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# SUKKUR IBA UNIVERSITY

www.iba-suk.edu.pk

# NOTICE OF REQUEST FOR PROPOSAL (RFP)

## RE-TENDERING

The Sukkur IBA University invites sealed proposals/Request for Proposal (RFPs) from Eligible, Reputable, and Experienced engineering consulting firms, for the project titled: **"MDS Campus-II (Phase-I)-MV/LV Power Distribution System along with 11kV Substation-II at Campus-II".** Interested firms must demonstrate relevant experience, qualified personnel, and submit technical and financial proposals separately with references of similar projects.

**1. Eligibility Criteria:**

i. Valid and active registration with Pakistan Engineering Council (PEC) in the relevant category/discipline or higher.

II. Valid and active registration with Income Tax authorities (FBR) and Sindh Revenue Board (SRB).

III. Minimum 05 years of relevant experience in electrical engineering consultancy, particularly 11Kv/0.4kV (MV/LV) power distribution and 11kV substations projects.

IV. Demonstrated experience in successfully completed similar consultancy assignments of comparable nature, scope and complexity. Details/References of such projects shall be submitted with the proposal.

V. Demonstrated financial capacity, supported by audited financial statements last 05 financial years.

VI. The firm must not be blacklisted, debarred, or suspended by any Government/semi-Government organization or competent authority.

VII. Consortium/Joint Venture (JV) is permitted, subject to the conditions specified in the PRF, with a clearly identified lead firm.

VIII. Submission of Bid Security of Rs. 500,000/- along with the Technical Proposal in the prescribed form.

IX. Submission of Company Profile including nature of business, technical expertise and relevant project experience.

X. Submission of an undertaking confirming the authenticity of all submitted documents and absence of any conflict of interest.

XI. The successful consultant shall be required to enter into a formal contract/agreement in accordance with the RFP, TOR, scope of services, deliverables and timelines.

**2. Method of Procurement: Quality and Cost Based Selection Method.**

**Tender/RFP Documents: Interested firms may download the Request for Proposal (REF) from website:**

**https://www.iba-suk.edu.pk/tenders and https://portalsindh.eprocure.gov.pk**

**i. Issuance: Documents will be issued from date of publication/hoisting i.e from 05-11-2026 to 23-11-2026 at 10:30 am.**

**ii. Submission date will be 23-11-2026 up to 3:00 pm.**

**iii. Opening: will be opened on 23-11-2026 at 3:30 pm.**

The RFP technical proposal will be opened **3:30 pm** before the consultant selection committee in the presence of consultant or their authorized representatives (Who may wish to appear) in the office of the **Project Director Sukkur IBA University.** The Financial Proposal shall be opened after the evaluation of technical proposal.

The Firms/Consultants providing unsubstantiated and/or incorrect information are liable to legal action and/or disqualification.

The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 (amended up to date) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-25" of said Rules.

**In case of any query/confusion, please email at: pd@iba-suk.edu.pk and irfan.junejo@iba-suk.edu.pk**

**PROJECT DIRECTOR**

**SUKKUR IBA UNIVERSITY**
Nisar Ahmed Siddiqui Road, Sukkur.
Ph: 071-5644441-5644025 Fax: 071-5804419

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# Sukkur IBA University

Merit, Quality, Excellence

**Project titled: "MDS Campus-II (Phase-I)-MV (11kv) / LV (0.4kV) Power Distribution System along with Substation-II at Campus-II, at Sukkur IBA University Sukkur".**

**Tender # PROC/EPADS/……../2026-2027**

## REQUEST FOR PROPOSAL (RFP)

## FOR

HIRING OF ENGINEERING CONSULTING FIRM FOR DESIGNING & DETAILED SUPERVISION, PREPARATION OF DETAILED ENGINEERING DRAWINGS/BIDDING DOCUMENTS, ENGINEER'S ESTIMATE OF ESTABLISHMENT OF MDS CAMPUS-II (PHASE-I)-MV (11kv) / LV (0.4kV) POWER DISTRIBUTION SYSTEM ALONG WITH SUBSTATION-II AT CAMPUS-II IN ACCORDANCE WITH IEC/IEEE STANDARDS.

Document Issued to M/s_____

Document No/SIBAU/PD_____

Dated:_____

**Sukkur IBA University**

**Nisar Ahmed Siddiqui Road Sukkur**

**Email: info@iba-suk.edu.pk**

**Web: www.iba-suk.edu.pk**

**Tel. No. 071-5630272, 5644100 -PD (Off) No. 071-5644025**

**Request for Proposal Document**
**Hiring of Consultants**
**Competitive Bidding**

# HIRING OF ENGINEERING CONSULTING FIRM FOR DESIGNING & DETAILED SUPERVISION, PREPARATION OF DETAILED ENGINEERING DRAWINGS/BIDDING DOCUMENTS, ENGINEER'S ESTIMATE OF ESTABLISHMENT OF MDS CAMPUS-II (PHASE-I)-MV (11kv) / LV (0.4kV) POWER DISTRIBUTION SYSTEM ALONG WITH SUBSTATION-II AT CAMPUS-II IN ACCORDANCE WITH IEC/IEEE STANDARDS SUKKUR IBA UNIVERSITY SUKKUR

**RFP Reference No.:** _____/2026-27

**Procuring Agency:** Sukkur IBA University, Sukkur

**Address:** Sukkur Sindh, Pakistan.

**Issued on:** _____ 2026

# Important Notice

This Request for Proposal document (**'RFP Document'**) is issued to prospective Bidders, whether individual firms or consortia/JV, exclusively for the purpose of preparing and submitting Bids in connection with the Bidding Process concerning the Hiring of Engineering Consulting firm for Designing & Detailed Supervision, Preparation of Detailed Engineering Drawings/Bidding Documents, Engineer's Estimate of Establishment of MDS Campus-II (Phase-I)-MV (11kv) / LV (0.4kV) Power Distribution System along with Substation-II at Campus-II in accordance with IEC/IEEE Standards at Sukkur IBA University Sukkur. This RFP Document is disseminated by the Sukkur IBA University, Sukkur (**'Procuring Agency'**), solely for use by Bidders in their consideration of the Assignment, in accordance with the Sindh Public Procurement Rules, 2010 (**'SPP Rules'**).

*Unless expressly defined otherwise herein, all capitalized terms shall carry the meanings ascribed to them within this RFP Document.*

The Procuring Agency prepared this RFP Document for the Assignment, which was subsequently reviewed and approved by the consultant selection committee of the Procuring Agency constituted pursuant to the SPP Rules. Neither the Procuring Agency, its constituent entities, nor any of their respective employees, personnel, or agents, provide any representation or warranty, whether expressed or implied, as to the accuracy or completeness of the information contained within this RFP Document or any other document furnished to a Person in relation to the Bidding Process for the Assignment. Accordingly, these parties shall bear no liability whatsoever for this RFP Document or for any other written or oral communication transmitted to a recipient during such recipient's evaluation of Bids. Furthermore, none of these parties, their employees, personnel, agents, consultants, advisors, or contractors shall be liable to reimburse or compensate any recipient for any costs, fees, damages, or expenses incurred by said recipient in the evaluation of or action upon this RFP Document, or otherwise in connection with the Assignment as contemplated herein.

The submission of Bids in response to this RFP Document by any Bidder shall signify the Bidder's full understanding and unconditional acceptance of all terms and conditions stipulated within this RFP Document. Such submission shall be irrevocably deemed as an acknowledgment and acceptance of all terms and conditions set forth herein. Any Bid submitted by a Bidder pursuant to this RFP Document shall be interpreted on the basis that the Bidder has conducted a thorough and meticulous examination of this RFP Document, inclusive of any clarifications, addenda, or corrigenda issued by the Procuring Agency, and has independently verified all information, whether written or verbal, received from the Procuring Agency (including its employees, personnel, agents, consultants, advisors, and contractors).

This RFP Document does not, and shall not be construed to, constitute a solicitation for transaction advisory services or an invitation to participate in the Assignment in any manner, nor shall it imply or constitute any guarantee or commitment, of any nature, on the part of the Procuring Agency that the Contract for the Assignment will be awarded. The Procuring Agency expressly reserves the right, in its sole and absolute discretion, and to the fullest extent permissible under the SPP Rules, to modify this RFP Document, alter the scope of the Assignment, or cancel the Bidding Process at any stage, without incurring any liability to reimburse or compensate any recipient for costs, taxes, expenses, or damages that may be incurred by such recipient as a consequence of such actions.

# Preface

1. This document Standard Request for Proposals (SRFP) is to be used for various selection methods described in the SPPR 2010.

2. Before preparing an RFP, the procuring agency/ user must be familiar with the SPPR 2010, and Rule No 72.

3. Rule No 72 (1) shall be adopted for assignments of standard or routine nature where well-established practices and standards exist.

3. In case Rule No 72 (1) is not to be used, as the assignment is not an standard or routine nature, and standards and practices are not well-established, and procuring agency choses other method of selection according to Rule No 72 (2), (3), (4), (5), and (6), the reason shall be recorded in writing by the competent authority, and also sent to SPPRA with RFP.

4. The SRFP includes a standard Letter of Invitation, standard Instructions to Consultants, Terms of Reference, and a standard Form of Contract. The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect particular assignment conditions.

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# Section I – Letter of Invitation

RFP Ref No.: _____/2026-27.
Sukkur, Sindh, dated _____

You are hereby invited to submit a technical and a financial proposal for Engineering 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.

A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.

Sukkur IBA University, Sukkur, as the Client and Executing Agency, intends to undertake the Project through its own resources. The required funds have been allocated by the University from its internal budget to support the planning, design, procurement, and implementation of the Project titled "Establishment of MDS Campus-II (Phase-I)-MV (11kv) / LV (0.4kV) Power Distribution System along with Substation-II at Campus-II in accordance with IEC/IEEE Standards at Sukkur IBA University Sukkur. 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.

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.

The consulting scope of services for the Project under this Assignment includes, but is not limited to, the following:

**Terms of Reference (ToRs)**

**Consulting Services for Design and Construction Detail Supervision for Project: Establishment of MDS Campus-II (Phase-I)-MV (11kv) / LV (0.4kV) Power Distribution System along with Substation-II at Campus-II in accordance with IEC/IEEE Standards at Sukkur IBA University Sukkur.**

Sukkur IBA University intends to establish MDS Campus-II (Phase-I) – MV/LV Power Distribution System along with Substation-II at Campus-II, Sukkur IBA University, Sukkur, in accordance with applicable IEC/IEEE standards. The project is proposed to meet the increasing electrical load demand arising from the expansion of academic and other facilities and aims to provide a reliable, safe, and efficient power supply system for existing and future requirements at Campus-II. For this purpose, the University intends to hire a qualified Consulting Firm to undertake **feasibility study, engineering design, preparation of tender documents, and construction**

**supervision services** for the establishment of MDS Campus-II (Phase-I) MV (11kv) / LV (0.4kV) Power Distribution System along with Substation-II.

The main objectives of this consultancy are:

- Conduct feasibility study and load assessment for the proposed MV/LV Power Distribution System and Substation-II.
- Preparation of preliminary engineering designs and concept drawings.
- Preparation of detailed engineering and tender drawings, including single-line diagrams, protection and control schemes, equipment layouts, cable routing, and associated civil works.
- Preparation of technical specifications, bidding documents, Bill of Quantities (BOQ), and Engineer's Cost Estimate.
- Assistance in pre-qualification on of contractors/vendors, tender evaluation, and procurement process.
- Review and approval of shop drawings, material submittals, and construction methodology.
- Construction supervision, contract administration, testing and commissioning oversight, ensuring compliance with applicable IEC/IEEE standards, quality requirements, safety regulations, and timely completion of the project.

**Scope of Consultancy Services**

The Consultant shall perform all professional services necessary for the successful planning, design, tendering, construction supervision, testing, commissioning, and project completion of the **MDS Campus-II (Phase-I) – MV (11kv) / LV (0.4kV) Power Distribution System along with Substation-II**. The scope shall include, but not be limited to, the following:

**Preliminary Studies and Data Collection**

The Consultant shall:

- Review all available project documents, existing electrical network information, utility data, load records, site layouts, and other relevant information.
- Conduct site visits, field surveys, route surveys, and condition assessments of the existing electrical infrastructure.
- Assess existing and future electrical load requirements of Campus-II.
- Hold meetings with stakeholders to understand operational, technical, reliability, safety, and future expansion requirements.
- Conduct feasibility studies and submit recommendations for the proposed MV/LV Distribution System and Substation-II.
- Engineering Design Services
- The Consultant shall prepare complete engineering designs in accordance with applicable IEC, IEEE, NEC, PEC, and other relevant international standards.

## Electrical System Design

- Load forecasting and demand assessment.

- Power system studies including load flow analysis, short circuit analysis, voltage drop calculations, and protection coordination studies.
- Design of Medium Voltage (MV) distribution network.
- Design of Low Voltage (LV) distribution network.
- Design of Substation-II including electrical and civil requirements.
- Transformer sizing and selection.
- Design of Standby Generators & Synchronization system, Ring Main Units (RMUs), MV switchgear, LV switchboards, MCCs, distribution boards, and associated equipment.
- Design of underground cable networks, cable routing, cable schedules, and termination arrangements.
- Earthing and grounding system design.
- Lightning protection system design.
- Design of electrical protection, metering, monitoring, and control systems/SCADA.
- Design of emergency power integration and future network expansion provisions.

## Civil and Structural Design

- Site development and grading requirements.
- Structural design of Substation-II building and associated structures.
- Transformer & Standby Generator foundations, switchgear foundations, cable trenches, cable ducts, manholes, and utility corridors.
- Boundary walls, equipment plinths, and associated civil infrastructure.
- Preparation of all civil and structural drawings and details.

## Design Deliverables

- The Consultant shall prepare and submit:
- Preliminary design reports and concept drawings.
- Single Line Diagrams (SLDs).
- Detailed Engineering drawings.
- Protection and control schematics.
- Cable routing and trench layout drawings.
- Earthing and lightning protection drawings.
- Civil and structural drawings.
- Equipment layouts and installation details.
- Construction drawings and IFC (Issued for Construction) drawings.

## Preparation of Tender Documents

- The Consultant shall:
- Prepare complete technical specifications.
- Prepare Engineer’s Cost Estimates and Bills of Quantities (BOQ).
- Prepare bidding documents and tender drawings.
- Develop technical qualification criteria.
- Assist the Client during pre-qualification of contractors/vendors.

- Assist in bid evaluation, technical assessment, clarification meetings, and contract award recommendations.

### Construction Supervision and Contract Administration

- During the construction phase, the Consultant shall:
- Provide full-time/detail site supervision services.
- Ensure that all works are executed in accordance with approved drawings, specifications, applicable standards, and contract requirements.
- Review and approve contractor shop drawings, method statements, and material submittals.
- Monitor construction progress, quality, safety, and project schedules.
- Supervise installation of Standby Generators and Synchronization System, Transformers, MV and LV equipment, Switchgear, Cables, Protection Systems, and associated civil works.
- Witness factory acceptance tests (FAT), site acceptance tests (SAT), pre-commissioning, testing, and commissioning activities.
- Verify Interim Payment Certificates (IPCs) and contractor invoices.
- Conduct regular site inspections, progress meetings, and coordination meetings.
- Certify contractor payments and progress achievements.

### Quality Assurance and Safety

The Consultant shall:

- Ensure implementation of quality assurance and quality control procedures.
- Monitor compliance with health, safety, and environmental requirements.
- Ensure testing of materials and equipment through approved laboratories and manufacturers' testing facilities.
- Ensure compliance with applicable IEC, IEEE, PEC, and utility standards.
- Ensure use of approved materials, equipment, and construction methodologies.

### Project Monitoring and Reporting

- The Consultant shall:
- Submit monthly progress reports.
- Monitor project schedule, cost, quality, risks, and mitigation measures.
- Report project status and recommendations to the Client.
- Maintain complete project documentation and records.

### Completion, Testing and Handover

- At project completion, the Consultant shall:
- Conduct final inspections.
- Prepare punch lists and ensure rectification of deficiencies.
- Supervise testing, commissioning, and energization of the complete system.
- Verify performance of all electrical systems and equipment.
- Prepare and submit as-built drawings.
- Assist the Client in final project handover.

- Prepare Completion Report.

## Deliverables

The Consultant shall submit the following deliverables:

- Feasibility Study Report.
- Load Assessment and Power System Study Reports.
- Protection Coordination Study Report.
- Detailed Engineering Design Report.
- Single Line Diagrams (SLDs).
- Detailed Design Drawings.
- Technical Specifications.
- Engineer's Cost Estimates and BOQs.
- Tender Documents.
- Bid Evaluation Report.
- Monthly Supervision Reports.
- Testing and Commissioning Reports.
- Completion Report.
- As-Built Drawings.

**Note:** Any other task(s) related to this project required for the successful completion of the project and achievement of its objectives shall be part and parcel of the Consultant's scope of work.

## Duration of Assignment

**The stipulated duration of the assignment shall be 15 Months. However, the Consultant shall remain engaged throughout the project lifecycle until satisfactory completion, testing, commissioning, and final handover of the project.**

## Staff Requirements

### Design Team (Head Office Based)

- Team Leader / Senior Power Systems Engineer
- Senior Electrical Design Engineer (MV/LV)
- Protection and Control Engineer
- Civil/Structural Design Engineer
- Quantity Surveyor / Cost Engineer
- Contract Manager

## Supervision Team (Site Based)

- Project Manager / Resident Engineer
- Electrical Engineer (MV/LV)
- Protection & Testing Engineer
- Civil Engineer
- Quantity Surveyor / Cost Engineer
- Site Inspectors / Supervisors as required

The procurement for this Assignment is being conducted in accordance with open competitive bidding procedure, using the quality-cost based selection method, as prescribed under the SPP Rules, 2010, and is open to all eligible bidders. The contract will be awarded to the bidder whose bid shall be attaining the highest combined weighted technical and financial score, following the criteria set out in the RFP Document.

Prospective bidders are required to submit only one (1) bid/package, comprising one (1) Technical Proposal envelope and one (1) Financial Proposal envelope, along with other applicable supporting documents, as identified in the RFP Documents, electronically via the Sindh PPRA E-Pak Acquisition & Disposal System (**'SPPRA EPADS'**), bids shall be submit no later than the given deadline in Notice of RFP, Physical Bids will not be accepted.

