / universities only) of building projects each of worth Min. Rs. 500 million to fetch the full marks against the firm's similar experience.
- d. Max ten (10) general assignments of Government sector (other than HEI's / universities) of building projects each of worth Min. Rs. 500 million will fetch the full marks against the firm's general experience.
- e. The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
- f. Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.
- g. 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.
- h. Client has the right to enquire from the clients mentioned in consultant's proposal regarding the consultant performance. In case of negative response from two or more than two clients, consultant may be declared disqualified & his financial proposal may be returned unopened.

Your technical proposal shall provide the following and any additional information, using the formats attached in **Appendix-I**:

- I-Form-1 Summary of ten (10) similar assignments (min worth Rs. 500 million each) of HEI's/ Universities only, completed / ongoing in last ten years (not more than 10 projects), must be supported with 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-2 Details of firm's reference relevant experience of HEI's/ Universities only in similar projects of worth Rs.500 million+ each carried out in the last ten (10) years which best illustrate specific qualifications.
- I-Form-3 Summary of ten (10) general building assignments (min worth Rs. 500 million each) of the Government Sector (other than HEI's / Universities) completed / ongoing in last ten years (not more than 10 projects), must be supported with 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-4 Details of firm's experience with general building projects of worth Rs.500 million + each carried out in the last ten (10) years which best illustrate specific qualifications.

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 online Engineer's verification print & 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.

2.4.1.3 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.

2.4.1.4 Mandatory Documents to be attached with Technical proposal are as under;

- a. Valid 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. Valid National Tax Number of consultant(s).
- d. Year of establishment supported by certificate from the Registrar of Firms / SECP.

- e. Audited Statements of Accounts and Annual Turnover for the last three years.
- f. A certificate / affidavit that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.
- g. Valid Registration certificate with Baluchistan Revenue Authority.

Note: Provision of the above documents is mandatory. In case of failure the firm/JV wouldnot be considered for detailed evaluation.

2.4.2 Financial Proposal:

2.4.2.1 The financial proposal should include all the costs associated with the Assignment. Your financial proposal should be prepared using the formats attached as **Appendix-II**; else the proposal of applicant firm will be rejected.

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

2.4.2.3 Costs shall be expressed in Pakistani Currency inclusive of all taxes.

2.4.2.4 All the prevailing applicable Provincial and Federal Govt. taxes will be deducted from the consultancy Fees. The proposal should be submitted inclusive of all prevailing taxes.

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

2.5 SUBMISSION OF PROPOSALS:

2.5.1 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." A damaged/torn financial proposal envelope shall not be entertained and may be considered for disqualification by the consultant selection committee.

- 2.5.2 A soft copy of the proposals in (PDF) format copied on a CD/USB should be enclosed in the envelope marked “Original”
- 2.5.3 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.
- 2.5.4 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.
- 2.5.5 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 2.5.6 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, 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.
- 2.5.7 In case of sudden holiday on bid opening day, bid will be opened on next working day.

2.6 PROPOSAL EVALUATION:

A two-envelope procedure shall be adopted in ranking of 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:

2.6.1 Technical PROPOSAL

2.6.1.1 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the below table & annexed technical proposal forms as under. Each responsive proposal shall be attributed a technical score (St). There are four essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar & general projects, its professional staff having the specific expertise to meet its obligations during the assignment & approach/methodology of consultant and its financial capability. The weight-age of the respective component shall be as under;

SN	Component	Weightage
1	Experience on similar projects	30
2	Experience on general projects	30
3	Quality of Staff	20
4	Approach & Methodology	10
5	Financial Capability	10
Total		100

2.6.1.2 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.

2.6.1.3 Technical Proposal Evaluation Criteria:

i. Experience on Similar & General Projects 40 Marks

i. Similar Projects (Ongoing / Completed) 25 Marks

Ten (10) Academic/ Educational buildings ongoing/completed during last 10 years (Development works in HEIs/Universities only). The project cost must be more than Rs. 500 million to get the points. The projects which are not academic/ educational buildings and / or less than Rs.500 million will not be considered for points in this category.

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

ii. Similar Projects (Ongoing / 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 Rs. 500 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%

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 above 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 above of experience of working with existing firm on similar building projects as a Site Inspector.

