

National University of Technology (NUTECH), Islamabad



REQUEST FOR PROPOSAL

Design & Engineering Consultancy Services

FOR

**Establishment of NUTECH Railway Engineering
Technologies & Skills School (NURETSS) at Main Campus
of National University of Technology, Islamabad**

NOVEMBER, 2023

SECTION 1:

LETTER OF INVITATION

Dear Mr./Ms.

1. The National University of Technology (NUTECH) intends to engage Consultant/ Engineering Organization/ Firm to carry out Design & Engineering Consultancy Services for its recent PSDP funded Project **“Establishment of NUTECH Railway Engineering Technologies & Skills School (NURETSS)”** at main Campus of National University of Technology located approx. 16 km from Islamabad Toll Plaza at Motorway (M-2) towards Lahore.
2. Proposals are invited from **Engineering & Architectural Consulting Firms:**
 - (i) Registered with Income Tax and Sales Tax Departments and who are on Active Tax Payers list of the Federal Board of Revenue (FBR).
 - (ii) Having PEC / PCATP registration in relevant field with relevant experience & staff as mentioned in the eligibility / qualification criteria in RFP.
 - (iii) Never black listed.
3. Procurement will be carried out by adopting **“Single Stage Two Envelops”** procedure. The proposals complete in all respects, as per instructions provided in the RFP documents, in accordance with the Public Procurement Rules.
4. The RFP includes the following additional documents;
Section 2 - Instructions to Consultants (incl. Data Sheet)
Section 3 - Technical Proposal - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 - Terms of Reference (TORs)
5. It is mandatory for proposals to be made using the Standard Forms of the RFP. Contract Agreement will be as per of PEC Standard Form of Contract - Engg Consultancy Services (Lump Sum Assignments). Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.
6. All bidders must furnish Bid security (refundable) amounting to Rs. 1,000,000 (One million), in the shape of pay order or demand draft, issued by a scheduled bank of Pakistan in favor of “NUTECH Tendering and Contracts” in Pak Rupees (PKR), as part of Technical Proposal failing which shall result in rejection of the bid. And Cheque will not be acceptable.
7. The Authority reserves the right to reject all the proposals as per PPRA Rules. This advertisement is also available on PPRA website www.ppra.org.pk

Yours sincerely,



**Project Management Office,
National University of Technology,
IJP Road, Sector I-12, Islamabad**

Phone: 051-5476768, 5476809 Ext: 234, 219

Email: pm.office@nutech.edu.pk



SECTION 2 INSTRUCTION TO CONSULTANTS

DEFINITIONS

- (a) “Assignment” means “Design & Engineering Consultancy Services for Establishment of NUTECH Railway Engineering Technologies & Skills School” at main Campus of National University of Technology located approx. 16 km from Islamabad Toll Plaza at Motorway (M-2) towards Lahore.
- (b) “Employer” means “National University of Technology (NUTECH)”
- (c) “Evaluation Committee” means the committee formed by the Employer for the Evaluation of Technical & Financial Proposal of Consultant for this Assignment as per Guidelines.
- (d) “Consultant” means any firm/consortium/joint venture that may provide or provides Services to the Employer under the Contract.
- (e) “Contract” means the contract when signed between the Employer and the Consultant along with all attached documents.
- (f) “Data Sheet” means such part of the ‘Instructions to Consultants’ stating the specific conditions.
- (g) “Day” means calendar day.
- (h) “Instructions to Consultants” means the document which provides the information required to prepare their Proposals.
- (i) “LOI” means the Letter of Invitation included in the RFP as Section 1 sent by the Employer to the Consultants.
- (j) “Personnel” means professionals and support staff provided by the Consultant or by any sub- consultant and assigned to perform the Services or any part thereof;
- (k) “Proposal” means the proposal comprising the Technical Proposal and the Financial Proposal.
- (l) “RFP” means the Request for Proposal to be prepared by the Employer for the selection of the Consultant.
- (m) “Services” means the Assignment to be performed by the Consultant pursuant to the Contract.
- (n) “Rules” means the Public Procurement Rules.
- (o) “Sub-Consultant” means any person or entity with whom the Consultant sub-contracts any part of the Services with the approval of the Employer.