The Technical Proposals will be opened on the Bid Submission Deadline indicated in the RFP Noice, in the presence of the bidders' representatives, who may wish to attend, at the office address provided below. However, in the event of a public holiday or any unforeseen circumstance on the Bids Submission Deadline, bids, including the bid securities, shall be received and opened on the next business day at the same time and venue. Following the evaluation of Technical Proposals, bidders who have submitted responsive Technical Proposals in terms of the RFP Document shall be invited to attend the opening of the Financial Proposals.

Bidders are required to furnish, as part of the Technical Proposals, a scanned copy of Bid Security will be Rs: 500,000/- in the form of a pay order/ demand draft/bank guarantee, valid for ninety (90) days beyond the bid validity period, issued by a scheduled bank of Pakistan in favor of Sukkur IBA University. The original hard copy of Bid Security, sealed in an envelope, shall be submitted via mail/hand to the address below on or before Bid Submission Deadline.

~~Prospective bidders may acquire the RFP Document at the cost of documents fees Rs. 5000/- in shape of Pay order/Demand Draft in favour of Sukkur IBA University, either: (a) physically, by submitting a written application at the address provided below, specifying their full name, address and contact details; or (b) electronically, by downloading from the websites of the **SPPRA EPADS** and notifying the Procuring Agency in writing through a letter or via email, its full name, address and contact details and against the acquiring RFP documents.~~

The Procuring Agency reserves all rights to: (a) cancel, modify, extend or reinitiate the bidding procedure; (b) accept or reject any bid or disqualify any or all bidders; (c) modify all or any dates stated in RFP Document; or (d) amend the RFP Document, Assignment's scope or make clarifications thereof, at any time in accordance with the SPP Rules.

The address for the issuance of RFP Document and the submission of the bid security is:

**Attention:** Project Director, Sukkur IBA University, Sukkur
**Address:** Sukkur, Sindh, Pakistan
**Phone:** +92 71-5644025
**Email:** pd@iba-suk.edu.pk, irfan.junejo@iba-suk.edu.pk
**Website:** Procuring Agency - www.iba-suk.edu.pk;

# Section II – Instructions to Consultants

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# Section II – Instructions to Consultants

**1. Definitions**

1.1 The following words and expressions shall have the meanings hereby assigned to them:

(a) “Procuring Agency (PA)” means the department with which the selected Consultant signs the Contract for the Services.

(b) (b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.

(c) (c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.

(d) (d) “Data Sheet” means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.

(e) (e) “Day” means calendar day including holiday.

(f) (f) “Government” means the Government of Sindh.

(g) (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.

(h) (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.

(i) (i) “Proposal” means the Technical Proposal and the Financial Proposal.

(j) (j) “RFP” means the Request For Proposal prepared by the procuring Agency for the selection of Consultants.

(k) (k) “Sub-Consultant” means any person or entity to whom the Consultant subcontracts any part of the Services.

(l) (l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

1.2 The words and expressions used but not specifically defined in the RFP Document shall have the same meaning as are assigned to them in the Sindh Public Procurement Act, 2009. In the absence of a definition in said Acts, or rules framed thereunder, terms shall be interpreted according to their ordinary and common usage in the English language.

**2. Introduction**

2.1 The Procuring Agency, as named in the Data Sheet, will select a Bidder in accordance with the selection method and criteria specified in the Data Sheet and this RFP Document.

2.2 Eligible Bidders (shortlisted if so as applicable and mentioned in the Data Sheet) are invited to submit a Technical Proposal and a Financial Proposals, or a Technical Proposal only, as specified in the Data Sheet. The submitted Proposal(s) will form the basis for Contract negotiations and, ultimately, for a signed Contract with the selected Bidder.

2.3 Prospective Bidders are required to thoroughly familiarize themselves with all applicable laws, rules, and the terms and conditions contained within this RFP Document and to take them into account when preparing their Proposals. Bidders are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attendance at any such pre-proposal conference is optional, unless otherwise stated in the Data Sheet. Bidders may liaise with the Procuring Agency's designated representative, named in the Data Sheet, for clarifications in accordance with the procedures outlined herein.

2.4 Bidders shall bear all costs, expenses, and liabilities associated with the preparation and submission of their Proposals and any subsequent Contract negotiations. The Procuring Agency reserves the right, in

accordance with the SPP Rules, to annul the Bidding Process or reject all Bids at any time prior to Contract award, without thereby incurring any liability to the affected Bidder(s) and without any obligation to inform the affected Bidder(s) of the grounds for the Procuring Agency's action.

2.5 Procuring Agency may provide certain facilities and inputs if, and as, specified in the Data Sheet.

**3. Conflict of Interest**

3.1.1 Bidders/Consultants are required to provide professional, objective, and impartial advice and to hold the Procuring Agency interests paramount. They shall strictly avoid any conflict with other assignments or their own corporate or personal interests. Bidders have an unequivocal obligation to disclose to the Procuring Agency any situation of actual, potential, or perceived Conflict of Interest that impacts, or could impact, their capacity to serve the best interest of the Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Bidder or the termination of its Contract, in addition to any other remedies available to the Procuring Agency under the SPP Rules.

3.1.2 Without limitation on the generality of the foregoing, Bidders/ Consultants (and any of their affiliates) shall be considered to have a Conflict of Interest and shall not be eligible for award of a Contract under, inter alia, any of the following circumstances:

(a) A Bidder/ Consultant that has been engaged by the Procuring Agency to provide goods, works, or services (other than consulting services) for a project, or any of its affiliates, shall be disqualified from providing consulting services related to those specific goods, works, or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its affiliates, shall be disqualified from subsequently providing goods, works, or services (other than consulting services that are a natural continuation of the initial assignment, if explicitly permitted) resulting from or directly related to the firm's consulting services for such preparation or implementation.

(b) A Bidder/ Consultants (including its personnel and sub-consultants) or any of its affiliates shall

not be hired for any assignment that, by its nature, may place it in a position of conflict with another assignment of the Consultant/ Bidder being executed for the same Procuring Agency or for another Procuring Agency, if such conflict could impair its capacity to act in the best interest of the Procuring Agency.

(c) A Consultant/ Bidder (including its personnel and sub-consultants) that has a business or family relationship with a member of the Procuring Agency's staff, or any member of a relevant committee or board of the Procuring Agency, who is directly or indirectly involved in any part of:

(i) the preparation of the Terms of Reference for this Assignment;

(ii) the selection process for such Assignment; or

(iii) The supervision or administration of the Contract resulting from such Assignment, may not be awarded a Contract unless the conflict has been demonstrably resolved in a manner acceptable to Procuring Agency and in accordance with applicable laws.

**Conflicting Relationship**

3.2 Government officials and civil servants may only be hired as Consultants (either individually or as part of a Bidder's team) if:

(a) They are certified to be on leave of absence without pay from their official position;

(b) They are not being hired by the agency for which they were working immediately prior to their leave, and a minimum specified period of six months; and

(c) Their employment as a Consultant would not give rise to any Conflict of Interest, actual or perceived, as defined herein or under applicable law.

**4. Fraud and Corruption**

4.1 It is the Government's and the Procuring Agency's policy to require that Bidders, Consultants, suppliers, and contractors under contracts financed by public funds observe the highest standard of ethics during the

procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency adheres to the SPP Rules, which define, for the purposes of this provision, the terms set forth below as **'Corrupt and Fraudulent Practices'**:

(a) **'Coercive Practice'** means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party to improperly influence the actions of a party, to achieve a wrongful gain, or to cause a wrongful loss to another party.

(b) **'Collusive Practice'** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve an improper purpose, including influencing improperly the actions of another party or the Procuring Agency, or to establish prices at artificial, non-competitive levels, with or without the knowledge of the Procuring Agency, for any wrongful gain.

(c) **'Corrupt Practice'** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party or an official of the Procuring Agency in the procurement process or in contract execution.

(d) **'Fraudulent Practice'** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party or the Procuring Agency to obtain a financial or other benefit or to avoid an obligation.

(e) **'Obstructive Practice'** means deliberately destroying, falsifying, altering, or concealing evidence material to an investigation or making false statements to investigators in order to materially impede an investigation by the Procuring Agency or other competent authorities into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or (ii) acts intended to materially impede the

exercise of the Procuring Agency's inspection and audit rights provided for under the SPP Rules and the Contract.

Pursuant to SPP Rule 35, a Procuring Agency can, inter alia, disqualify or blacklist a Bidder or Consultant found to be indulging in any Corrupt and Fraudulent Practices. Such debarment or blacklisting shall be duly publicized and communicated to the SPPRA. Any Bidder or Consultant subject to such action shall be accorded an adequate opportunity of being heard prior to a final decision.

**5. Integrity Pact**

5.1 Pursuant to Rule 89 of the SPP Rules, each Bidder (in the case of a Consortium/JV, each member), as part of its Technical Proposal, shall be required to submit a signed copy of an Integrity Pact in the format prescribed by the Authority and attached hereto as Appendix-A, for all procurements. Failure to submit the Integrity Pact may result in disqualification.

**6. Eligible Consultants**

6.1 If a shortlisting or pre-qualification process has been undertaken through a Request for Expression of Interest (REOI) in accordance with Rules 73 & 74 of the SPP Rules for the Contract(s) for which this RFP Document is being issued, only those firms (and, in the case of Consortium/JV, with the same partner(s) and substantially the same Consortium/JV structure as pre-qualified/shortlisted) that were formally pre-qualified or shortlisted are eligible to submit a Bid.

6.2 Bidders/ Consultants shortlisted as a result of a prior REOI process, if any, are eligible to participate, subject to the conditions stated in IT Clause 6.1.

**7. Eligibility of Sub-Consultants**

7.1 A shortlisted or pre-qualified Bidder/ Consultant (if applicable, as per ITC Clause 6) shall not be permitted to associate, for the purpose of this Bid, with other consultants or entities that participated in the shortlisting/pre-qualification process and failed to qualify, unless otherwise expressly permitted by the Procuring Agency in writing due to exceptional circumstances and in accordance with SPP Rules.

**8. Only One Proposal**

8.1 Each Bidder (including each member of a Consortium/JV) may submit only one Bid in response to this RFP, either individually or as a partner in a Consortium/JV. If a Bidder submits or participates in more than one Bid (either individually or as a partner in different Consortia/JV), all such Bids involving that Bidder shall be disqualified. Furthermore, participation

of the same sub-consultant, including individual experts or Key Professional Staff, in more than one Bid submitted by different Bidders is not allowed, and may result in the disqualification of such Proposals.

**9. Proposal Validity**

9.1 The Data Sheet shall indicate the required Proposal validity period, which shall not be more than ninety (90) Days for National Competitive Bidding (NCB) and one hundred and twenty (120) Days for International Competitive Bidding (ICB), from the Bid Submission Deadline. During this period, Bidders shall maintain the availability of the Key Professional Staff nominated in their Technical Proposal. The Procuring Agency will make its best effort to complete negotiations and award the Contract within this period. Should the need arise, however, the Procuring Agency may request Bidders, in writing, to extend the validity period of their Proposals in accordance with the SPP Rules.

9.2 Bidders who agree to such an extension shall confirm in writing:

(a) Their agreement to the extension of the Bid validity; and

(b) That they maintain the availability of all Key Professional Staff nominated in the Technical Proposal. Alternatively, if Key Professional Staff are no longer available, the Bidder may, with their confirmation of the extension, propose replacement staff of equal or superior qualifications and experience for the Procuring Agency's review and approval. Such approval shall not be unreasonably withheld. The Procuring Agency will assess such replacements to ensure the Bidder's proposal remains responsive and capable. Bidders who do not agree to an extension request have the right to refuse, and their refusal shall not result in the forfeiture of their Bid Security, though their Bid will no longer be considered for award.

9.3 Bidders shall submit the required Bid Security, in the amount and form specified in the Data Sheet, along with their Technical Proposal. The Bid Security will be Rs: 500,000/-. Failure to submit an acceptable Bid Security in a manner provided in the Data Sheet shall result in the rejection of the Bid.

**10. Clarification and Amendment in RFP Documents**

10.1 Bidders may request clarification of any part of this RFP Document in writing (or by email, as specified in the Data Sheet). Such requests must be received by the Procuring Agency at the address indicated in the Data Sheet no later than the date specified therein, which shall typically be at least five (5) Calendar Days prior to the deadline for submission of Bids. The Procuring Agency shall respond in writing (which may include email and posting on its website and/ or the SPPRA website) to such queries within three (3) Calendar Days of receipt, or as otherwise specified in the Data Sheet. The compiled queries and responses (without identifying the source of the inquiry) shall be communicated to all parties who have obtained the RFP Document directly from the Procuring Agency. Should the Procuring Agency deem it necessary to amend the RFP Document as a result of a clarification, it shall do so following the procedure under Clause 10.2.

10.2 At any time before the deadline for submission of Bids, the Procuring Agency may amend this RFP Document by issuing an addendum or corrigendum in writing. Any such addendum or corrigendum shall be considered an integral part of the RFP Document and will be communicated in writing (email or registered post or courier and posting on its website and the SPPRA EPADS website) to all Bidders who have obtained the RFP Document. Bidders shall acknowledge receipt of all amendments in writing to the Procuring Agency. To give Bidders reasonable time to take an amendment into account in preparing their Bids, the Procuring Agency may, at its discretion, particularly if the amendment is substantial, extend the deadline for the submission of Bids in accordance with the SPP Rules.

**11. Preparation of Proposals**

11.1 In preparing their Proposal, Bidders are expected to examine in detail all sections and requirements of this RFP Document. Material deficiencies in providing the information requested (including, but not limited to, deviations from scope, insufficient demonstration of experience, lack of qualification of personnel, or non-compliance with eligibility criteria or minimum qualification score) may result in the rejection of a Bid.

11.2 The Data Sheet will indicate either the estimated number of Professional Staff-months or the total available budget for the Assignment, but not both. Bidders shall base their Proposals on the specific

parameter (staff-months or budget) provided by the Procuring Agency in the Data Sheet.

**12. Language**

12.1 The Proposal, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency, shall be written in the language specified in the Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language specified in the Data Sheet, in which case, for purposes of interpretation of the Bid, the language specified in the Data Sheet for translation shall govern. While not mandatory, it is desirable that the Bidder's Key Professional Staff possess a working knowledge of regional languages of Pakistan relevant to the Assignment's location.

**13. Technical Proposal Format and Content**

13.1 While preparing the Technical Proposal, Bidders shall give due attention to the following:

(a) If considers that it does not possess all the requisite expertise for the Assignment, it may associate with other firms or entities in a Consortium/JV or through a sub-consultancy arrangement, as appropriate and permissible under the Data Sheet, to achieve a full range of expertise. International Consultants are encouraged to seek the participation of local Pakistani Consultants by entering a partnership as a Consortium/JV or subcontracting part of the Assignment, subject to SPP Rules and any specific requirements in the Data Sheet.

(b) For Assignments on a staff-time basis, the estimated number of professional staff-months, if provided, will be given in the Data Sheet. The Bidder's proposal shall, however, be based on the number of professional staff-months estimated by the Bidder itself as necessary to complete the Assignment. For fixed-budget based assignments, the available budget will be stated in the Data Sheet, and the Bidder's Financial Proposal shall not exceed the budget.

(c) It is desirable that majority of the Key Professional Staff proposed are permanent employees of the Bidder or have an established and stable working relationship

with the Bidder or its constituent members (in case of a Consortium/JV).

(d) Proposed Key Professional Staff must, at a minimum, possess the experience and qualifications indicated in the Data Sheet and/or Terms of Reference, preferably including experience working under similar geographical and contextual conditions.

(e) Alternative professional staff for any single position shall not be proposed, and only one Curriculum Vitae (CV) shall be submitted for each Key Professional Staff position identified.

13.2 Depending upon the nature of the Assignment, the Bidder shall provide the following information, using the standard forms provided in Section III of this RFP Document, and indicating whether a Full Technical Proposal (FTP) or a Simplified Technical Proposal (STP) is required as specified in the Data Sheet:

(a) A brief description of the Bidder's organization (and of each Consortium/JV member, if applicable) and an outline of recent experience on assignments of a similar nature. For each such assignment, the outline should indicate, inter alia, the profiles of the staff involved, the duration of the assignment, the contract amount, and the firm's specific involvement and responsibilities **(Form TECH-2)**.

(b) Any comments or suggestions on the Terms of Reference, and on the data, list of services, and facilities to be provided by the Procuring Agency, if any **(Form TECH-3)**.

(c) The proposed staff team composition by specialty, tasks that would be assigned to each staff team member, and their proposed time allocation and involvement **(Form TECH-5)**.

(d) CVs, recently signed by both the proposed Key Professional Staff and an authorized representative of the Bidder submitting the Proposal. Key information in the CVs should include the number of years working for the Bidder (or its members), academic qualifications, professional certifications, and the degree of responsibility held in various

relevant assignments, as further detailed in the Data Sheet **(Form TECH-6)**.

(e) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the Assignment, supported by bar chart diagrams showing the time proposed for each Key Professional Staff team member **(Form TECH-7)**.

(f) A detailed description of the proposed methodology, work plan for performing the Assignment, staffing plan, and approach to monitoring and quality assurance, including monitoring of training if the Data Sheet specifies training as a major component of the Assignment **(Form TECH-4)**.

(g) Any additional information and documents requested in the Data Sheet.

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

**14. Financial Proposal**

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section IV of this RFP Document). It shall list all costs associated with the Assignment, including, but not limited to:

(a) Remuneration for staff (distinguishing between international, national, field, and home office rates, as applicable and specified in the Data Sheet or forms); and

(b) Reimbursable expenses as indicated and defined in the Data Sheet (if and as applicable, travel, accommodation, report printing, etc.).

Alternatively, if so permitted or required by the Data Sheet, the Bidder may provide its own detailed list of costs aligned with the prescribed structure. If appropriate, these costs should be broken down by activity and deliverable. All activities and items described in the Technical Proposal must be priced separately in the Financial Proposal. Activities and items described in the Technical Proposal but not priced in the Financial Proposal shall be

deemed to be included in the prices of other activities or items.

**15. Taxes**

15.1 The selected Bidder and its personnel will be responsible for payment of all applicable taxes (including but not limited to income tax, sales tax, stamp duty, and service charges) levied by the federal, provincial, or local governments in Pakistan, at the rates prevailing on the date of invoicing or payment as per applicable tax laws, or as stipulated in the Contract, unless the Bidder or the Assignment is expressly exempted by a competent tax authority under relevant law. The Procuring Agency may deduct applicable withholding taxes at source as per prevailing tax laws.

**16. Submission, Receipt, and Opening of Proposals**

16.1 Each Bidder (in the case of a Consortium/JV, any member) shall register itself as a 'Supplier' on SPPRA EPADS by creating a dedicated account. The Bidder is responsible for ensuring its compliance with this requirement prior to the Bid Submission Deadline. The submission of the Bid shall be in accordance with any instructions set out for the 'single-stage two-envelope' procedure in the Submission Guidelines.