- 4. Quantity Surveyor Gratitude 02 Points**
 - i. Quantity Surveyor - Qualified DAE (Civil), in good standing.
 - ii. Having 10 years or above of total experience of working on similar projects.
 - 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 visits 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 visits 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.

consultant. List down sequence of inspection and tests to be carried out by consultant to ensure quality checks.

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

2.6.2 Financial Proposal Evaluation Criteria:

For Quality cum Cost Based Selection (QCBS)

2.6.2.1 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.

2.6.2.2 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)

2.6.2.3 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:

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

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

2.7 NEGOTIATION:

- 2.7.1 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.
- 2.7.2 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.
- 2.7.3 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.
- 2.7.4 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.
- 2.7.5 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.

2.8 AWARD OF CONTRACT:

- 2.8.1 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.
- 2.8.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

2.9 CONFIRMATION OF RECEIPT:

- 2.9.1 Please inform the Client by courier or any other means:
- 2.9.2 That you received the letter of invitation;
- 2.9.3 Whether you will submit a proposal; and
- 2.9.4 If you plan to submit a proposal, when and how you will transmit it.

Letter of Invitation (LOI)

DATA SHEET

1.1 The Name of Assignment is:	Construction of Nisar Ahmed Siddiqui Technology (NASTech) Park
1.2 The Name of Client is:	Sukkur IBA University, Sukkur
1.3 The Description and the objectives the assignment are:	Hiring of Engineering / Architectural Consulting firm for detail Engineering/Architectural Design, bidding documents preparation and evaluation, top level construction supervision & monitoring of “Construction of Nisar Ahmed Siddiqui Technology (NASTech) Park”
1.4 Pre-Proposal Conference:	
1.5 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.
1.6 Duration of the Assignment is:	18 months
1.7 NASTech Park Building Estimated Covered Area:	80,721 SFT
1.8 Location:	Sukkur, Sindh
1.9 The address for seeking clarification is:	Project Director, Sukkur IBA University, Sukkur
1.10 The number of copies of the Proposal required is:	<u>One original and two copy.</u> The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable).
1.11 The date and time of proposal submission are:	August 19, 2021 by 12:00 Noon
1.12 Validity period of the proposal is (days, date):	90 Days
1.13 The location for submission of proposals is:	Project Director, Sukkur IBA University, Sukkur
1.14 Estimated Assignment Commencement Date:	September 2021

1.15 The weights given to the Technical and Financial Proposals are:-	Technical: 70 Financial: 30
1.16 Mode of Payment to Consultant:	will be finalized at the time of award of contract
1.17 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.
1.18 Return of RFP	<u>Consultant will return the endorsed RFP (each page must be signed) along with the proposal.</u>

Enclosures:

- **Sample Forms for:-**
 - **Technical Proposal**
 - **Financial Proposal**
 - **Terms of Reference**
 - **Contract for Architectural/Engineering Consultancy Services**

APPENDIX-I

TECHNICAL PROPOSAL FORMS

I-Form-1

Summary of Similar Projects (HEI's / Universities)

A maximum of 10 projects of worth Rs.500 million+ each, ongoing / completed in the last ten (10) years

SN	Name of the Project	Location Province/ Country	Client & Contact No.	Project Cost(m. Rs.)	Project Duration (pl. mention start and end dates)	Handled as: Single Firm/ :S Lead Firm/ :L Joint Venture :J Partner	Total Cost of Services (m. Rs.)	Cost of services Provided by the Firm (in case of JV)	Scope of Services Feasibility : F Survey & Invest.: S Quality Control: Q Project Monitoring: MO & M: O Design : D Procurement: P Construction Superv.:C	Additional Information (if any)

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the clients. Sukkur IBA University, Sukkur has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback no weightage/credit shall be given for that assignment. In case of negative feedback from 2 or more clients, may to disqualify the consulting firm/JV.