- (p) “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, responsibilities of the Consultant, and required services and deliverables of the Assignment.

1. INTRODUCTION

- 1.1. You are hereby invited to submit a technical and a financial proposal for consulting services required for the Assignment named in the attached Data Sheet. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2. A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR (Section - 5).
- 1.3. The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet.
- 1.4. The Client intends to apply part of the funds to eligible payments under the contract for which this LOI is issued.
- 1.5. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.6. The Client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.



1.7. Please note that:

- i) The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
- ii) The Client is not bound to accept any of the proposals submitted.

1.8. An invitation to submit proposals has been sent to the firms as listed/stated in the Data Sheet.

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

- i) Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
- ii) Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

1.10 The Data Sheet indicates how long consultant Proposal must remain valid after the submission date. During this period, consultant shall maintain the availability of all professional staff nominated in the Proposal. The Employer will make its best effort to complete award of Contract within this period. However, the Employer may request Consultants to extend the validity period of their Proposals. All the Consultant which agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, possessing at least equivalent qualification & experience of the earlier nominated staff, which would be considered in the final evaluation for Contract award. Consultants which do not agree have the right to refuse to extend the validity of their Proposals.



2. DOCUMENTS

- 2.1. To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.
- 2.2. Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Seven (07) days before the proposal submission date. Any request for clarification in writing, or by cable, telex or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, telex or telefax to such requests and copies of the response shall be sent to all invited Consultants.
- 2.3. At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or telefax to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. PREPARATION OF PROPOSAL

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

TECHNICAL PROPOSAL

- 3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and may result in rejection of your proposal.
- 3.3 During preparation of the technical proposal, you must give particular attention to the following:
 - i) If you consider that your firm does not have all the expertise for the Assignment you may obtain a full range of expertise by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani Firm. You may not associate with the other



firms invited for this Assignment unless specified in the Data Sheet.

- ii) Subcontracting part of the Assignment to other consultants if considered desirable; the same sub-consultant may be included in several proposals, subject to limitations in the Data Sheet.
- iii) The estimated number of key professional staff-months required for the Assignment is stated in the Data Sheet. Your proposal should be based on a number of key professional staff-months substantially in accordance with the above number. However, you may propose changes in the light of your experience through your comments on the TOR.
- iv) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
- v) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment. The minimum required experience of proposed key staff shall be as listed in the Data Sheet.
- vi) No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vii) Study reports must be in the English Language. Working knowledge of the national language by the firm's personnel is recommended. The knowledge of the regional language where the Assignment is located will be considered additional qualification.

3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1. A brief description of the Consultant's organization and an outline of recent (not older than Ten years) experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm's involvement. Litigation History, Form Bid Security, Integrity Pact and Financial Soundness will also be provided as per format attached in appendix -1. A list of projects presently being under taken by the Firm and expertise-wise total number and number of staff deployed on the projects being presently under-taken.



Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment. Any comments or suggestions on the TOR; The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.

CVs recently signed by the proposed key professional staff or an authorized manager in the consultant head office. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years.

A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type. A schedule for compilation and submission of various types of reports. A work plan and time schedule for the key personnel also showing the total number of person-months by each key person. The composition of the proposed staff team, the tasks which would be assigned to each staff members and their positions. If the Data Sheet specifies training as a major component of the Assignment, a detailed description of the proposed methodology, staffing, budget and monitoring. Any additional information as requested in the Data Sheet.

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

FINANCIAL PROPOSAL

- 3.6 The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into local costs. Your financial proposal should be prepared using the formats attached as **Appendix 2 i.e. Fin-Form Nos. 1 through 2.**



- 3.7 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances specified in the Data Sheet.
- 3.8 Costs may be expressed in currency(ies) listed in the Data Sheet

4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked “Technical Proposal” and the financial proposals in the one marked “Financial Proposal”. These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”**
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant’s representative. The representative’s authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.



5. PROPOSAL EVALUATION

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

TECHNICAL PROPOSAL

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un- opened.

FINANCIAL PROPOSAL

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

$$Sf = 100 \times Fm / F$$

(F = amount of specific financial proposal)

- 5.5 Proposals, in the quality cum cost based selection shall finally be ranked according to their combined technical (St) and financial (Sf) scores using the



weights (T- the weight given to the technical proposal, P = the weight given to the financial proposal; and T+P=1) indicated in the Data Sheet:

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

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Changes agreed upon shall then be reflected in the financial proposal.
- 6.5 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.