16.2 The Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons duly authorized to sign the Proposal. Submission letters for both the Technical and Financial Proposals should be in the format of **Form TECH-1 of Section III and Form FIN-1 of Section IV**, respectively. All pages of the original Technical and Financial Proposals shall be initialed by an authorized representative of the Bidder. The authorization for the representative shall be in the form of a written power of attorney, which must accompany the Technical Proposal.

16.3 Bidder shall prepare scanned copies of original Technical Proposal and Financial Proposal, each as a separate PDF file entitled **'Technical Proposal'** and **'Financial Proposal'**. These PDF files, as part of the Bid, shall be submitted in accordance with instructions set out for the 'single-stage two-envelope' procedure of the Submission Guidelines.

16.4 Bids shall be submitted electronically via the SPPRA EPADS address indicated in the Data Sheet no later than the date and time specified in the Data Sheet (**'Bid Submission Deadline'**), or any extension

thereof granted by the Procuring Agency. Any Bid, including an original copy of Bid Security, received by the Procuring Agency after the Bid Submission Deadline shall be declared late, rejected, and returned unopened to the Bidder. Bidders are solely responsible for ensuring Bids, including original copies of their Bid Securities, are delivered on time. To avoid delays, Bidders sending their Bid Security via courier are advised to dispatch them well in advance of the Bid Submission Deadline.

16.5 The Procuring Agency shall, at this Technical Proposals opening, publicly open and read out all Bids (Technical Proposals only) received by the Bid Submission Deadline at the date, time and place specified in the Data Sheet in the presence of Bidders' designated representatives, who choose to attend.

16.6 If the Technical Proposal and Financial Proposal (or any part thereof) are submitted together in one PDF file, other than as specified in the Instructions to Consultants, the entire Bid may be rejected. If any document required to be submitted with the Technical Proposal, is submitted with the Financial Proposal, or if any document required to be submitted with Financial Proposal is submitted with the Technical Proposal, such document shall not be considered for evaluation and may also form the basis of rejection of a Bid.

16.7 The Financial Proposals shall remain secured and unopened on the SPPRA EPADS until the specified date and time of their opening, as communicated in advance by the Procuring Agency to the Bidders.

16.8 Only Technical Proposals which are read out and recorded during the Bid opening shall be considered for evaluation as per the requirements of the RFP Document. No Bid shall be rejected at the time of opening of Technical Proposals except for late Bids, in accordance with ITC Clause 16.4.

16.9 At the Bid opening the Procuring Agency shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with ITC Clause 16.4). Following the opening of the Technical Proposals, the Procuring Agency shall prepare a record that shall include, as a minimum the name of the Bidder, and any other details such as the Procuring Agency/ Consultant Selection Committee may consider appropriate. Bidders' representatives who are present shall be requested to sign the record. The omission of a

Bidder's signature on the record shall not invalidate the contents and effect of the record.

**17. Proposals Evaluation**

17.1 From the time the Proposals are opened to the time the Contract is awarded, Bidders should not contact the Procuring Agency or any of its officials or evaluators on any matter related to their Technical and/or Financial Proposal, except for formally seeking or providing clarifications as permitted under this RFP. Any effort by a Bidder to influence the Procuring Agency in the examination, evaluation, ranking of Proposals, or recommendation for award of Contract may result in the immediate rejection of that Bidder's Proposal and may also lead to other penalties as per SPP Rules.

17.2 Evaluators of Technical Proposals shall not have access to the Financial Proposals until the technical evaluation process, including any required approvals, is formally concluded and the results announced.

**18. Evaluation of Technical Proposals**

18.1 The evaluation committee, appointed by the Procuring Agency, shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical qualifying score indicated in the Data Sheet or is found to be non-responsive to material requirements of the RFP Document.

In the case of Quality-Based Selection (QBS), Selection Based on Consultant's Qualifications (CQS), and Single-Source Selection (SSS), the highest-ranked Consultant or the firm selected on a single-source basis (as applicable per the selection method) is invited to negotiate its Proposal and the Contract, based on both the Technical Proposal and the (subsequently opened) Financial Proposal submitted.

**Public Opening and Evaluation of Financial Proposals: (Applicable for Least Cost Selection (LCS), Quality and Cost-Based Selection (QCBS), and Fixed Budget Selection (FBS) Methods Only)**

18.2 After the technical evaluation is completed and approved, the Procuring Agency shall notify in writing those Bidders whose Proposals have secured the

minimum qualifying technical score, informing them of the date, time, and location for the public opening of Financial Proposals. A reasonable time shall be allowed for Bidders' representatives to attend the meeting for the opening of Financial Proposals. Bidders' attendance at the opening of Financial Proposals is optional.

18.3 Financial Proposals of those Bidders whose Technical Proposals failed to meet the eligibility criteria or did not secure the minimum qualifying technical score shall be returned unopened to them after the bid validity period expired or Contract awarded to the successful Bidder.

**19. Evaluation of Financial Proposals**

19.1 Financial Proposals shall be opened publicly in the presence of the Bidders designated representatives who choose to attend. At the opening, the names of the Bidders whose Technical Proposals met the minimum qualifying score, their technical scores, and the presence of their Financial Proposal will be announced. The Financial Proposal of each technically qualified Bidder will then be inspected to confirm that it has remained sealed and unopened. These Financial Proposals will then be opened one by one. The Bidder's name and total proposed Bid Price from each Financial Proposal shall be read aloud and recorded.

19.2 The Bid Evaluation Committee will examine the submitted Financial Proposals to confirm they are complete and to correct any computational errors. When correcting computational errors:

(a) In case of a discrepancy between a partial amount (sub-total or unit price multiplied by quantity) and the total amount, the partial amount or the result of the unit price multiplication shall prevail, and the total amount shall be corrected accordingly, unless, in the opinion of the Bid Evaluation Committee, there is an obvious misplacement of the decimal point in a unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.

(b) In case of a discrepancy between amounts in words and amounts in figures, the amount in words will prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) above.

(c) Activities, services, and items described in the Technical Proposal but not priced in the Financial Proposal shall be assumed to be included in the prices of other activities, services, or items. No separate payment will be made for items not priced.

19.3 **Least Cost Selection (LCS) Method:** If the LCS method is specified in the Data Sheet, the Bid from the technically qualified Bidder found to have the lowest evaluated Financial Proposal (after correction of any arithmetical errors) shall be deemed the Most Advantageous Bid and accepted for award, subject to any required verifications.

19.4 **Quality and Cost-Based Selection (QCBS) Method:** If the QCBS method is specified in the Data Sheet, the lowest evaluated Financial Proposal (Fm) from a technically qualified Bidder shall be awarded the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other technically qualified Financial Proposals shall be computed as indicated in the Data Sheet, typically utilizing the formula: $Sf=100\times Fm/F$, where F is the evaluated price of the Financial Proposal under consideration. Proposals shall subsequently be ranked according to their combined technical (St) and financial (Sf) scores, using the weights (T = the weight assigned to the Technical Proposal; P = the weight assigned to the Financial Proposal; wherein T + P = 100%) indicated in the Data Sheet. The combined score (S) shall be calculated as follows: $S = (St \times T/100) + (Sf \times P/100)$. The Bidder achieving the highest combined technical and financial score (S) shall be deemed to have submitted the Most Advantageous Bid and shall be invited for negotiations or Contract signing, as applicable.

19.5 **Fixed-Budget and Quality-Based Selection Method:** In the instance of Fixed-Budget and Quality-Based Selection, the Procuring Agency shall select the Bidder that submitted the highest-ranked Technical Proposal.

**20. Negotiations**

20.1 Negotiations shall be conducted on the date and at the address stipulated in the Data Sheet. The invited Bidder shall, as a prerequisite for attendance at said negotiations, confirm the availability of all Key Professional Staff enumerated in its Proposal. Failure to satisfy such a requirement may result in the

Procuring Agency proceeding to negotiate with the next-ranked Bidder. Representatives conducting negotiations on behalf of the Bidder must possess written authorization to negotiate and conclude a Contract.

**21. Technical Negotiations**

21.1 Technical Negotiations shall encompass a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions proffered by the Bidder to improve the Terms of Reference. The Procuring Agency and the Bidder shall finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting mechanisms. These documents shall subsequently be incorporated into the Contract as the **'Description of Services'**. Minutes of negotiations, duly signed by the Procuring Agency and the Bidder, shall become an integral part of the Contract.

**22. Financial Negotiations**

22.1 If applicable, it shall be the responsibility of the Bidder, prior to the commencement of financial negotiations, to contact the relevant local tax authorities to ascertain the tax liability to be borne by the Bidder under the Contract. Financial negotiations shall include, if necessary, clarification of the Bidder's tax liability and the manner in which such liability shall be reflected in the Contract, and shall also reflect any agreed-upon technical modifications in the cost of the services. The Bidder shall provide the Procuring Agency with the information on remuneration rates as described in the Appendix attached to Section IV (Financial Proposal - Standard Forms of this Request for Proposal (RFP)).

**23. Availability of Professional Staff/ Experts**

23.1 Having selected the Bidder based, inter alia, upon an evaluation of the proposed Key Professional Staff, the Procuring Agency expects to negotiate a Contract on the basis of the Key Professional Staff named in the Technical Proposal. Prior to Contract negotiations, the Procuring Agency shall require assurance that the Key Professional Staff will be available. The Procuring Agency shall not consider substitutions during Contract negotiations unless it is mutually agreed by both parties that undue delay in the selection process renders such substitution unavoidable, or for reasons such as death or medical incapacity of the proposed personnel. If this is not the case, and if it is established that Key Professional Staff were included in the Proposal without confirmed availability, the Bidder may be disqualified. Any proposed substitute, if accepted by

the Procuring Agency, shall possess qualifications and experience equivalent to or exceeding those of the original candidate and must be submitted by the Bidder within the period specified in the letter of invitation to negotiate.

**24. Award of Contract**

24.1 Subsequent to the completion of negotiations, if any, the Procuring Agency shall award the Contract to the selected Bidder. Within fifteen (15) days of the execution of the Contract, the Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the results of the Bidding Process. Such publication shall identify the Bid by its procurement identifying number, if any, and shall include information such as the evaluation report, the form of contract, the letter of award, and the bill of quantities or schedule of requirements, as may be applicable.

24.2 Prior to the execution of the Contract, the Bidder shall be required to submit a performance security at the rate stipulated in the Data Sheet.

24.3 The Bidder shall commence the Assignment on the date and at the location specified in the Data Sheet.

**25. Confidentiality**

25.1 Information pertaining to the evaluation of Proposals and recommendations concerning awards shall not be disclosed to Bidders who submitted Bids, or to other persons not officially concerned with the procurement process, until the publication of the bid evaluation results or the award of the Contract. Any unauthorized use of confidential information related to the procurement process by any Bidder may result in the rejection of its Proposal.

# Section II – Instructions to Consultants

## Bid Data Sheet

*The following specific data for the services to be procured under this Assignment shall* ***complement, supplement, or amend the provisions of the Instructions to Consultants (ITC).*** *Whenever there is a conflict, the provisions herein shall prevail over those in the Instruction to Consultants (ITC).*

| ITC Ref. | | Description |
|---|---|---|
| **ITC 1.1**<br>**ITC 2.1** | **The Procuring Agency:** | Sukkur IBA University, Sukkur<br>**Address:** Sukkur, Sindh, Pakistan.<br>**Website:** www.iba-suk.edu.pk<br>**E-mail:** pd@iba-suk.edu.pk<br><br>**Phone:** +92 71-5644025 |
| | **The Assignment title is:** | Hiring of Engineering Consulting Firm for Feasibility Study, Detailed Engineering Design, Procurement Documentation and Construction Supervision of MDS Campus-II (Phase-I) Establishment of MV/LV Power Distribution System along with Substation--II, including Transformer, Standby Generator and Synchronization System, MV/LV Network, Protection, SCADA and Associated Electrical Infrastructure at Campus-II, SIBAU, Sukkur. |
| | **The RFP reference no. is:** | **---------**# --------2026-27 |
| | **The market approach is:** | Competitive bidding – open to all the National Eligible Bidders (individual firms or their Consortia/JV) |
| | **The Bidding Procedure:** | Single package two envelope in accordance with terms Rule 46 (2) read with Rule 75 (2), using the Quality and Cost Based Selection (QCBS) Method as prescribed under Rule 72 (3) of the SPP Rules |
| **ITC 2.2** | **Financial Proposal to be submitted together with Technical Proposal:** Technical and Financial Proposals shall be submitted simultaneously as a separate PDF file via SPPRA EPADS in accordance with the Submission Guidelines. | |
| **ITC 2.3** | **A pre-proposal conference (pre-bid meeting): N/A** | |

**ITC 2.5** **The Procuring Agency may provide facilities and inputs that may include:**

- Access to relevant reference documents or information;
- Access to Project required sites as part of Assignment;
- Feedback and approvals on relevant reports from time to time;
- Any other support necessary for Assignment's smooth execution.

**ITB 5.1** Bidder (in the case of a Consortium/JV, each member thereof) shall undertake to sign an **Integrity Pact** as per the prescribed format and in accordance with the instructions outlined in this RFP Document.

**ITC 6** **Shortlisted Consultants may associate with other shortlisted**
**ITC 7** **Consultants:** Not applicable – the Bidding Process is open to all the Eligible Bidders.

**ITC 8.1** Alternative bids **shall not** be considered in any case.

**ITC 9.1** The Proposals shall remain valid for **ninety (90) days** effective from the Technical Proposals' opening date.

**ITC 9.3** A scanned copy of the original Bid Security shall be required as part of the Technical Proposal. The Bid Security will be Rs: 500,000/- in the form of a pay order/ demand draft/bank guarantee, valid for ninety (90) days beyond the bid validity period and issued by a scheduled bank in Pakistan in favor of the **Sukkur IBA University.** The Bid Security, in original, shall be submitted in a sealed envelope on or before the Bid Submission Deadline at Procuring Agency's address provided below:

**Attention:** Sukkur IBA University.
**Address:** Nisar Ahmed Siddiqui road Sukkur, Sindh, Pakistan
**City:** Sukkur

**ITC 10.1** **Clarifications may be requested no later than** five Calendar Days prior to the Bid Submission Deadline. **The address for requesting clarifications is:**

**Attention:** Project Director, Sukkur IBA University, Sukkur
**Address:** Sukkur, Sindh, Pakistan
**City:** Sukkur
**Phone:** +92 71-5644025
**Email:** pd@iba-suk.edu.pk; and irfan.junejo@iba-suk.edu.pk

**Note:** The Procuring Agency shall issue clarifications in response to prospective Bidders' written queries, provided such queries are received within the stipulated time (**'Response Document'**). The Response Document(s) shall be posted on the Procuring Agency's

website and communicated to prospective Bidders who obtained the RFP Document directly from the Procuring Agency. Prospective Bidders are required to regularly access the websites to obtain such updates concerning the Assignment. Alternatively, prospective Bidders may confirm their intention to submit a Bid by sending an email with the subject line **"**Hiring of Engineering Consulting Firm For Designing & Detailed Supervision, Preparation of Detailed Engineering Drawings/Bidding Documents, Engineer's Estimate of Establishment of MDS Campus-II (Phase-I)-MV (11kv) / LV (0.4kV) Power Distribution System along with Substation-II at Campus-II," to the email addresses provided above, to receive updates issued by the Procuring Agency prior to the Bid Submission Deadline.

**ITC 10.2** Any information deemed necessary to extend the Bid Submission Deadline or amend the RFP Document subsequent to its issuance and prior to the Bid Submission Deadline shall be circulated through an advertising notice in newspapers and posted on the SPPRA and Procuring Agency websites, in accordance with the SPP Rules. The Procuring Agency shall similarly communicate this information to all prospective Bidders who have obtained the RFP Document, in line with ITC Clause 10.1 of this Bid Data Sheet.

**ITC 12.1** The language of the submitted Bid shall be in **English**.
All correspondence shall be exchanged in **English**.
Supporting documents and literature requiring translation shall be translated into **English**.

**ITC 13.1(a)** **Maximum number of Consortium/JV total members shall be:** Four
**ITC 1.1(l)** (4), This shall include the Lead Member (compulsory being a financial
**ITC 1.1(z)** member), technical members, and legal member of Consortium/JV

In the case of a Consortium/JV, the Technical Proposal shall be accompanied by a certified true copy (scanned) of the **Consortium/JV Agreement,** which must contain the following:

i. The date and place of execution of the Consortium/JV Agreement;
ii. The purpose of the Consortium/JV (which must include details of the contract's scope for which the Consortium/JV is submitting a Bid);
iii. A clear and definite description of the proposed administrative arrangements for the management and execution of the Assignment (it is expected that the Consortium/JV Lead Member would be authorized to incur liabilities, receive instructions, and manage all reporting requirements on time, for and on behalf of all members of the Consortium/JV);
iv. Delineation of duties, responsibilities, and scope of work to be undertaken by each member of the Consortium/JV for the proposed services;
v. An undertaking that the constituent firms are jointly and severally liable to the Procuring Agency for the performance of services;
vi. The duties, responsibilities, and powers of the Lead Member; and
vii. The authorized representative of the Consortium/JV.

**ITC 13.2** **The format of the Technical Proposal to be submitted is:** A Full Technical Proposal (FTP) containing all requisite information, including, but not limited to, a description of the approach, methodology, work plan for performing the Assignment, team composition, task assignments, work schedule, Curricula Vitae (CVs) of the proposed Key Professional Staff, details of the Bidder's organization(s) and experience(s), comments on the Terms of Reference, and comments on the counterpart staff and/ or facilities. Submission of Technical Proposal in any other format shall lead to Bid being deemed non-responsive to RFP Document's requirements.

**ITC 13.2(f)** **Training is a specific component of this Assignment:** No

**ITC 14.1** Bidders shall quote their Bid Prices in **Pak Rupees (PKR)**, using the standard forms as applicable, while submitting Bids to the Procuring Agency. The Contract shall be on a **fixed price or lump sum basis** (as further set out in this RFP's Section V – Terms of Reference), payable to the Bidder (in case of a Consortium/JV, respective members of the Consortium/JV as stipulated in the invoice submitted by the Consortium/JV's/JV's Lead Member to the Procuring Agency) in PKR, subject to the satisfactory completion of respective milestones as specified in the Terms of Reference within this RFP Document.