I-Form-2

DETAIL OF FIRM'S REFERENCE

Relevant experience of HEI's/ Univ. only in similar projects of worth Rs.500 million+ each carried out in the last ten (10) years which best illustrate specific qualifications

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

1. Assignment Name:		2. Country:
3. Nature of Contract - On man-month basis - On lump sum basis		
4. Location within Specific Country:		5. Professional Staff provided by your Firm:
6. Name of Client:		7. No. of Staff:
8. Address of Client:		9. No. of Staff Months:
10. Start Date (Month/Year):	11. Completion Date (Month/Year):	12. Approx. Value of Services (in Current USD/Rs.)
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided by Associated Firm(s):
15. Name of Senior Staff (Project Director/Coordinator, Team Leader, Architect, Structural Engineer etc.) and Supervision staff (including Resident Engineer, Site Engineer, Quantity surveyor, Sub Engineer) involved and functions performed:		
16. Narrative Description of Project :		
17. Description of Actual Services Provided by Your Staff:		

Signatures of Authorized Representative _____

I-Form-3

Summary of General Work Assignments (other than HEI's / Universities)

A maximum of 10 general building projects of Govt. Sector (other than HEI's/Universities) of worth Rs.500 million+ each, Ongoing/completed in the last ten (10) years

SN	Name of the Project	Location Province/ Country	Client & Contact No.	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Handled as: Single Firm/:S Lead Firm/: L Joint Venture :J Partner	Total Cost of Services (m. Rs.)	Cost of services Provided by the Firm (in case of JV)	Scope of Services Feasibility : F Survey & Invest.: S Quality Control: Q Project Monitoring: MO & M: O Design : D Procurement: P Construction Supervision :C	Additional Information (if any)

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the client(s). Sukkur IBA University, Sukkur has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback no weightage/credit shall be given for that assignment. In case of negative feedback from 2 or more clients, may to disqualify the consulting firm/JV.

I-Form-4

Detail of firms's experience with general building projects of worth Rs.500 million + each carried out

in the last ten (10) years which best illustrate specific qualifications

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

1. Assignment Name:		2. Country:
3. Nature of Contract - On man-month basis - On lump sum basis		
4. Location within Specific Country:		5. Professional Staff provided by your Firm:
6. Name of Client:		7. No. of Staff:
8. Address of Client:		9. No. of Staff Months:
10. Start Date (Month/Year):	11. Completion Date (Month/Year):	12. Approx. Value of Services (in Current USD/Rs.)
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided by Associated Firm(s):
15. Name of Senior Staff (Project Director/Coordinator, Team Leader, Architect, Structural Engineer etc.) involved and functions performed:		
16. Narrative Description of Project :		
17. Description of Actual Services Provided by Your Staff:		

Signatures of Authorized Representative _____

I-Form-5

**CONSULTANTS WRITTEN MATERIAL ON
UNDERSTANDING OF THE OBJECTIVES OF
THE ASSIGNMENT,
APPROACH AND METHODOLOGY,
PROPOSED FOR PERFORMING THE
ASSIGNMENT FOR:-**

- (1) Detailed Design of Buildings**
- (2) Documentation (Bidding Documents)**
- (3) [Conceptual Design of buildings, Master plan layout, Technical approach, and methodology and work plan are key components of the Technical Proposal. Consultants are suggested to present the Technical Proposal divided into the following chapters]**

- (a) Technical Approach & Methodology*
- (b) Conceptual Design / Work Plan, and*
- (c) Organization and Staffing*

(a) Technical Approach and Methodology

The written material on Approach and Methodology is the reflection of the consultants' knowledge, experience and expertise in relevant field. Technical approach & methodology should clearly deliberate the consultants line of action to perform the specific job as per given scope of work.

The Consultants Methodology may include other parameters and innovativeness as to how the Consultants intend to address the issues with the state of the art technology, if they are considered for the award of the work.

(b) Conceptual Design / Work Plan

In this Chapter Consultants should submit the conceptual design of buildings and basic Master Plans suggestion for Clients' review and numbering. The proposed Work Plan should be consistent with technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of final documents, including reports, drawings and tables to be delivered as final output, should be included here.

(c) Organization and Staffing

In this Chapter Consultants should propose the structure and composition of team. Consultants should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

I-Form-6

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

I-Form-6-A

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Facilities to be provided by the client;

1.

2.

3.

4.

5.

6.

Etc.