**ITC 15.1** **Amounts payable by the Procuring Agency to the Bidder** under the Contract are subject to local taxation, stamp duty, and service charges, as applicable at the Bid Submission Deadline. The Bidder shall incorporate all the applicable taxes into the Bid Price, subject to any exemption explicitly stated therein; otherwise, Procuring Agency shall presume that such applicable taxes are included in the Bid Price.

**ITC 16**
**ITC 1.1(oo)**
**ITC 1.1(rr)**

Bidder shall submit Bid using its dedicated account via the SPPRA EPADS https://portalsindh.eprocure.gov.pk/. The Bid Security, in the original form, shall be submitted on or before the Bid Submission Deadline at the address provided in the Data Sheet ITC Clause 9.3.

The deadline for Bid submission and opening is indicated in the RFP Notice.

Physical Bids, except for the original copy of Bid Security placed in a sealed envelope, submission is not permitted in any case whatsoever.

**ITC 18.1**
**ITC 13.1**
**ITC 6.1**
**ITC 2.2**

**Eligibility Criteria:** The Bidder (whether an individual firm or Consortium/JV) shall qualify the following eligibility requirements as of the Bid Submission Deadline for further assessment **(technical evaluation and marking)**:

- **Consortium/JV:** Consortium/JV of firms can apply only as a same Consortium/JV with a same Lead firm for this RFP;
- **PEC Registration:** Valid Certificate of registration in a firm with the Pakistan Engineering Council (PEC) shall be required in relevant category to qualify for participating in the bidding process.
- **Subcontracting:** Subcontracting part of the Assignment to other consultants is not allowed; however, JV is acceptable.
- **Similar Assignments:** Minimum (05) similar assignments of Educational Institutes/ Universities
- Electrical Sub Station projects costing above Rs.150 million to fetch the full marks against the firm's similar experience;
- **General Assignments:** Minimum (05) general assignments of Government/Private sector of Electrical Sub Stations projects costing above Rs.150 million will fetch the full marks against the firm's general experience;
- **Staff Experience:** Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment;
- **Key Professional Staff:** Valid PEC registration certificate along with the required experience shall be accepted.
- **Disqualification:** University has the right to enquire regarding performance of the consultant from the list provided by the consultant. In case of negative response from two or more than two clients, consultant may be declared disqualified & his financial proposal may be returned unopened;

**Bidders must carefully read and note the following conditions, which form an integral part of the evaluation criteria:**

i. Foreign entities participating in the Bidding Process as Consortium/JV members (excluding the Lead Member) shall provide relevant registration documents and other applicable evidence from their respective regulatory and/or registration bodies in their home country;
ii. The credentials and experience of sub-consultants are not eligible for scoring. Furthermore, the global experience of a parent company or associated firms abroad is not eligible for scoring unless the foreign company itself is a formal member of the Bidding Consortium/JV;
iii. The Procuring Agency shall consider the Bidder's experience to the extent of contracts directly awarded in Bidder's name (not that of their staff, or any parent or subsidiary company). Secondly, claimed experience or contracts (including respective milestones)

must have been satisfactorily completed, as evidenced by supporting documents submitted with the Proposal;

iv. Any Conditional Bid submitted by a Bidder shall be treated as non-responsive during the evaluation of Technical or Financial Proposal, as the case may be;

v. If a Consultant is notified as qualified and awarded the Contract based on the experience of a Foreign Company within its Consortium/JV, then requisite Professional Staff from that Foreign Company must be available (physically or virtually, as required by the Procuring Agency) during contract negotiations, if any are held, and must be fielded along with other Consortium/JV members during the execution of targeted milestones.

**ITC 18.1** **Eligibility Criteria (Mandatory Documents):** Bidder (in the case of
**ITC 13.1** a Consortium/JV, each member as applicable) shall enclose with the
**ITC 6.1** Technical Proposal copies of the following documents, including but
**ITC 2.2** not limited to (refer to the Eligibility and Technical Evaluation Criteria for further details):

i. Documents checklist, properly filled and duly signed and stamped by the Bidder's authorized representative **(Appendix – D)**;
ii. Valid/Active Pakistan Engineering Council (PEC)/PACATP in relevant category or above.
iii. Valid/Active Registration with income Tax, FBR and Sindh Revenue Board (SRB).
iv. The Firm shall have at least (05) Years' experience.
v. Average Annual turnover amount at least quoted amount.
vi. Certificate/Affidavit for the authenticity of submitted documents.
vii. Company profile, describing the nature of business and field of experience;
viii. Consortium/JV Agreement in consonance with ITC Clause 13.1(a) of this Bid Data Sheet **(in case of a Consortium/JV only)**;
ix. Power of Attorney **(Appendix – C)**;
x. Audit reports, including balance sheets, income statements, and cash flow statements for the last five (5) years, duly issued and verified by the certified chartered accounting firm
xi. Confirmation of submission of the Bid security financial instrument (without disclosing the amount thereof in the Technical Proposal);
xii. Qualification record indicating contracts scope and references proving completion of the requisite number of contract(s) of five (5) years;
xiii. Work orders, contract agreements with a clear scope of work, and completion certificates (or any other substantial evidence sufficient to prove the completion of claimed experience);
xiv. CVs along with the latest educational degree or certificate of the Key Professional Staff dedicated to this Assignment;
xv. Details of historical contracts non-performance, if any, with reasons leading to such non-performance;
xvi. Litigation history, including details of pending cases and the nature of such litigations;
xvii. An affidavit confirming that the Bidder (in case of Consortium/JV, each member) is not blacklisted by any public or private sector organization **(Appendix-B)**;
xviii. Any other document, including Bid Forms and referred to in the ITC, associated with qualifying the eligibility criteria, technical evaluation criteria, and other terms and conditions.

**The prospective Bidders must carefully read and note the following conditions, which form an integral part of the evaluation criteria:**

i. Any Foreign Company participating in the Bidding Process as a Consortium/JV member (other than the Lead Member) shall submit relevant documents issued by respective authorities/jurisdiction of its home country;
ii. In case a Bidder proposes a Key Professional Staff member currently employed by a public sector organization, a **'No Objection Certificate (NOC)',** confirming the competent authority's approval of extraordinary leave for that individual in the event a Contract award be submitted with the individual's CV to attain allocated points under the technical evaluation;
iii. Bidder (whether an individual firm or Consortium/JV) must provide valid documents against each criterion/sub-criterion as required for qualifying under the eligibility and technical evaluation criteria. **Proposal received with incomplete document(s) or without concrete evidence(s) as required under the RFP Document, including those specifically mentioned under the RFP Documents Checklist, shall be marked as disqualified or assigned zero marks, as applicable;**
iv. The Procuring Agency reserves the right to cross-verify information or request additional information/documents if deemed necessary during the Bidding Process to ensure the reliability of information and capability of the Bidder. Non-submission by the Bidder of required document(s) or information within the specified timeframe may result in disqualification or non-scoring of a particular credential, as applicable;
v. The Procuring Agency shall not consider any revised document or any unsolicited information relating to eligibility and technical evaluation criteria provided by a Bidder against its submitted Proposal during the Proposal evaluation stage for the purposes of its qualification and the assignment of marks. In other words, only those projects, staff, etc., that are part of, or proposed along with, the originally submitted Proposal at the time of the Bid Submission Deadline will be considered.

**ITC 19.4** **The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100 points.**

**The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:**

Sf = 100 x Fm/ F, in which "Sf" is the financial score of the Proposal under consideration, "Fm" is the price of the lowest evaluated Financial Proposal, and "F" is price of Financial Proposal under consideration.

**Weights given to the Technical (St) and Financial (Sf) Proposals are:** T (Technical) = 70 and P (Financial) = 30, (Where T + P = 100)

**Proposals are ranked according to their combined technical score (St) and financial score (Sf) using these weights, as follows:**

Combined Score S = (St x T%) + (Sf x P%)

**ITC 20.1** **The expected date and address for contract negotiation** (N/A).

**ITC 23.1**

**ITC 24.1** The Procuring Agency shall **award the procurement Contract** to the Bidder that qualifies the eligibility or preliminary evaluation criteria and attains the highest combined technical and financial score, determined using the **Quality & Cost Based Selection (QCBS) method – Most Advantageous Bid**.

**ITC 24.2** The successful Bidder, whose Bid shall be determined and declared by the Procuring Agency as the Most Advantageous Bid, shall, upon receiving the Letter of Award, be required to furnish **performance security** equivalent to five **(5%) of the Contract or Bid Price.** This security shall be in the form of a **Bank Guarantee/Pay Order or Demand Draft**, **call a deposit** valid for a contract period, issued by a scheduled bank in Pakistan in favor of **'Sukkur IBA University'**.

**ITC 24.3** **The expected date for commencement of services** shall be mentioned in LOA, or immediately after the execution of the Contract by both parties.

| **Technical Points: 70%**<br>**Financial Points: 30%** | | | |
|---|---|---|---|
| **Technical Evaluation Criteria (ITC 18.1)** | | | **Max Points** |
| **Sr.** | **Sub-Criteria and Points** | | |
| **1.** | **Firm's experience (Max. Points = 50)**<br><br>***Note:***<br>*i. Points for a specific project completed by Consortium/JV members will be assigned only once;*<br>*ii. Individual milestones within a single project, whether of a similar or varied nature, will be assessed separately for the purpose of awarding points;*<br>*iii. Bidder's experience will be evaluated based on completed milestones for projects undertaken for public or private sector organizations, unless expressly specified otherwise;*<br>*iv. For projects listed under sub-criteria 1.1.1, and 1.2.1, only the Bidder's experience with public sector clients will be considered. The client or counterparty for the completed milestone must be a verifiable public sector organization, as evidenced by contract documents;*<br>*v. Scores will be awarded to a Bidder based on verifiable milestones achieved for a project. Acceptable verification includes submitted work orders, contract agreements (clearly defining the scope of work), completion certificates, or other substantial evidence acceptable in lieu of completion certificates;*<br>*vi. For projects or assignments completed in currencies other than PKR, the historical exchange rate prevailing on the completion date of the respective milestone, as notified by the State Bank of Pakistan, will be utilized for conversion to PKR;*<br>*vii. Points for completed projects or assignments will be awarded only once under the relevant category (i.e., either general or relevant experience), provided the project or assignment meets the stipulated criteria for that category; and*<br>*viii. Bidders must provide all supporting documents and evidence of experience and clearly reference these documents within the Checklist submitted as part of the Technical Proposal.* | **1.1 General Experience (Maximum Points = 15)** | |
| | | **1.1.1** 1.1.1 Design, preparation of engineering drawings, bidding documents, Engineer's estimates, and detailed construction supervision of at least **five (05) MV/LV power distribution system and substation projects of similar nature**, including **11kV distribution networks, RMUs, transformers, standby generators with synchronization panel systems, underground cable networks, and associated substation works**, of Government/Private sector of Electrical Sub Stations projects costing above Rs.150 million will fetch the full marks against the firm's general experience;<br><br>**1.1.2** The experience must be supported by **Work Orders and Completion/Performance Certificates**, clearly indicating project scope, value, and consultancy services, and shall include full involvement in **design, supervision, testing, and commissioning**; otherwise, it shall not be considered for evaluation. | **15** |
| | | **1.2 Relevant Experience (Maximum Points = 35)** | |
| | | **1.2.1** .2.1 Firm's experience in **design and detailed supervision of at least five (05) MV/LV power distribution network and substation projects of similar nature**, including **11kV distribution systems, RMUs, transformers, standby generators with synchronization panel systems, underground cable networks, and associated substation works**, of Educational Institutes/ Universities of Electrical Sub Stations projects costing above Rs.150 million will fetch the full marks against the firm's Relevant Experience;<br><br>**1.2.2** The experience must be supported by **Work Orders and Completion/Performance Certificates**, clearly indicating project scope, value, and consultancy services, and projects without **detailed supervision including testing and commissioning** shall not be considered for evaluation. | **35** |

| | | | | | |
|---|---|---|---|---|---|
| **Total Points (General and Relevant Experience)** | | | | | **50** |
| **2.** | **Key Professional Staff (Max Points = 15)**<br><br>***Note:*** *The proposed staff (Technical) must qualify the following requirements to be eligible for attaining the points as detailed in this section (refer to the subsequent table illustrating the points weightage allocated to each staff member based on qualification and relevant experience):*<br><br>*i. The individual must not exceed sixty (60) years of age as of the Bid Submission Deadline;*<br>*ii. The individual must possess valid registration with relevant professional bodies (PEC), as applicable under the laws or by-laws of their respective country. The proposed staff's registration number with the pertinent regulatory bodies, where applicable, must be stated in the CV;*<br>*iii. Where applicable, NOC issued in respect of Key Professional Staff working with public sector organization strictly in terms of the RFP;*<br>*iv. Points will be awarded based on the individual meeting the minimum qualification and experience criteria specified in the scoring table herein.*<br>*v. All academic, professional, and statutory credentials, including PEC registration where applicable, shall be submitted for verification. The Procuring Agency reserves the right to verify original documents at any stage of the procurement process and assignment.* | **2.1 Technical Team/Staff:** | | | **15** |
| | | | i. | **Team Leader / Project Manager:**<br>M.E / B.E in Electrical Engineering (Power Systems) or Project Management with 05–10 years of experience in design and supervision of MV/LV Power Distribution Systems, 11kV feeders, RMUs, transformers, underground cable networks, substations and associated infrastructure works, with PMP or equivalent certification preferred; the candidate shall have at least 02 years continuous association with the consulting firm and shall be fully responsible for overall project coordination, technical leadership, design review, and delivery of the assignment, ensuring full-time involvement as required. | 1.0 points |
| | | | ii. | **Senior Electrical Design Engineer (MV/LV Systems):**<br>M.E / B.E in Electrical Engineering with 05–10 years of experience in detailed engineering design of MV/LV power systems including load flow analysis, short circuit studies, voltage drop calculations, cable sizing, protection coordination studies, and design of 11kV feeders, RMUs, transformers, standby generators, synchronization systems, MV/LV switchgear, and underground cable networks, with proficiency in ETAP / DIgSILENT PowerFactory / AutoCAD or equivalent engineering software; the candidate shall have at least 02 years continuous association with the consulting firm and shall be responsible for preparation of detailed engineering designs, technical calculations, single line diagrams (SLDs), equipment sizing and selection, cable routing and schedules, earthing and lightning protection designs, technical specifications, BOQs, engineering drawings, and all associated design deliverables in accordance with applicable IEC, IEEE, PEC, and utility standards. | 1.0 points |
| | | | iii. | **Protection & Control Engineer:**<br>M.E / B.E in Electrical Engineering with 05–10 years of experience in power system protection, relay coordination studies, fault level analysis, load flow studies, and protection scheme design for 11kV | 1.0 points |

| | | | | | | | |
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| | | | | feeders, RMUs, transformers, standby generators, synchronization systems, MV/LV switchgear, and associated electrical distribution networks, with experience in ETAP / DIgSILENT / PSCAD or equivalent tools; the candidate shall have at least 02 years continuous association with the consulting firm and shall be responsible for development of protection philosophy, relay setting calculations, protection coordination studies, fault analysis, control schematics, testing and commissioning support, and integration of protection and control systems in accordance with applicable IEC, IEEE, PEC, and utility standards. | | |
| | | | iv. | **Planning Engineer:**<br>B.E / Master's degree in Engineering or Project Management with 05 years of experience in project planning, scheduling, progress monitoring and reporting of infrastructure or construction projects, with proficiency in Primavera P6 or MS Project; the candidate shall have at least 01 year association with the consulting firm and shall be responsible for baseline schedules, progress updates, delay analysis, and reporting. | 1.0 points | |
| | | | v | **Contract Specialist:**<br>Master's or Bachelor's degree in Engineering / Construction Management / Contract Administration with 05 years of experience in contract management, procurement documentation, claims, variations, and contract administration preferably in infrastructure or EPC projects; the candidate shall have at least 01 year association with the consulting firm and shall be responsible for contract documentation, claims assessment, variation orders, and contractual correspondence. | 1,0 points | |
| | | | vi. | **Civil / Structural Design Engineer (Substation Works):**<br>M.E / B.E in Civil Engineering (Structural Engineering specialization) with 05–10 years of experience in design of substation civil works including transformer foundations, equipment plinths, cable trenches, ducts, manholes, boundary walls and substation structures, with proficiency in ETABS / SAP2000 / SAFE / AutoCAD or equivalent; the candidate shall have at least 02 years continuous association with the consulting firm and shall be responsible for all structural design deliverables and coordination with electrical engineering requirements. | 1.0 points | |
| | | | vii. | **Resident Electrical Engineer:** | 1.0 points | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | B.E in Electrical Engineering with 05–10 years of experience in supervision, installation, testing and commissioning of MV/LV systems including 11kV feeders, RMUs, transformers, underground cable networks and substations; the candidate shall have at least 02 years association with the consulting firm and shall be responsible for full-time site supervision, contractor coordination, quality assurance, and execution control. | |
| | | | viii. | **Electrical Engineer (Site Execution):**<br>B.E in Electrical Engineering with 03–05 years of experience in site execution of MV/LV works including cable laying, RMU installation, transformer erection and testing activities; the candidate shall have at least 01 year association with the consulting firm and shall assist in site supervision, testing coordination, and execution monitoring under the Resident Engineer. | 1.0 points |
| | | | ix. | **Civil Engineer (Site Supervision):**<br>B.E in Civil Engineering with 03–05 years of experience in supervision of civil works including substation foundations, cable trenches, ducts, manholes and associated infrastructure works; the candidate shall have at least 01 year association with the consulting firm and shall be responsible for ensuring execution as per approved drawings, specifications and quality standards. | 1.0 points |
| | | | x. | **Protection & Testing Engineer(Mandatory):**<br>Master's / B.E in Electrical Engineering with 03–05 years of experience in testing, commissioning, and performance verification of electrical systems including protection relays, MV/LV switchgear, transformers, RMUs, standby generators, synchronization systems, underground power cables, earthing and grounding systems, and associated electrical infrastructure. The candidate shall have hands-on experience in relay testing, cable testing (IR, Hi-Pot, VLF, continuity and sheath testing), transformer testing, switchgear commissioning, system energization, and Site Acceptance Tests (SAT). Experience in witnessing Factory Acceptance Tests (FAT), pre-commissioning activities, and preparation of testing and commissioning reports shall be preferred. The candidate shall have at least 01 year association with the consulting firm and shall be responsible for supporting testing, commissioning, system | 1.0 Points |

| | | | | | | |
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| | | | | integration, performance verification, energization activities, and compliance with applicable IEC, IEEE, PEC, and utility standards. | | |
| | | | xi. | **Quantity Surveyor / Cost Engineer:**<br>B.E / DAE in Civil Engineering with 03–05 years of experience in BOQ preparation, cost estimation, IPC verification and quantity surveying for infrastructure projects; the candidate shall have at least 01-year association with the consulting firm and shall be responsible for measurement sheets, cost control and payment certification support. | 1.0 points | |
| | | | xii. | **Site Inspector (Electrical):**<br>Diploma (DAE) / B.E in Electrical Engineering with at least 03 years of experience in supervision and inspection of MV/LV electrical works including installation of transformers, RMUs, switchgear, underground cable systems, earthing systems, protection equipment, testing, commissioning, and associated electrical infrastructure. The candidate shall have at least 01-year association with the consulting firm and shall be responsible for ensuring compliance with approved drawings, technical specifications, testing procedures, and quality requirements. | 1.0 points | |
| | | | xiii. | **Site Inspector (Civil):**<br>Diploma (DAE) / B.E in Civil Engineering with at least 03 years of experience in supervision and inspection of civil works including substation buildings, transformer foundations, equipment plinths, cable trenches, cable ducts, manholes, boundary walls, utility corridors, and associated infrastructure works. The candidate shall have at least 01-year association with the consulting firm and shall be responsible for monitoring construction activities, verifying compliance with approved drawings, specifications, quality standards, and maintaining inspection records. | 1.0 points | |
| | | | xiv. | **QA/QC Engineer:**<br>B.E in Electrical Engineering or Civil Engineering with at least 05 years of experience in quality assurance and quality control of infrastructure, substation, industrial, or power distribution projects. The candidate shall have experience in inspection and test plans (ITPs), material approvals, quality documentation, FAT/SAT witnessing, and compliance with IEC, IEEE, PEC, and project specifications. The candidate shall have at least 01-year association | 1.0 points | |

| | | | | | |
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| | | | | with the consulting firm and shall be responsible for implementation and monitoring of project quality requirements. | |
| | | | XV | **HSE Engineer / Safety Officer (Mandatory):** B.E / DAE in Engineering or equivalent qualification with at least 05 years of experience in Health, Safety, and Environmental management of construction, industrial, electrical, or infrastructure projects. NEBOSH, IOSH, OSHA, or equivalent HSE certification shall be preferred. The candidate shall have at least 01-year association with the consulting firm and shall be responsible for monitoring compliance with project HSE requirements, conducting safety inspections, reviewing risk assessments and method statements, and ensuring safe execution of all construction, testing, and commissioning activities. | 1.0 Points |
| **Total Points (Key Professional Staff)** | | | | | **15** |
| **3.** | **Financial Capability (Max. Marks = 15)**<br>***Note:*** *The Bidder (in case of a Consortium/JV, all members) shall submit audited financial statements for the last three (3) years. However, in the case of a Consortium/JV, the financial capability of the Consortium/JV Members combined shall be considered to meet the specified criteria.* | **3.1** | **Average annual turnover of last three (3) years** | | **15** |
| | | | i. | Above Rs. 15 million | 15 points |
| | | | ii. | Above Rs. 10 million | 10 points |
| | | | iii. | Above Rs. 5 million | 05 points |
| | | | iv. | Below Rs.5 million | 00 Points |
| **4.** | **Understanding of the Assignment and Proposed Methodology (Max. Marks = 20)** | **4.1** | **Understanding of the Assignment and Proposed Methodology with Work Plan** containing pragmatic approaches, including those mentioned below, towards achieving the Assignment's desired objectives and targeted milestones set in TOR within the stipulated timelines: | | **20** |
| | | | i. | Submit work/ schedule plan from design till completion of projects. | 2.0 points |
| | | | ii. | Submit organogram plan / chart for site supervision team & their core responsibilities/ methodology. | 2.0 points |
| | | | iii. | Provide quality control policy/ methodology opted by consultant. List down sequence of inspection and tests to be carried out by consultant to ensure quality checks. | 1.0 points |
| **Grand Total Points (Technical Evaluation Criteria)** | | | | | **100** |

| **Minimum Qualifying Points: 70% (Minimum Technical Points 50% Points per Category)** | |
|---|---|

***Note:*** *Bidder (individual firm or Consortium/JV) must attain at least 70 points St and 50% points under each category, as listed at Sr. # 1 to 4 tabulated above, to qualify for the opening of its Financial Proposal.*

# Section III – Technical Proposal

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***[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]***

*Refer to Reference Paragraph 13.2 of the Data Sheet for format of Technical Proposal to be submitted, and/ or paragraph 13.2 of Section 2 of the RFP for Standard Forms required and number of pages recommended.*

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## Form Tech-1. Technical Proposal Submission Form

*Sukkur, Date]*

To: Sukkur IBA University, Nisar Ahmed Siddiqui Road Sukkur

Dear Sirs:

We, the undersigned, hereby offer to provide consulting services for the project titled **"Hiring of Engineering Consulting Firm for Engineering Design and Construction Supervision of the Establishment of MDS Campus-II (Phase-I) – MV/LV Power Distribution System along with Substation-II at Campus-II, Sukkur IBA University, Sukkur."**

The services shall include feasibility study, load assessment, detailed engineering design, preparation of technical drawings, specifications, BOQs, cost estimates, tender documents, and construction supervision for the MV/LV power distribution system and associated electrical infrastructure in accordance with IEC/IEEE Standards.

In accordance with your Request for Proposal (RFP) dated [Insert Date], we hereby submit our Proposal comprising a Technical Proposal and a Financial Proposal, uploaded separately through SPPRA/EPADS as per the prescribed submission requirements.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the Assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Authorized Signature [In full and initials]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

## Form Tech-2. Consultant's Organization and Experience

## A. Consultant's Organization

*[Provide here a brief **(preferably not more than five pages)** description of the background and organization of your firm/ entity and each associate for this Assignment.]*

## B. Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each associate for this Assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use 50 pages.]*

| | |
|---|---|
| Assignment name: | Approximate value of contract (PKR): |
| Country:<br>Location within country: | Duration of Assignment (months): |
| Name of procuring agency or purchaser: | Total No of staff-months of the Assignment: |
| Address: | Approx. value of the services provided by your firm under the contract (PKR): |
| Start date (month/ year):<br>Completion date (month/ year): | No of professional staff-months provided by associated Consultants: |
| Name of associated Consultants, if any: | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project: | |
| Description of actual services provided by your staff within the assignment: | |

**Firm's Name:**

## Form Tech-3. Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Procuring Agency

### A. On the Terms of Reference

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment* ***(such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities)****. Such suggestions should be concise and to the point, and incorporated in your Proposal. Suggested changes for the improvement of the Assignment's Terms of Reference as part of the Form Tech-4 may also be reflected under this section.]*

## B. On Counterpart Staff and Facilities

*[Comment here on the counterpart staff and/ or facilities to be provided by the Procuring Agency according to Paragraph Reference 2.5 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

## Form Tech-4. Description of Approach, Methodology and Work Plan for Performing the Assignment

*[Technical approach, methodology and work plan are key components of the Technical Proposal. Bidders are suggested to present their Technical Proposal* ***(20 pages, preferably not exceeding 2,000 words per component – inclusive of charts and diagrams)*** *divided into the following three chapters:]*

a. Technical Approach and Methodology,
b. Work Plan, and
c. Organization and Staffing;

***a) Technical Approach and Methodology.*** *In this chapter, the Bidder should explain the understanding of the Assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Bidder should highlight the problems being addressed and their importance and explain the technical approach the Bidder would adopt to address them. The Bidder should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach. In addition,* ***the Bidder shall suggest and address the following components separately using the bullet points*** *(mention* ***'None'*** *against the respective heading if no explanation or comments are required to be proposed by a Bidder):*

- *Appreciation and clarity of the Project;*
- *Understanding of the Assignment's objectives;*
- *Proposed quality methodology (concise, clear, and complete);*
- *Innovativeness or suggested changes with valid value additions for improvements in the Assignment's TORs;*
- *Stakeholders management plan during undertaking the Assignment;*
- *Existing commitments, engagements, and available strength with justification to complete the existing Assignment on time.*
- *Suggested changes with valid value additions for improvements in the Assignment's Terms of Reference (the proposed suggestions and changes may include offering additional key tasks or resources reasonably required for bringing value additions or innovations for undertaking the Assignment);*
- *Existing commitments, engagements, and available strength with justification.*

***b) Work Plan.*** *In this chapter, the Bidder should propose the main activities of the Assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing an understanding of the TOR and the ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

***c) Organization and Staffing.*** *In this chapter, the Bidder should propose the structure and composition of the team. The Bidder should list the main disciplines of the Assignment, the key expert responsible, and proposed technical and support staff.]*

## Form Tech-5. Team Composition and Task Assignments

| **Professional Staff** | | | | |
|---|---|---|---|---|
| **Name of Staff** | **Firm** | **Area of Expertise** | **Position Assigned** | **Task Assigned** |
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## Form Tech-6. Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** *(only one candidate shall be nominated for each position)*: ___
2. **Name of Firm** *(insert name of firm proposing the staff)***:** _____
3. **Name of Staff** *[Insert full name]*: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** *[Indicate college/university and specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____
6. **Membership of Professional Associations (with Registeration Number):** ____
7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* _____
8. **Countries of Work Experience** *[List countries where staff has worked in the last ten years]:* _____
9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____
10. **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:* _____
    From [Year]: _____ To [Year]: _____
    Employer: _____ Positions held: _____
11. **Detailed Tasks Assigned** *[List all tasks to be performed under this Assignment]:*
12. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** *[Among the Assignments in which the staff has been involved, indicate following information for those Assignments that illustrate staff capability to handle tasks listed under point 11.]:*
    Name of Assignment or project: _____ Year: _____
    Location: _____ PA: _____
    Main project features: _____ Positions held: _____
    Activities performed: _____
13. **Certificate**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. **I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.**

_____ Date: _____
*[Signature of staff member or authorized representative of the staff] Day/Month/ Year*

Full name of authorized representative: _____

## Form Tech-7. Staffing Schedule[1]

| No | Name of Staff | Staff Input (in the form of bar chart)[2] | | | | | | | | | | | | | Total Staff-Month Input | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | N | Home | Field[3] | Total |
| **Foreign** | | | | | | | | | | | | | | | | | |
| **1** | | *[Home]* | | | | | | | | | | | | | | | |
| | | *[Field]* | | | | | | | | | | | | | | | |
| **2** | | | | | | | | | | | | | | | | | |
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| **3** | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | **Subtotal** | | | | | | | | |
| **Local** | | | | | | | | | | | | | | | | | |
| **1** | | *[Home]* | | | | | | | | | | | | | | | |
| | | *[Field]* | | | | | | | | | | | | | | | |
| **2** | | | | | | | | | | | | | | | | | |
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| **3** | | | | | | | | | | | | | | | | | |
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| **N** | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | **Subtotal** | | | | | | | | |
| | | | | | | | | | **Total** | | | | | | | | |

Full time input Part time input

[1] For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
[2] For Months are counted from the start of the Assignment. For each staff indicate separately staff input for home and field work.
[3] Field work means work carried out at a place other than the Consultant's hom/e office.

## Form Tech-8. Work Schedule

| No | Activity[4] | Months[5] | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | N |
| 1 | | | | | | | | | | | | | | |
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| 4 | | | | | | | | | | | | | | |
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[4] Indicate all main activities of the Assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Procuring Agency approvals. For phased Assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

[5] Duration of activities shall be indicated in the form of a bar chart.

# **Section IV – Financial Proposal** Standard Forms

***[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]***

*[Financial Proposal standard forms shall be used for the preparation of the Financial Proposal in accordance with ITC Clauses 13.2 & 24.1 of Section 2 of the RFP Document.]*

**Form FIN-1.** Financial Proposal Submission Form……..59

**Form FIN-2.** Summary of Costs……..60

**Form FIN-3.** Breakdown of Costs by Activity..…….....61

**Form FIN-4.** Breakdown of Remuneration…..…….....62

**Form FIN-5.** Breakdown of Reimburseable Expenses……64

**Appendix.** Financial Negotiations - Breakdown of Remuneration Rates……...66

## Form FIN-1. Financial Proposal Submission Form

*[Location, Date]*

To: *[Name and address of PA]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of Assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures*[6]*].*

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 9.1 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below[7]:

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*:
_____
Name and Title of Signatory:
_____
_____
Name of Firm:
_____
_____
Address:
_____
_____

[6] Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2

[7] If applicable, replace this paragraph with: “No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution.”

# Financial Proposals
# Summary of Payments

**Payment Schedule:**

*Scope of the project:*
*Construction of Sub Station and MDS (G+2):*
*Total scope: 127,421 SFT.)*

| S.# | Description/ Head | % age | Timelines |
|---|---|---|---|
| i. | **Section**-1: Pre-construction Services | 25% | 30- days |
| ii. | **Section-2**: Construction Phase Supervision | 50% | 12 months<br>or<br>Completion of the Electrical & Civil works etc. |
| iii. | **Section-3**: Administrative Coordination | 15% | 12 months<br>or<br>Completion of the Electrical & Civil works etc. |
| iv. | **Section-4:** Post-construction Services | 10% | 90-days<br>Or<br>Completion of assignment |
| | Total | 100% | |

**Details of the Job Description**

**SECTION-1**

**1. Pre-construction Services:**

**1.1 Design and Drawing Preparation**:

- Designing & Detailed Supervision, Preparation of Detailed Engineering Drawings/Bidding Documents, Engineer's Estimate of Establishment of MDS Campus-II (Phase-I)-MV/LV Power Distribution System along with Substation-II at Campus-II in Accordance with IEC/IEEE Standards Sukkur IBA University Sukkur
- The Engineering Consulting Firm shall prepare design calculations and engineering models as per Pakistan Engineering Guidelines.

**1.2 Cost Estimation and BOQs**:

- The Engineering Consulting Firm shall prepare contract documents (Prepare complete technical specifications, Prepare Bills of Quantities (BOQ) and Engineer's Cost Estimates, of the scheme on CSR-2024 & NSI (Market Based Rates), Prepare bidding documents and tender drawings, Develop technical qualification criteria, Assist the Client during pre-qualification of contractors/vendors, Assist in bid evaluation, technical assessment, clarification meetings, and contract award recommendations. The firm shall provide 05 hard copies of the contract documents along with softcopies of design calculations/ models, all tender /construction drawings (AutoCAD and PDF files etc.)

---

**SECTION-2**

**2. Construction Phase Supervision:**

**2.1 Site Supervision**:

- The Engineering Consulting Firm shall deploy qualified staff including i) Resident Engineer(s) and ii) Site Inspectors for day-to-day supervision of construction work. However, other technical staff shall be deployed as per need basis.

**2.2 Quality Control**:

- The Engineering Consulting Firm shall ensure adherence to approved construction drawings, approve method of statements, designs, and construction standards of the project. The firms shall provide shop drawings of structural and architectural etc. as well as regular inspections of civil, Electrical works.

**2.3 Progress Monitoring**:

- The Engineering Consulting Firm shall monitor construction progress and prepare periodic progress reports for the management of the university to take further necessary action, if required.

---

**SECTION-3**

**3. Administrative and Coordination Services**

**3.1 Project Management**:

- The Engineering Consulting Firm shall coordinate between stakeholders, contractors, and the client/ university.
- Scheduling and ensuring project timelines are met.

**3.2 Documentation and Reporting**:

- The Engineering Consulting Firm shall prepare and submit reports to the university authorities.
-

**SECTION-4**

**4. Post-construction Services:**

**4.1 Final Reports and As-Built Drawings**:

- The Engineering Consulting Firm shall submit as-built drawings and final completion reports of the scheme.
-

## Financial Proposal (FP)

*Scope of the project:*

- Designing & Detailed Supervision, Preparation of Detailed Engineering Drawings/Bidding Documents, Engineer's Estimate of Establishment of MDS Campus-II (Phase-I)-MV/LV Power Distribution System along with Substation-II at Campus-II*):*

| S.# | Description/ Head | % age | *Quoted Rate* *(Rs. in million)* |
|---|---|---|---|
| i. | **Section**-1: Pre-construction Services | 25% | |
| ii. | **Section-2**: Construction Phase Supervision | 50% | |
| iii. | **Section-3**: Administrative Coordination | 15% | |
| iv. | **Section-4:** Post-construction Services | 10% | |
| | Total | 100% | |

*Note:1: Any Bid/FP wherein the quoted consultancy cost exceeds the approved allocation under the head " Consultancy charges" in the PC-1 Shall be treated as NON RESPONSIVE and shall be rejected as it falls beyond the sanctioned financial provision.*

*Note: 2: All expenses pertaining to the site supervison/ periodical visit shall be borne by the consultant, no expense of any kind shall be reimbursed by the Procuring Agency.)*

## Form FIN-3. Breakdown of Costs by Activity[8]

| **Group of Activities:** [9] _____ _____ | **Description:** [10] _____ _____ | | | |
|---|---|---|---|---|
| **Cost Component** | **Costs**[11] | | | |
| | **[Indicate Foreign Currency # 1]** | **[Indicate Foreign Currency # 2]** | **[Indicate Foreign Currency # 3]** | **[Indicate Local Currency]** |
| Remuneration[12] | | | | |
| Reimbursable Expenses | | | | |
| **Subtotals** | | | | |

[8] Form FIN-3, if applicable, shall be filled at least for the whole Assignment. In case some of the activities require different modes of billing and payment (e.g.: the Assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

[9] Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8

[10] Short description of the activities whose cost breakdown is provided in this Form.

[11] Indicate between brackets the name of the foreign currency. use the same columns and currencies of Form FIN-2.

[12] For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant total costs indicated in Forms FIN-4, and FIN-5.