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-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 *Sukkur IBA University, Sukkur* 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 *Sukkur IBA University, Sukkur* in connection with the Consultancy service feasibility studies, Surveys & Investigation, preparation of tender design,

tender documents, detail design and construction supervision ;

- to immediately notify *Sukkur IBA University, Sukkur* 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 GUARANTOR]

1. _____

For:

2. _____

By:

Its:

NOTARY PUBLIC:

APPENDIX-II

Form-12

FINANCIAL PROPOSAL FORM

S.No	Description	Unit	Unit Rate	Amount in Pak Rs.
1	Soil Investigation	Lump Sum		
2	a. Detailed Architectural/Engineering Designing, Preparation of Detail Drawings, BOQs, Engineering Estimates, Tender/Bid Documents, Pre-qualification of the contractors for the Centre having building covered area of 80,721 SFT including all allied internal/external services/development as mentioned in the ToR's b. Top Level Supervision of the works mentioned in the ToR's for the period of 18 Months	%age of Civil Work Contract / Award		
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 detail Engineering/Architectural Design, bidding documents preparation and evaluation, top level construction supervision & monitoring of “Construction of Nisar Ahmed Siddiqui Technology (NASTech) Park

1. Introduction:

Sukkur IBA University, under the PSDP funded project namely “Establishment of Nisar Ahmed Siddiqui Technology (NASTech) Park at Sukkur IBA University” intends to procure Engineering/Architectural consultancy services from engineering/architectural consulting firms for Detail Design, Bid Documents & top level Construction Supervision of “Construction of Nisar Ahmed Siddiqui Technology (NASTech) Park at Sukkur”. The estimated covered area of building is 80,721 sft.

2. Scope of Work / ToRs:

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

- a. Soil Investigation
- b. Detailed Architectural/Engineering design of the NASTECH Park building comprising 80721sft 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.) .
- c. Preparation of Tender/Construction Drawings, Bill of Quantities (BoQs)/Engineer Estimates and Tender/Bid Documents for the above works.
- d. Assist the client in the prequalification of the contractors;
- e. Assist the client in Bids/Tenders evaluation and award of contracts;
- f. Top level Construction Supervision

2.1 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.

b. 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.

c. 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. Preparation and submission of work plan bases on MS Project or primavera. ii

d. Top Level Construction Supervision:

- i. The top level construction supervision shall include planning, guidance, programming, periodic inspection/monitoring of construction activities and contractor's performance. implementation of work plans and drawings as per design and specifications.
- ii. 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.

e. Post Completion Stage:

- i. The Consultants shall periodically visit completed projects during defect liability period and submit punch list (if any) for rectification by the contractor.

- ii. Processing and recommendation of contractor's security after successful completion of defect liability period.

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.
- v) Detail Cost Estimate 5-Copies

b. Construction Supervision

- i) Periodic Progress Report 3-Copies.
- ii) Construction Drawings 3-Copies
- ii) Project Completion Report. 5-Copies.
- iii) As built drawings 5-Copies.

**DETAIL OF FACILITIES REQUIRED AT THE
“CONSTRUCTION OF
NASTECH PARK BUILDING.”**

SN	Description	Nos.	Unit Area		Total Area
			W	L	
1	Hi-tech versatile and coworking office spaces <i>Different Sizes</i>	10	15	20	3000
2		5	25	40	5000
3		5	35	50	8750
4	Formal Meeting & Conference Room i.e. <i>Seminar Halls cum Mini Auditoriums</i>	3	35	80	8400
5	Sleek breakout & informal meeting spaces	3	25	40	3000
6	Research Spaces for Projects Execution	3	25	40	3000
7	Research Labs/Centers	4	35	80	11200
8	Computer Lab	2	45	60	5400
9	Executive Director Office	1	25	18	450
10	Executive Offices for Directors/General Managers	10	20	20	4000
11	Offices for staff (<i>Shared Offices</i>)	8	16	22	2816
12	Library (<i>Small Library</i>)	1	25	40	1000
13	Café and Food Area	1	25	35	875
14	Multipurpose Room for Indoor Games and Recreational Activities	1	40	40	1600
15	Store and Pantry room	2	12	12	288
16	Reception/Foyer space	1	15	18	270
17	Lobby/Lounge	1	15	30	450
18	IT and UPS Room	1	12	12	144
19	LV Room	1	15	10	150
20	Sub Total				59793
	Circulation area for the building (Including the thickness of walls, verandah, Lavatories, etc.) 35%				20928
	Grand Total				80721

PROPOSED CONTRACT FOR ENGINEERING CONSULTANCY SERVICES

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