## Form FIN-4. Breakdown of Remuneration[13]

*[This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 14.1 of the Data Sheet that remuneration shall be Time Based]*

| **Group of Activities: _____** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Name[14]** | **Position[15]** | **Staff-month Rate[16]** | **Input[17] (Staff-months)** | **[Indicate Foreign Currency # 1] [18]** | **[Indicate Foreign Currency # 2]** | **[Indicate Foreign Currency # 1]** | **[Indicate Local Currency]** |
| **Local** | | | | | | | |
| | **Team Leader / Project Manager** | *[Home]* | | | | | |
| | | *[Field]* | | | | | |
| | **Senior Electrical Design Engineer (MV/LV Systems):** | | | | | | |
| | | | | | | | |
| | **Protection & Control Engineer:** | | | | | | |
| | | | | | | | |
| | **Planning Engineer:** | | | | | | |
| | | | | | | | |
| | **Contract Specialist:** | *[Home]* | | | | | |
| | | *[Field]* | | | | | |
| | | | | | | | |

[13] Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
[14] Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
[15] Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
[16] Indicate separately staff-month rate and currency for home and field work.
[17] Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
[18] Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Civil / Structural Design Engineer (Substation Works):** | | | | | | |
| | **Resident Electrical Engineer:** | | | | | | |
| | **Electrical Engineer (Site Execution):** | | | | | | |
| | **Civil Engineer (Site Supervision):** | | | | | | |
| | **Protection & Testing Engineer(Mandatory):** | | | | | | |
| | **Quantity Surveyor / Cost Engineer:** | | | | | | |
| | **Site Inspector (Electrical):** | | | | | | |
| | **QA/QC Engineer:** | | | | | | |
| | **HSE Engineer / Safety Officer (Mandatory):** | | | | | | |
| | | | **Total Costs** | | | | |

## Form FIN-4. Breakdown of Remuneration[19]

*[This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 14.1 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the PA].*

| Name[20] | Position[21] | Staff-month Rate[22] |
|---|---|---|
| **Local Staff** | | |
| | **Team Leader / Project Manager** | *[Home]*<br>*[Field]* |
| | **Senior Electrical Design Engineer (MV/LV Systems)** | |
| | **Protection & Control Engineer** | |
| | **Planning Engineer** | |
| | **Contract Specialist** | |
| | **Civil / Structural Design Engineer (Substation Works):** | |
| | **Resident Electrical Engineer** | |
| | **Electrical Engineer (Site Execution)** | |
| | **Civil Engineer (Site Supervision)** | *[Home]*<br>*[Field]* |
| | **Protection & Testing Engineer (Mandatory)** | |
| | **Quantity Surveyor / Cost Engineer** | |
| | **Site Inspector (Electrical):** | |
| | **QA/QC Engineer** | |
| | **HSE Engineer / Safety Officer (Mandatory)** | |

[19] Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
[20] Professional Staff should be indicated individually; support staff should be indicated per category (e.g. draftsmen, clerical staff).
[21] Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
[22] Indicate separately staff-month rate and currency for home and field work.

## Form FIN-5. Breakdown of Reimbursable Expenses[23]

*[This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based]*

| **Group of Activities: _____** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **No** | **Description[24]** | **Unit** | **Unit Cost[25]** | **Quantity** | **[Indicate Foreign Currency # 1][26]** | **[Indicate Foreign Currency # 2]** | **[Indicate Foreign Currency # 1]** | **[Indicate Local Currency]** |
| | Per diem allowances | Day | | | | | | |
| | International flights[27] | Trip | | | | | | |
| | Miscellaneous travel expenses | Trip | | | | | | |
| | Communication costs between *[Insert place]* and *[Insert place]* | | | | | | | |
| | Drafting, reproduction of reports | | | | | | | |
| | Equipment, instruments, materials, supplies, etc. | | | | | | | |
| | Shipment of personal effects | Trip | | | | | | |
| | Use of computers, software | | | | | | | |
| | Laboratory tests | | | | | | | |
| | Subcontracts | | | | | | | |
| | Local transportation costs | | | | | | | |
| | Office rent, clerical assistance | | | | | | | |
| | Training of the PA's personnel[28] | | | | | | | |
| | | | | **Total Costs** | | | | |

[23] Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
[24] Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
[25] Indicate unit cost and currency.
[26] Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
[27] Indicate route of each flight, and if the trip is one- or two-ways.
[28] Only if the training is a major component of the Assignment, defined as such in the Data Sheet or TOR.

## Form FIN-5. Breakdown of Expenses

*[This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 14.1 of the Data Sheet that remuneration shall be Lump Sum. Information to be provided in this Form shall only be used to establish payments to Consultant for possible additional services requested by the PA]*

| No | Description[29] | Unit | Unit Cost[30] |
|---|---|---|---|
| | Per diem allowances | Day | |
| | International flights[31] | Trip | |
| | Miscellaneous travel expenses | Trip | |
| | Communication costs between *[Insert place]* and *[Insert place]* | | |
| | Drafting, reproduction of reports | | |
| | Equipment, instruments, materials supplies, etc. | | |
| | Shipment of personal effects | Trip | |
| | Use of computers, software | | |
| | Laboratory tests | | |
| | Subcontracts | | |
| | Local transportation costs | | |
| | Office rent, clerical assistance | | |
| | Training of the PA's personnel[32] | | |

.

[29] Delete items that are not applicable or add items according to Paragraph Reference 3.6 of the Data Sheet.
[30] Indicate unit cost and currency.
[31] Indicate route of each flight, and if the trip is one- or two-ways.
[32] Only if the training is a major component of the Assignment, defined as such in the Data Sheet or TOR.

# Appendix. Financial Negotiations – Breakdown of Remuneration Rates

(Not to be used when cost is a factor in the evaluation of Proposals)

## 1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for Assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The Procuring Agency is charged with the custody of funds from Government of Sindh and is expected to exercise prudence in the expenditure of these funds. The Procuring Agency is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

**i. Salary:** This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

**ii. Social Costs:** Social costs are the costs to the firm of staff's non-monetary benefits. These items include, inter alia, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an Assignment if no additional staff replacement has been provided. Additional leave taken at the end of an Assignment in accordance with the firm's leave policy is acceptable as a social cost.

**iii. Cost of Leave:** The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as per percentage of salary}^{33} = \frac{\textit{Total days leave x 100}}{\textit{[365 – w – ph – v – s]}}$$

It is important to note that leave can be considered a social cost only if the Procuring Agency is not charged for the leave taken.

**iv. Overheads:** Overhead expenses are the firm's business costs that are not directly related to the execution of the Assignment and shall not be

[33] Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

reimbursed as separate items under the contract. Typical items are home office costs (partner's time, nonbillable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Agency does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

**v. Fee or Profit:** The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

**vi.** Away from Headquarters Allowance or Premium: Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit.

**vii.** Subsistence Allowances: Subsistence allowances are not included in rates, but are paid separately and in local currency. No additional subsistence is payable for dependents-subsistence rate shall be same for married and single team members.

**viii.** Standard rates for the particular country may be used as reference to determine subsistence allowances.

## 2. Reimbursable Expenses

2.1 Financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

## 3. Procuring Agency Guarantee

3.1 The Payments to the firm, including payment of any advance based on cash flow projections covered by a Procuring Agency guarantee, shall be made according to an agreed estimated schedule ensuring the Consultant regular payments in local and foreign currency, as long as the services proceed as planned.

## Sample Form

*Consulting Firm:* *Country:*
*Assignment:* *Date:*

**Consultant's Representation Regarding Costs and Charges**

We hereby confirm that:

a. the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;

b. attached are true copies of the latest salary slips of the staff members listed;

c. the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this Assignment to the staff members listed;

d. the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and

e. said factors for overhead and social charges do not include any bonuses or other means of profit-sharing

_____
*[Name of Consulting Firm]*

_____ _____
*Signature of Authorized Representative* *Date*

Name: _____

Title: _____

## Consultant's Representation Regarding Costs and Charges

(Expressed in *[insert name of currency])*

| Personnel | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|---|
| **Name** | **Position** | **Basic Salary per Working Month/ Day/ Year** | **Social Charges**[34] | **Overhead** | **Subtotal** | **Fee**[35] | **Away from Headquarter Allowance** | **Proposed Fixed Rate per Working Month/ Day/ Hour** | **Proposed Fixed Rate per Working Month/ Day/ Hour** |
| Head Office | | | | | | | | | |
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[34] Expressed as percentage of 1
[35] Expressed as percentage of 4

# Section V – Terms of Reference

| SUMMARY/ OVERVIEW OF THE ASSIGNMENT | |
|---|---|
| **Procuring Agency** | Sukkur IBA University, Sukkur |
| **Assignment Title** | Hiring of Engineering Consulting Firm For design and supervision of MDS Campus-II (Phase-I)-MV/LV Power Distribution System along with Substation-II at campus-II in accordance with IEC/IEEE standard at SIBAU |
| **Assignment Description** | Under this Assignment, the Consultant shall be required to Engineering Design and Construction Supervision of the Establishment of MDS Campus-II (Phase-I) – MV/LV Power Distribution System along with Substation-II at Campus-II, Sukkur IBA University, Sukkur, further detailed in the TOR's Assignment Scope. |
| **Contract Duration** | 15 months |
| **Contract Type** | Lump-sum |
| **Procurement Framework** | Sindh Public Procurement Act, 2009, including the SPP Rules, Regulations, Orders or Instructions framed thereunder. |
| **Market Approach** | Competitive bidding |
| **Selection Method** | Quality Cost-Based Selection |
| **Commencement Date (Expected)** | Mentioned in LOA or immediately after signing the Contract. |

## 1. PROJECT BACKGROUND

An emergent requirement has arisen at Sukkur IBA University due to the ongoing expansion of Campus-II infrastructure. Several new facilities are under construction and planning, including **Academic Block-IV, Foreign Faculty Residence, Model School, Water Treatment & Sewerage Treatment Plant, and two additional Residential Buildings**, which collectively have significantly increased the electrical load demand at Campus-II.

The existing electrical power distribution system was originally designed for a limited load profile. However, with the addition of the above-mentioned academic, residential, and utility facilities, the current system is facing capacity constraints, including increased risk of overloading, voltage drops, and operational instability.

To ensure a reliable, safe, and uninterrupted power supply for both existing and future infrastructure, the University has decided to establish a dedicated **MV/LV Power Distribution System along with Substation-II under MDS Campus-II (Phase-I)**.

Accordingly, Sukkur IBA University intends to engage a qualified Consulting Firm to carry out feasibility study, detailed engineering design, preparation of bidding documents, and construction supervision services in accordance with applicable IEC/IEEE standards and best engineering practices.

## 2. PROJECT CONCEPTUALIZATION

The project titled **"Establishment MDS Campus-II (Phase-I) – MV/LV Power Distribution System along with Substation-II at Campus-II, Sukkur IBA University"** has been conceived in response to the rapidly increasing electrical load demand arising from the expansion of Campus-II facilities.
The key upcoming developments contributing to the increased demand include:

- Academic Block-IV
- Foreign Faculty Residences
- Model School
- Water Treatment Plant
- Two Additional Residential Buildings

These facilities introduce a diversified load profile comprising academic, residential, educational, and essential utility systems, all of which require reliable and continuous electrical supply.
The proposed project aims to design and implement a modern, efficient, and scalable MV/LV power distribution system supported by a dedicated Substation-. The system will be designed in compliance with IEC/IEEE standards to ensure operational safety, system reliability, redundancy, and future expandability.
The Procuring Agency intends to engage a Consulting Firm for preparation of feasibility study, engineering design, tender documentation, and construction supervision to ensure successful execution of the project.

## 3. PROJECT RATIONALE AND OBJECTIVES

The project is driven by the critical need to upgrade and expand the electrical infrastructure of Campus-II due to the addition of major new facilities including **Academic Block-IV, Foreign Faculty Residence, Model School, and Water Treatment & Sewerage Treatment Plant**.

The existing electrical system is inadequate to support the increased load demand, which poses risks to operational continuity, equipment safety, and overall campus development. The establishment of a dedicated MV/LV Power Distribution System along with Substation-II will ensure that present and future electrical requirements of Campus-II are met efficiently and reliably.

**Objectives of the Project are:**

- To develop a dedicated and reliable MV/LV Power Distribution System for Campus-II, Sukkur IBA University.
- To establish Substation-II to cater to the increased and diversified electrical load demand.
- To ensure uninterrupted and stable power supply to academic, residential, educational, and utility facilities.

- To design an electrical system compliant with IEC/IEEE standards and modern engineering practices.
- To enhance system reliability, redundancy, and operational safety.
- To accommodate current and future load growth, including Academic Block-IV, Foreign Faculty Residence, Model School, and Water Treatment & Sewerage Treatment Plant.
- To minimize risks of overloads, voltage instability, and power interruptions.
- To support sustainable campus expansion through scalable electrical infrastructure.
- To improve energy management, monitoring, and operational efficiency across Campus-II.

## 4. ASSIGNMENT SCOPE

The scope of consultancy services shall include complete engineering and project management services covering feasibility study, design, procurement support, construction supervision, and project close-out activities.

The Consultant shall carry out a detailed feasibility study including load assessment of existing and upcoming facilities such as Academic Block-IV, Foreign Faculty Residence, Model School, and Water Treatment & Sewerage Treatment Plant to determine total demand and system configuration requirements.

The Consultant shall prepare complete engineering designs in accordance with IEC/IEEE standards, including load forecasting and demand assessment, Single Line Diagrams (SLDs), substation layout, MV/LV distribution network design, power system studies (load flow, short-circuit, voltage drop, and protection coordination), transformer sizing and selection, design of Substation-II, standby generators with synchronization system, RMUs, MV switchgear, LV switchboards, MCCs, distribution boards, underground cable network, earthing and grounding system, lightning protection system, metering, monitoring and control/SCADA systems, emergency power integration, future network expansion provisions, and all related technical drawings, specifications, BOQs, and cost estimates.

The Consultant shall also prepare detailed Bills of Quantities (BOQs), cost estimates based on applicable CSR-24/market rates, and complete tender documents including technical specifications, bidding documents, and evaluation criteria.

During the construction phase, the Consultant shall provide qualified electrical engineers and site inspectors for supervision of the works to ensure execution in accordance with approved designs, specifications, and safety standards.

The Consultant shall be responsible for quality assurance, progress monitoring, testing and commissioning oversight, and ensuring compliance with contractual and technical requirements.

The Consultant shall coordinate with contractors, utility providers, vendors, and University management to ensure smooth and timely execution of the project.

Upon completion, the Consultant shall submit final completion reports, testing and commissioning certificates, operation and maintenance recommendations, and complete as-built drawings of the MV/LV Power Distribution System and Substation-II for record and future reference.

## 6. ASSIGNMENT RFP INQUIRIES/ CLARIFICATION

Requests for clarification shall always be made in writing at least five (5) calendar days prior to the date of opening of bids and must be addressed or sent via mail or fascimile and e-mail **(both)** mentioned below:

**Attention:** Project Director, Sukkur IBA University, Sukkur
**Address:** Sukkur, Sindh, Pakistan.
**Phone:** +92 71-5644025 **Email:** pd@iba-suk.edu.pk**;**

## 7. RELEVANT INFROMATION

For more information relating to the Bidding Process, **please keep visiting the websites:** www.iba-suk.edu.pk

# Section VI – Conditions of Contract and Standard Forms

## General Conditions of Contract

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# General Conditions of Contract

## 1. General Provisions

**1.1. Definitions**

a) "Applicable Law" means the Sindh Public Procurement Act, thereunder Rules 2010.

b) "Procuring Agency PA" means the implementing department which signs the contract

c) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.

d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.

e) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;

f) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.

g) "Foreign Currency" means any currency other than the currency of the PA's country.

h) "GC" means these General Conditions of Contract.

i) "Government" means the Government of Sindh.

j) "Local Currency" means Pak Rupees.

k) "Member" means any of the entities that make up the joint venture/consortium/association, and "Members" means all these entities.

l) "Party" means the PA or the Consultant, as the case may be, and "Parties" means both of them.

m) "Personnel" means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.

n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.

o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.

p) "Sub-Consultants" means any person or entity to whom/which the Consultant subcontracts any part of the Services.

q) "In writing" means communicated in written form with proof of receipt.

**1.2. Law Governing Contract**

1.2.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

**1.3. Language**

1.3.1. This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to meaning or interpretation of this Contract.

**1.4. Notices**

1.4.1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

1.4.2. A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

**1.5. Location**

1.5.1. The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Procuring Agency may approve.

**1.6. Authority of Member in Charge**

1.6.1. In case the Consultant consists of a joint venture/ Consortium/JV/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Agency under this

Contract, including without limitation the receiving of instructions and payments from the PA.

**1.7. Authorized Representatives**

1.7.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Consultant may be taken or executed by the officials specified in the SC.

**1.8. Taxes and Duties**

1.8.1. The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

**1.9. Fraud and Corruption**

1.9.1. If the Procuring Agency determines that the Consultant and/or its Personnel, sub-contractors, sub-Consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the Procuring Agency may, after giving 14 days' notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/ disqualification as provided in the SPP Rules.

Any personnel of the Consultant, who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

1.9.2. **Integrity Pact –** If the Consultant or any of his Sub-Consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-A to this Form of Contract, then the Client shall be entitled to:

(a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-Consultant, agents or servants;

(b) terminate the Contract; and

(c) Recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-Consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).

## 2. Commencement, Completion, Modification and Termination of Contract

**1.1. Effectiveness of Contract**

2.1.1. This Contract shall come into effect on the date the Contract is signed by either Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.

**2.2. Commencement of Services**

2.2.1. The Consultant shall begin carrying out the Services not later than number of days after the Effective Date specified in the SC.

**2.3. Expiration of Contract**

2.3.1. Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

**2.4. Modifications or Variations**

2.4.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

**2.5. Force Majeure**

2.5.1. The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

2.5.2. **No Breach of Contract:** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3. **Extension of Time:** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4. **Payments:** During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

**2.6. Termination**

2.6.1. **By the Procuring Agency:** The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the Procuring Agency shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

(a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Agency may have subsequently approved in writing;

(b) If the Consultant becomes insolvent or bankrupt;

(c) If the Consultant, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract;

(d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days;

(e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

(f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

2.6.2. **By the Consultant:** The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to PA, such notice to be given after occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

(a) If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract without Consultants fault;

(b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue;

(c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days;

(d) If the Procuring Agency fails to comply with any final decision reached as result of arbitration pursuant to Clause GC 8 hereof.

2.6.3. **Payment Upon Termination:** Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the Procuring Agency shall make the following payments to the Consultant:

(a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;

(b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

## 3. Obligations of the Consultant

**3.1. General**

3.1.1. **Standard of Performance:** The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted

professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.

**3.2. Conflict of Interests**

3.2.1. The Consultant shall hold the PA's interests paramount without any consideration for future work and strictly avoid conflict with other Assignments or their own corporate interests.

3.2.2. **Consultants not to Benefit from Commissions, Discounts, etc.:** The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

3.2.3. **Consultant and Affiliates not to be Otherwise Interested in Project:** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

3.2.4. **Prohibition of Conflicting Activities:** The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with activities assigned to them under Contract.

**3.3. Confidentiality**

3.3.1. Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential

information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

**3.4. Insurance to be Taken Out by the Consultant**

3.4.1. The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

**3.5. Consultant's Actions Requiring PA's Prior Approval**

3.5.1. The Consultant shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

(a) entering into a subcontract for the performance of any part of the Services;

(b) appointing such members of the Personnel not listed by name in Appendix C; and

(c) any other action that may be specified in the SC.

**3.6. Reporting Obligations**

3.6.1. The Consultant shall submit to the Procuring Agency the reports and documents specified in (Procuring Agency may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.

3.6.2. Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.

**3.7. Documents Prepared by the Consultant to be the Property of the Procuring Agency**

3.7.1. All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.

3.7.2. The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

**3.8. Accounting, Inspection and Auditing**

3.8.1. The Consultant shall keep, and shall cause its Sub-Consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.

3.8.2. The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Procuring Agency and/or persons appointed by the Procuring Agency to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Procuring Agency if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures).

## 4. Consultant Personnel

**4.1. Description of Personnel**

4.1.1. The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.

**4.2. Removal and/or Replacement of Personnel**

4.2.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

4.2.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then Consultant

shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.

4.2.3. The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## 5. Obligations of the PA

**5.1. Assistance and Exemptions**

5.1.1. The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.

**5.2. Change in the Applicable Law Related to Taxes and Duties**

5.2.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.

**5.3. Services and Facilities**

5.3.1. The Procuring Agency shall make available free of charge to the Consultant the Services and Facilities listed under the Bid Data Sheet.

## 6. Payments to the Consultant

**6.1. Security**

6.1.1. The Consultant has to submit the performance security at the rate mention in SC.

**6.2. Lump-Sum Contract**

6.2.1. The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

**6.3. Contract Price**

6.3.1. The price payable in Pak Rupees/ foreign currency is set forth in the SC.

**6.4. Payment for Additional Services**

6.4.1. For purpose of determining remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump sum price is provided in Appendices D and E.

**6.5. Terms and Conditions of Payment**

6.5.1. Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the Procuring Agency shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the Procuring Agency specifying the amount due.

## 7. Good Faith

**7.1. Good Faith**

7.1.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure realization of objectives of this Contract.

## 8. Settlement of Disputes

**8.1. Amicable Settlement**

8.1.1. The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the Assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

**8.2. Dispute Resolution**

8.2.1. Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with provisions specified in SC.

# Special Conditions of Contract

*The following Special Conditions of Contract (SCC) shall **supplement and/ or amend the General Conditions of Contract (GCC)**. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.*

| GCC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract |
|---|---|
| **GCC 1.1.1(a)** | **The Applicable Procurement Law is:** Sindh Public Procurement Act and Sindh Public Procurement Rules (as prevails at the RFP advertisement time) |
| **GCC 1.1.1(b)** | **The Procuring Agency's Name is:** Sukkur IBA University, Sukkur |
| **GCC 1.2.1.** | **The Contract shall be construed in accordance with the law of**: Islamic Republic of Pakistan. |
| **GCC 1.3.1.** | **The Language is:** English |
| **GCC 1.4.1.** | **The addresses are:**<br><br>**Procuring Agency:**<br><br>**Attention:** _____<br>**Address:** _____<br>**City:** _____<br>**Phone No:** _____<br>**E-mail:** _____<br><br>**Consultant:**<br><br>**Attention:** _____<br>**Address:** _____<br>**City:** _____<br>**Phone No:** _____<br>**E-mail:** _____ |
| **GCC 1.5.1.** | **The services shall be performed at:** Sukkur and the Project's locations as further specified in the TOR. |
| **GCC 1.6.1.** | **{The Member in Charge is** *[insert name of member]***}**<br>*Note: If the Consultant consists of a joint venture/ Consortium/JV/ association of more than one entity, the name of the entity whose address is specified in Clause SC 1.6 should be inserted here. If the Consultant consists only of one entity, this Clause SC 1.6 should be deleted from the SC.* |

| | |
|---|---|
| **GCC 1.7.1.** | **The Authorized Representatives are:**<br><br>For the PA: _____<br><br>For the Consultant: _____ |
| **GCC 1.8.1.** | All the taxes and duties including income, service, stamp duty, and those as applicable on the offered services under this Contract shall be borne by the Consultant. The applicable taxes shall be deemed as part of the Consultant's total quoted bid. |
| **GCC 2.1.1.** | The date for effectiveness of contract shall start with effect from the date of agreement signing by both the Parties. |
| **GCC 2.1.2.** | The Consultant shall commence contractual services immediately after signing of agreement. Confirmation of the Professional Staff/ Key Experts' availability to start the Assignment shall be submitted to the Procuring Agency in writing (also along with the Proposal) as a written statement signed by each Expert. |
| **GCC 2.3.1.** | The Contract shall remain effective for thirty (30) months; however, this stipulated period may be extended at no-cost or without any change in the Contract Price in case of a reasonable delay, acceptable to the Procuring Agency, in the Project execution subject to the terms and conditions laid down in the RFP Document. |
| **GCC 2.4.1.** | Any modification or variation of terms and conditions of this Contract, including any modification or variation of the scope of Services (except the Proposed Concessions), if required, will be made through an addendum to agreement with mutual consent of both the parties. |
| **GCC 3.6.1.** | Reporting obligations include but is not limited to the following **(refer to the TOR's and GCC 6.5.1. for further details):**<br>**Phase I: Pre-Construction Services**<br>• Design and Drawing Preparation<br>• Cost Estimation and BOQs<br>**Phase II: Construction Phase Supervision**<br>• Site Supervision<br>• Quality Control<br>• Progress Monitoring<br>**Phase III: Administrative Coordination**<br>• Project Management<br>• Documentation and Reporting<br>**Phase IV: Post-construction Services**<br>• Final reports and As-Built Drawings |

| | |
|---|---|
| **GCC 6.1.1.** | Successful Consultant, upon fourteen (14) days of issuance of the Letter of Award, shall require submitting **performance security** equivalent to **5% of the Contract Price** in shape of **Bank Guarantee/Insurance Bond** issued by a scheduled bank in Pakistan in favor of **'Sukkur IBA University'**. Discharge of the security shall take place within twenty-eight (28) days following satisfactory completion of the Procuring Agency's performance obligations. |
| **GCC 6.3.1.** | The Procuring Agency shall release the payments to the successful Bidder (in case of a Consortium/JV, respective members including a National Company or a foreign firm) in **Pak Rupees** only. |
| **GCC 6.5.1.** | The payments shall be made according to deliverables and schedule as specified under Section V – Terms of Reference of RFP Document. |
| **GCC 8.2.1.** | Disputes shall be settled in accordance with the Arbitration Act, 1940. |

## Contract

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of Assignment]*, by and between *[insert PA"s name]* (“PA”) having its principal place of business at *[insert PA's address]*, and *[insert Consultant's name]* (“Consultant”) having its principal office located at *[insert Consultant's address]*.

WHEREAS, the Procuring Agency wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Services**

1.1 The Consultant shall perform the services specified in Section V – Terms of Reference and Scope of Services,” which is made an integral part of this Contract (the **'Services'**).

1.2 The Consultant shall provide the reports listed in Annex B, **'**Consultant**'**s Reporting Obligations,” within the time periods listed in such Annex, and the personnel listed in Annex C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services.

**2. Term**

2.1 The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

**3. Payment**

3.1 **Ceiling:** For Services rendered pursuant to Section V, the Procuring Agency shall pay the Consultant an amount not to exceed [insert amount]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

3.2 **Payment Conditions:** Payment shall be made in Pak Rupees (PKR), no later than thirty (30) days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 5.

**4. Economic Price Adjustment**

4.1 Not applicable

**5. Project Administration**

5.1 **Coordinator:** The Procuring Agency designates Mr./Ms. *[insert name]* as PA's Coordinator; the coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for

DRAFT CONTRACT

payment, and for acceptance of the deliverables by the PA.

5.2 **Timesheets:** During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

5.3 **Records and Accounts:** The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Procuring Agency reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

**6. Performance Standards**

6.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Procuring Agency considers unsatisfactory.

**7. Confidentiality**

7.1 The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Procuring Agency's business or operations without the prior written consent of the PA.

**8. Ownership of Material**

8.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Procuring Agency under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software.

**9. Consultant Not to be Engaged in Certain Activities**

9.1 The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

**10. Insurance**

10.1 The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipment.

| | | |
|---|---|---|
| **11. Assignment** | 11.1 | The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent. |
| **12. Law Governing Contract and Language** | 12.1 | The Contract shall be governed by the laws of Islamic Republic of Pakistan, or the Provincial Government and the language of the Contract shall be English. |
| **13. Dispute Resolution** | 13.1 | Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940. |

**FOR THE PROCURING AGENCY**

Signed by _____

Title _____

**FOR THE CONSULTANT**

Signed by _____

Title _____

# Appendices

## Standard Forms

*[**Note:** Standard Forms provided in this RFP Document for securities are to be issued by an eligible bank mentioned in the Data Sheet. In case, a Bidder chooses to submit bid or performance security using Bank Guarantee, the relevant format shall be tailored accordingly without changing the spirit of the Forms of securities].*

## Form of Bid Security

## (Bank Guarantee)

Guarantee No. _____
Executed on _____

(Letter by the Guarantor to the Procuring Agency)

Name of Guarantor (Scheduled Bank in Pakistan) with address: _____
Name of Principal (Bidder) with address: _____
Sum of Security (express in words and figures): _____
_____
RFP/ Bid Reference No.: _____
RFP/ Bid Date: _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the RFP/ Bid and at the request of the said Principal, we the Guarantor above-named are held and firmly bound unto the _____, (hereinafter called the **'Procuring Agency'**) in the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying RFP/ Bid numbered and dated as above for _____ (Particulars of Bid) to the said Procuring Agency; and

WHEREAS, the Procuring Agency has required as a condition for considering the said Bid that the principal furnishes a bid security in the above said sum to the Procuring Agency, conditioned as under:

(1) that the bid security shall remain valid for a period of ninety (90) days beyond the period of validity of the bid;

(2) that in the event of;

(a) the Principal withdraws his Bid during the period of validity of Bid, or
(b) the Principal does not accept the correction of his Bid Price, or
(c) failure of the successful bidder to
  (i) furnish the required performance security, in accordance with Sub-Clause ITC-24.2 of Instructions to Consultants, or
  (ii) sign the proposed Contract Agreement, in accordance with Sub-Clauses ITC-9.1 & 9.2 of Instructions to Consultants,

the entire sum be paid immediately to the said Procuring Agency for delayed completion and not as penalty for the successful Bidder's failure to perform.

NOW THEREFORE, if the successful bidder shall, within the period specified therefore, on the prescribed form presented to him for signature enter into a formal Contract Agreement with the said Procuring Agency in accordance with his Bid as

accepted and furnish within fourteen (14) days of receipt of Letter of Acceptance, a performance security with good and sufficient surety, as may be required, upon the form prescribed by the said Procuring Agency for the faithful performance and proper fulfillment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Procuring Agency the said sum stated above upon first written demand of the Procuring Agency without cavil or argument and without requiring the Procuring Agency to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Procuring Agency by registered post duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT the Procuring Agency shall be the sole and final judge for deciding whether the Principal has duly performed his obligations to sign the Contract Agreement and to furnish the requisite performance security within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from the Procuring Agency forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

_____
Guarantor (Bank)

Witness:

1. _____

_____
Corporate Secretary (Seal)

2. _____

_____
(Name, Title & Address)

1. Signature _____

2. Name _____

3. Title _____

Corporate Guarantor (Seal)

## Form of Performance Security

### (Bank Guarantee)

Guarantee No. _____
Executed on _____
Expiry Date _____

(Letter by the Guarantor to the Procuring Agency)

Name of Guarantor (Scheduled Bank in Pakistan) with address: _____
Name of Principal (Consultant) with address: _____
Sum of Security (express in words and figures): _____
Letter of Acceptance No. _____
Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the RFP Document and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Procuring Agency) in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Procuring Agency, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Procuring Agency's above said Letter of Acceptance for _____ _____ (Name of Contract) for the _____ _____ (Name of Assignment).

NOW THEREFORE, if the Principal (Consultant) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Procuring Agency, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements and Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Procuring Agency without delay upon the Procuring Agency's first written demand without cavil or arguments and without requiring the Procuring Agency to prove or to show grounds or reasons for such demand any sum or sums up

to the amount stated above, against the Procuring Agency's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to Procuring Agency's designated Bank & Account Number.

PROVIDED ALSO THAT the Procuring Agency shall be the sole and final judge for deciding whether the Principal (Consultant) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Procuring Agency forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

_____
Guarantor (Bank)

Witness: 1. Signature _____

1. _____ 2. Name _____

_____ 3. Title _____
Corporate Secretary (Seal)

2. _____

_____
(Name, Title & Address) Corporate Guarantor (Seal)

# Appendix A – Integrity Pact

## Declaration of Fees, Commission and Brokerage etc. Payable by the Consultant

Contract No. _____ Dated _____
Contract Value: _____
Contract Title: _____

…… *[name of Consultant]* hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, *[name of Consultant]* represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with object of obtaining or inducing procurement of contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

*[name of Consultant]* certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent above declaration, representation or warranty.

*[name of Consultant]* accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten time sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of the Procuring Agency: _____ Name of the Consultant: _____
Signature: _____ Signature: _____
[Seal] [Seal]

## Appendix B – Affidavit (non-blacklisting)

***[On stamp paper of PKR 500]***

*[Location, Date]*

To: *[Name and address of PA]*

**Re: Hiring of Engineering Consulting Firm for Feasibility Study, Detailed Engineering Design, Procurement Documentation and Construction Supervision of MDS Campus-II (Phase-I) Establishment of MV/LV Power Distribution System along with Substation-II, including Transformer, Standby Generator and Synchronization System, MV/LV Network, Protection, SCADA and Associated Electrical Infrastructure at Campus-II, Sukkur IBA University, Sukkur in accordance with IEC/IEEE Standards.**

Dear Sir:

Pursuant to the Request for Proposal Document dated *[insert the date]* in respect of the Project, *[Insert Name of the Attorney]* hereby represents and warrants that, as of the date of this letter, *[Insert Name of Bidder/ Member of Consortium/JV]*:

(a) is not in bankruptcy or liquidation proceedings;

(b) has not been convicted of, fraud, corruption, collusion, or money laundering during the last five (5) years;

(c) is not aware of any Conflict of Interest or potential Conflict of Interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Consultancy Contract; and

(d) is not blacklisted by any Federal or Provincial governmental or non-governmental department/ agency in Pakistan, or any other provincial government/ governments of any foreign countries or their governmental bodies and /or International Organizations, as at the submission deadline; and

(e) does not fall within any of the circumstances for ineligibility listed in Instructions to Consultants Clauses 18.1, 13.1, 6.1, and 2.2 (Eligibility Criteria – Bid Data Sheet) of the RFP Document;

Yours sincerely,

Authorized Signature [In full and initials]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

## Appendix C – Power of Attorney[36]

***[On stamp paper of PKR 500]***

*[Location, Date]*

Know all men by these presents, we, _____ ***[insert name and address of the registered office of the firm]*** do hereby constitute, appoint and authorize Mr./ Ms._____ ***[insert name and father name]*** who is presently employed with ***[us or the Lead Member of our Consortium/JV]*** and holding the position of _____ as our Attorney, to do in our name and on our behalf, all or any of the acts, deeds or things necessary or incidental to our Bid for providing consultancy services in relation to the Hiring of Engineering Consulting Firm for Feasibility Study, Detailed Engineering Design, Procurement Documentation and Construction Supervision of MDS Campus-II (Phase-I) – Establishment of MV/LV Power Distribution System along with Substation-II
, including Transformer, Standby Generator and Synchronization System, MV/LV Network, Protection, SCADA and Associated Electrical Infrastructure at Campus-II, Sukkur IBA University, Sukkur in accordance with IEC/IEEE Standards (**'Assignment'**), including signing, authenticating and submission of application/ Proposals (Technical and Financial) and affidavits, participating in conferences, responding to queries, submission of information/ documents and generally to represent us in all its dealings with the Agriculture, Supply & Prices Department, any other Government entity or any person, in connection with the Project until culmination of the process of bidding and thereafter till the execution of relevant Project documents.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

**For and on behalf of**

Authorized Signature [In full and initials]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

**Witnesses:**

Signature: _____ Signature: _____
Name: _____ Name: _____

[36] In case of a Consortium/JV, a separate power of attorney (on this format) to be provided/ executed by each member of the Consortium/JV (including the Lead Member) in favor of a representative and attorney of the Lead Member of the Consortium/JV. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. For a power of attorney executed and issued overseas, the same will also have to be legalized by the Pakistan Embassy and notarized in the jurisdiction where the power of attorney is being issued.

CNIC No.: _____ CNIC No.: _____

# Appendix D – Documents Checklist

*The prospective Bidder (individual firm or Consortium/JV) shall provide the* ***checklist, attached with Form Tech-1 (TECHNICAL PROPOSAL SUBMISSION FORM),*** *containing information of the required documents accompanied with the Technical proposal that must be appropriately filled, signed, and stamped by the Bidder's authorized representative.* ***While submitting the bid, the Technical proposals need to follow the instructions as recommended below:***

- *the Bidder (in case of a Consortium/JV, each member) must consult the RFP Document for checking the documents' requirement against each criterion and sub-criterion;*
- *the documents are placed in order as listed below (and those as deemed necessary for qualifying the eligibility and technical evaluation criteria);*
- *the documents contain substantial evidence (work orders, contracts with a clear scope, and completion certificates or any other substantial evidence if the completion certificates are not available) against the claimed projects' experience and its milestones achieved;*
- *the documents are printed using paper's double sides, where possible;*
- *the documents are indexed with page numbers repeat with page numbers as mentioned below;*
- *the documents (Technical Proposal) do not disclose any information relating to the Financial Bid;*
- *the documents are submitted, preferably using two-holes file folders/ pockets.*
- ***the Bidder must note that the Procuring Agency's Committee, during the evaluation process, shall rely on the following information provided by the Bidder. It is the sole responsibility of the Bidder to provide the information in a proper manner as required under the Checklist.***

**Bidder's Name:** _____
**RFP Ref. No.:** _____
**Procuring Agency:** _____
**Assignment Title:** _____
**Submission Date:** ___ / ___ / 2025 **Time:** ___:___
**Technical Proposal:** ___ Pages

<table>
<tr><th>Sr.</th><th>Document Title with Description</th><th>Check</th><th>Page No.</th></tr>
<tr><td colspan="4">General Requirements</td></tr>
<tr><td>1.</td><td>Technical and Financial proposals are in single package two separate and sealed envelopes (Mentioned Technical and Financial envelope clearly)</td><td>☐</td><td>N/A</td></tr>
<tr><td>2.</td><td>Alternative bids or proposals are not submitted</td><td>☐</td><td>N/A</td></tr>
<tr><td>3.</td><td>All pages of original Proposal initialed by authorized representative of consultants</td><td>☐</td><td>N/A</td></tr>
<tr><td>4.</td><td>Checklist has been properly filled and indexed as per instruction provided above</td><td>☐</td><td>N/A</td></tr>
<tr><td colspan="4">Technical Proposal Requirements</td></tr>
<tr><td>5.</td><td>Form Tech 1: Technical Proposal Submission Form</td><td>☐</td><td></td></tr>
<tr><td rowspan="2">6.</td><td>Form Tech 2: Consultant's Organization and Experience</td><td>☐</td><td></td></tr>
<tr><td>6.1 General Experience<br>6.1.1 Technical assessment of SIBAU, or similar education institutes Projects
<table>
<tr><th>Sr. #</th><th>Project Title</th><th>Work Order</th><th>Contract Agreement</th><th>Completion Certificate</th></tr>
<tr><td>I.</td><td>Insert project title here</td><td>Insert page number</td><td>Insert page number</td><td>Insert page number</td></tr>
<tr><td>II.</td><td>Insert project title here</td><td>Insert page number</td><td>Insert page number</td><td>Insert page number</td></tr>
<tr><td>III.</td><td>Insert project title here</td><td>Insert page number</td><td>Insert page number</td><td>Insert page number</td></tr>
</table></td><td>☐</td><td></td></tr>
</table>

6.1.2 Bidding Package for Infrastructure/Social Development/ EPC/ Turnkey Projects

| Sr. # | Project Title | Work Order | Contract Agreement | Completion Certificate |
|---|---|---|---|---|
| I. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| II. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| II. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |

☐

6.1.3 Financial Model and/ or Project Structuring for Infrastructure/Social Development/ EPC/ Turnkey Projects

| Sr. # | Project Title | Work Order | Contract Agreement | Completion Certificate |
|---|---|---|---|---|
| I. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| II. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| III. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |

☐

**6.2 Relevant Experience**

6.2.1 Feasibility Study for Sukkur IBA University, Sukkur

| Sr. # | Project Title | Work Order | Contract Agreement | Completion Certificate |
|---|---|---|---|---|
| I. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| II. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| III. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |

☐

6.2.2 Prepare Bidding Package for SIBAU Projects

| Sr. # | Project Title | Work Order | Contract Agreement | Completion Certificate |
|---|---|---|---|---|
| I. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| II. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| III. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |

☐

6.2.3 Develop SIBAU Project

| Sr. # | Project Title | Work Order | Contract Agreement | Completion Certificate |
|---|---|---|---|---|
| I. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| II. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |
| III. | *Insert project title here* | *Insert page number* | *Insert page number* | *Insert page number* |

☐

| | | | |
|---|---|---|---|
| **7.** | Form Tech 3: Comments and suggestions on the TOR and resources | ☐ | |
| **8.** | Form Tech 4: Description of approach, methodology and work plan, appreciation and clarity of Project, understanding of the Assignment objectives; innovativeness or suggested changes with value additions, stakeholders' management plan, existing commitments, engagements, and available strength with justification | ☐ | |
| **9.** | Form Tech 5: Team Composition and Task Assignments | ☐ | |
| **10.** | Form Tech 6: CVs along with the last educational degree or certificate of the Key Professional Staff | ☐ | |
| | **10.1 Financial Team** | | |
| | 10.1.1 Financial Team Leader | ☐ | |
| | 10.1.3 Project Finance Specialist | ☐ | |
| | **10.2 Technical Team** | | |
| | 10.2.1 Technical Team Leader | ☐ | |
| | 10.2.2 Senior TVET Specialist/ Curriculum & Pedagogy Expert | ☐ | |

| | | | |
|---|---|---|---|
| | 10.2.3 Infrastructure & Facilities Engineer | ☐ | |
| | 10.2.4 Equipment & Technology Specialist | ☐ | |
| | 10.2.5 Industry liaison & Labor Market Specialist | ☐ | |
| | 10.2.6 Environmental Expert | ☐ | |
| | 10.2.7 Social Safeguard Specialist | ☐ | |
| | **10.3 Legal Team** | | |
| | 10.3.1 Legal Team Leader | ☐ | |
| | 10.3.2 Legal Expert | ☐ | |
| **11.** | Form Tech 7: Staffing Schedule | ☐ | |
| **12.** | Form Tech 8: Work Schedule | ☐ | |
| **13.** | Appendix C- Power of Attorney – on stamp paper of required value | ☐ | |
| **14.** | Appendix B – Affidavit (non-blacklisting) – on stamp paper of required value | ☐ | |
| **15.** | Appendix A - Integrity Pact | ☐ | |
| **16.** | Consortium/JV Agreement (in case of a Consortium/JV only) | ☐ | |
| **17.** | Constituent Documents (Memorandum & Articles of Association or equivalent) | ☐ | |
| **18.** | Registration Documents (NTN, SRB, PEC, PCTAP, as applicable) | ☐ | |
| **19.** | Company Profile(s) | ☐ | |
| **20.** | Audit Reports (Balance Sheets, Income and Cash Flow Statements) | ☐ | |
| **21.** | Income Tax Returns | ☐ | |
| **22.** | Qualification Track Record (Contracts with Completion Certificates or any other substantial evidence) | ☐ | |
| **23.** | Bid Security Financial Instrument | ☐ | |
| **24.** | Historical Contracts Non-Performing Details | ☐ | |
| **25.** | Litigation History | ☐ | |
| **Financial Proposal** | | | |
| **26.** | Form FIN 1: Financial Proposal Submission Form | ☐ | N/A |
| **27.** | Form FIN 2: Summary of Costs inclusive of all the applicable taxes | ☐ | N/A |
| **28.** | Bid Security Amount Mentioned in RFP | ☐ | N/A |
| **29.** | Bid Security covers minimum time, i.e., valid up to 90 days beyond bid validity period | ☐ | N/A |
| **30.** | Manner of payment of Bid Security is as per the terms and conditions of the RFP Document | ☐ | N/A |

**Authorized Signature [In full and initials]:** _____
**Name and Title of Signatory:** _____
**Stamp:** _____

# SUKKUR IBA UNIVERSITY

MERIT - QUALITY - EXCELLENCE

No: SUK-IBA/Rgx/MC/509/26 Date 01-06-2026

## NOTIFICATION

Consequent upon the approval of the Vice Chancellor, Sukkur IBA University the following **Consultant Selection Committee** has been constituted for hiring of Consultants for **MDS Campus-II (Phase-1) – MV/LV Power Distribution System along with Substation-2** at EDC (Campus-II):

**Composition of the Committee:**

| S# | Name and Designation | Role on the Committee |
|---|---|---|
| 01 | **Prof. Dr. Altaf Hussain Samo**<br>Dean, Faculty of Management Science | Convener |
| 02 | **Mr. Hari Lal Nathani**<br>Additional Director Procurement | Member |
| 03 | **Mr. Zulfiqar Ali**<br>Assistant Chief (BS-18) Education Section, P&D Department, Government of Sindh | Member |
| 04 | **Deputy Secretary (Dev-II)**<br>Finance Department, Government of Sindh | Member |
| 05 | **Mr. Muhammad Kashif Ali**<br>Deputy Director, Works and Services (Electrical)<br>NED University of Engineering and Technology, Karachi | Member |
| 06 | **Mr. Irfan A. Junejo**<br>Sub Engineer (Electrical) | Secretary |

**ToRs of the Committee:**

- Detailed load assessment and demand forecast (short & long term)
- Site survey and evaluation of existing electrical infrastructure
- Feasibility study including technical and financial analysis
- Identification of optimal system configuration and phasing
- Preparation of preliminary and detailed design drawings
- Design of Medium Voltage (MV) system (11kV network, transformers, RMUs, switchgear)
- Design of Low Voltage (LV) system (LV panels, cabling, standby generators, distribution boards)
- Protection coordination study and system safety design
- Power factor correction (PFI) and energy efficiency analysis
- Earthing, bonding, and lightning protection system design
- Cable routing, trenching, and integration with existing network
- Preparation of BOQ and Engineer's Cost Estimate
- Development of technical specifications and tender documents
- Preparation of pre-qualification documents
- Assistance in contractor/vendor pre-qualification
- Technical and financial bid evaluation and recommendation
- Issuance of construction and shop drawings
- Periodic site visits and technical support during execution
- Review and approval of contractor submittals
- Testing, commissioning, and performance verification support

- Ensuring compliance with relevant standards, codes, and safety regulations
- Hiring of a qualified consultant
  Request for Proposal (RFP)
- Bidding Document for Selection of Consultant
- Publication Request for Proposal (RFP)
- Upload the Request for Proposal (RFP) on EPADS official website.
- Constitution of Consultant Selection Committee
  Initiation of the project after completion of consultancy work

This Notification will supercedes the Notification No: SUK-IBA/Rgr/MC/431/26 dated: 11-05-2026

**Registrar (Acting)** 07.06.2026
Sukkur IBA University

Cc to:

1) ES to Vice Chancellor
2) All concerned

# SUKKUR IBA UNIVERSITY

MERIT - QUALITY - EXCELLENCE

No: SUK-IBA/Rgr/Mc/562/25 Date 09-05-2025

## NOTIFICATION

Consequent upon the approval of the Vice Chancellor, Sukkur IBA University, the following Grievance Redressal Committee has been reconstituted to streamline the procurement process of Sukkur IBA University, its Sub-Campuses, Community Colleges & Schools with effective from **May 08, 2025.**

The Grievance Redressal Committee will comprise as under:

| S.No. | Name | Role on Committee |
|---|---|---|
| 1. | **Prof. Dr. M. Abdul Rehman Soomrani**<br>Pro Vice Chancellor (Sub Campuses)<br>Sukkur IBA University | **Convener** |
| 2. | **Representative of the Accountant General Sindh** | **External Member** |
| 3. | **Independent Professional** (from relevant field) | **External Member** |

**Functions and Responsibilities of Grievance Redressal Committee/ToR:**

**Complaint Redressal Committee shall be responsible for:**

SPPRA Rule 31(4) The Grievance Redressal Committee upon receiving a complaint from an aggrieved bidder may, if satisfied;

(a) prohibit the grievance redressal committee from acting or deciding in a manner, inconsistent with these rules and regulations;

(b) annul in whole or in part, any unauthorized act or decision of the procurement committee; Provided while re-issuing tenders, the procuring agency may change the specifications and other contents of bidding documents, as deemed appropriate.

(bb) recommend to the Head of Department that the case be declared a mis-procurement if material violation of Act, Rules Regulations, Orders, Instructions or any other law relating to public procurement, has been established; and

(c) reverse any decision of the procurement committee or substitute its own decision for such a decision; Provided that the grievance redressal committee shall not make any decision to award the contract.

SPPRA rule 31(5) The grievance redressal committee shall announce its decision within seven days and intimate the same to the bidder and the Authority within three working days. If the committee fails to arrive at the decision within seven days, the complaint shall stand transferred to the Review Committee which shall dispose of the complaint in accordance with the procedure laid down in rule 32, if the aggrieved bidder files the review appeal within ten (10) days of such transfer;



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E-mail: info@iba-suk.edu.pk Website : www.iba-suk.edu.pk

SPPRA Rule 31(6) The Procuring Agency shall award the contract after the decision of the grievance redressal committee;

SPPRA Rule 31 (7) Mere fact of lodging of a complaint shall not warrant suspension of the procurement proceedings; Provided that in case of failure of the Grievance Redressal Committee to decide the complaint; the procuring agency shall not award the contract, until the expiry of appeal period or the final adjudication by the Review Committee.

**This notification supersedes the previous notification No# SUK-IBA/Rgr/451/23 Dated 17-03-2023**

**Registrar**
Sukkur IBA University

**Cc to:**

1. ES to Vice Chancellor
2. All Concerned
3. Office file

## Sukkur IBA University - Annual Procurement Plan 2026-27

| Procurement Type | Item/Scheme Title | Procurement Description | Quantity (where applicable) | Estimated Unit Cost (where applicable) | Estimated Total Cost in Million | Funds Allocated in Million | Source of Funds | Proposed Procurement Procedure | Proposed Procurement Method | Tentative Timing of Procurement | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Works | Supply & Installation of Air Conditioning Works at Masjid ( Main Campus) | Supply & Installation of Air Conditioning Works at Masjid ( Main Campus) | | | 16.9 M | 16.9 M | Others | Singe Stage Two Envelople | National Bidding | First Quarter | |
| Works | Miscellaneous Repair Works at Sukkur IBA University - Ghotki Campus | Miscellaneous Repair Works at Sukkur IBA University - Ghotki Campus | | | 54.306 | 54.306 | Others | Singe Stage Two Envelople | National Bidding | First Quarter | |
| Works | Construction & Rehabilitation of B.Wall and R&M of Washrooms IBA CC Jacobabad | Construction & Rehabilitation of B.Wall and R&M of Washrooms IBA CC Jacobabad | | | 13.00 M | 13.00 M | Others | Singe Stage Two Envelople | National Bidding | First Quarter | |
| Goods | Furniture & Fixture | Furniture & Fixture | | | 10.25 M | 10.25 M | Others | Single Stage One Envelope | National Bidding | First Quarter | |
| Goods | Digital Standees | Digital Standees | | | 1.6 M | 1.6 M | Others | Single Stage One Envelope | National Bidding | First Quarter | |
| Goods | Digital Board | Digital Board | | | 2 M | 2 M | Others | Single Stage One Envelope | National Bidding | First Quarter | |
| Goods | Desktop Computers & Laptops | Desktop Computers & Laptops | | | 10.4 M | 10.4 M | Others | Single Stage One Envelope | National Bidding | First Quarter | |
| Works | Rehabilitation Work of SSTEC - Bhan Saeedabad | Rehabilitation Work of SSTEC - Bhan Saeedabad | | | 48.79 | 48.79 | Others | Single Stage Two Envelope | National Bidding | First Quarter | |
| Works | Miscellaneous Works at IBA Community College Dadu | Miscellaneous Works at IBA Community College Dadu | | | 14.703 M | 14.703 M | Others | Single Stage Two Envelope | National Bidding | First Quarter | |
| Works | Rehabilitation of Boundary Wall and R&M of IBA IPHSS Ghotki | Rehabilitation of Boundary Wall and R&M of IBA IPHSS Ghotki | | | 4 M | 4 M | Others | Single Stage Two Envelope | National Bidding | First Quarter | |
| Works | Repair & Maintenance of Academic Block at IBA Public School Ubauro | Repair & Maintenance of Academic Block at IBA Public School Ubauro | | | 3.999 M | 3.999M | Others | Single Stage Two Envelope | National Bidding | First Quarter | |
| Goods | Computer Systems | Computer Systems | | | 28.48 | 28.48 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Photocopier | Photocopier | | | 2 | 2 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Firewall | Firewall | | | 1.4 | 1.4 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Furniture & Fixture | Furniture & Fixture | | | 1.323 | 1.323 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | NAS Storage | NAS Storage | | | 2.8 | 2.8 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | SSDs | SSDs | | | 6 | 6 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Fire Fighting Equipment | Fire Fighting Equipment | | | 12.442 | 12.442 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Supply & Installation of RO Plant | Supply & Installation of RO Plant | | | 2.5 | 2.5 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Supply & Installation of Solar System 20 KVA | Supply & Installation of Solar System 20 KVA | | | 5 | 5 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Computer Systems | Computer Systems | | | 3.5 | 3.5 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Supply & Installation of Solar System 10 KVA | Supply & Installation of Solar System 10 KVA | | | 2.5 | 2.5 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Mess Framework Contract for IBA CC Khairpur | Mess Framework Contract for IBA CC Khairpur | | | 11.439 | 11.439 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Mess Framework Contract for IBA CC Naushero Feroze | Mess Framework Contract for IBA CC Naushero Feroze | | | 8.436 | 8.436 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Mess Framework Contract for IBA CC Dadu | Mess Framework Contract for IBA CC Dadu | | | 6.984 | 6.984 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Mess Framework Contract for IBA IPHSS Ghotki | Mess Framework Contract for IBA IPHSS Ghotki | | | 6.666 | 6.666 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Mess Framework Contract for IBA Public School Ubauro | Mess Framework Contract for IBA Public School Ubauro | | | 13.575 | 13.575 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Goods | Mess Framework Contract for IBA CC Jacobabad | Mess Framework Contract for IBA CC Jacobabad | | | 7.794 | 7.794 | Others | Single Stage- One Envelope | National Bidding | Second Quarter | |
| Works | Extension of Offices and Labat First floor over Existing Building at Ghotki Campus | Extension of Offices and Labat First floor over Existing Building at Ghotki Campus | | | 30.34 | 30.34 | Others | Single Stage- Two Envelope | National Bidding | Second Quarter | |
| Works | Supply & Installation of Air Conditioning at SSTEC Bhan Saeedabad | Supply & Installation of Air Conditioning at SSTEC Bhan Saeedabad | | | 6.093 | 6.093 | Others | Single Stage- Two Envelope | National Bidding | Second Quarter | |
| Works | Supply & Installation of Air Conditioning at SSTEC Sehwan | Supply & Installation of Air Conditioning at SSTEC Sehwan | | | 6.093 | 6.093 | Others | Single Stage- Two Envelope | National Bidding | Second Quarter | |
| Works | 50KW Hybrid Solar Power System at SSTEC Bhan Saeedabad | 50KW Hybrid Solar Power System at SSTEC Bhan Saeedabad | | | 12.5 | 12.5 | Others | Single Stage- Two Envelope | National Bidding | Second Quarter | |
| Works | 50KW Hybrid Solar Power System at SSTEC Sehwan | 50KW Hybrid Solar Power System at SSTEC Sehwan | | | 12.5 | 12.5 | Others | Single Stage- Two Envelope | National Bidding | Second Quarter | |
| Works | Installation of Sun Shade in Assembly area and along gates at IBA Public School Larkana | Installation of Sun Shade in Assembly area and along gates at IBA Public School Larkana | | | 12 | 12 | Others | Single Stage- Two Envelope | National Bidding | Second Quarter | |
| Works | External Development of Admin Block at IBA Public School Sukkur | External Development of Admin Block at IBA Public School Sukkur | | | 11.957 | 11.957 | Others | Single Stage- Two Envelope | National Bidding | Second Quarter | |
| Services | Engineering Consulting Firm for MDS Cmapus -II | Engineering Consulting Firm for MDS Cmapus -II | | | 10 | 10 | Others | Single Stage- Two Envelope | National Bidding | Second Quarter | |