7. BID SECURITY

- 7.1 All bidders must furnish Bid security, equal to PKR. 1,000,000 (Rupees one million Only), in the shape of Bank Guarantee / CDR or Pay order, issued by a scheduled bank in Pakistan or an insurance company having AA+ ratings, in favor of “NUTECH Tendering & Contracts” in Pak Rupees (PKR), as part of Technical Proposal, failing which shall result in rejection of the bid. Validity of Bid Security will be 150 days.
- 7.2 The proceeds of the bid Security shall be payable to the Employer, on the occurrence of any of the following:
- i) If the Consultant withdraws the bid during the bid validity period specified in the Data Sheet;
 - ii) If the Consultant, having been notified as successful refuses to sign the Contract within the timeframe.
 - iii) If the Consultant fails or refuses to furnish the Performance Guarantee.
 - iv) If it is established, beyond any reasonable doubt, that Consultant has exploited the selection process by any means or divulged confidential information acquired during the selection process.

8. PERFORMANCE GUARANTEE

- 8.1 The Successful Consultant has to furnish a Performance Guarantee 10 % of the contract amount, in the shape of Bank Guarantee / CDR issued by a scheduled bank or an insurance guarantee having AA+ rated in Pakistan, in favor of “NUTECH Tendering and Contracts” as per the requirement of Contract.

9. FORCE MAJEURE

- 9.1 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. 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.



10. AWARD OF CONTRACT

- 10.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.
- 10.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.



DATA SHEET

Clause	Description
1.1.	<p>The name of the Assignment is:</p> <p>“Hiring of Architectural & Engineering Consultancy Firm for Detailed Engineering Design, Drawings and Preparation of Construction Stage Tenders for National University of Technology (NUTECH) Islamabad”</p> <p>The name of the Client is:</p> <p>Project Management Office National University of Technology (NUTECH) IJP road, sector I-12, Islamabad.</p>
1.2	<p>The description and the objectives of the Assignment are:</p> <p>“Design & Engineering Consultancy Services for “Establishment of NUTECH Railway Engineering Technologies & Skills School (NURETSS)” at main Campus of NUTECH located approx. 16 km from Islamabad Toll Plaza at Motorway (M-2) towards Lahore</p>
1.3	<p>Phasing of the Assignment:</p> <p>Phase-1: i.e. Master Planning Survey environmental report and Topography for National University of Technology (NUTECH) Islamabad.</p> <p>Phase-2: i.e. Geotechnical investigation Detailed Engineering Design, Drawings, BoQs, cost estimates and Preparation of Construction Stage Tenders for National University of Technology (NUTECH) Islamabad.</p>
1.5	<p>Pre-Proposal Meeting:</p> <p>Venue:</p> <p>Project Management Office National University of Technology (NUTECH) IJP road, sector I-12, Islamabad. Pm.office@nutech.edu.pk Phone: 051-5476809 Ext: 234, 219</p> <p>Date: _____ Time: _____</p>
1.8	<p>The Invited firms are:</p> <p>The Engineering Consulting Firms for this specific assignment who are registered with PEC and PCATP and on Active Taxpayers List of Federal Board of Revenue. Single Stage Two Envelope procedures as per PEC and PPRA Rules will be adopted along with Method of Selection of Consultants “Quality & Cost Based Selection (QCBS)”.</p>

Clause	Description
2.1	<p>The Documents are:</p> <p>Standard Forms and Appendixes are as follows: -</p> <p>Appendix-I – Technical Proposal</p> <p>Tech-Form-1: Technical Proposal Submission Form</p> <p>Tech-Form-2: General Information Form</p> <p>Tech-Form-2a: JV Information Summary</p> <p>Tech-Form-2b: Joint Venture Agreement (Applicable to Joint Venture Only)</p> <p>Tech-Form-2c: Power of Attorney for Lead Member of Joint Venture (Applicable to Joint Venture Only)</p> <p>Tech-Form-2d: Affidavit of Correctness</p> <p>Tech-Form-2e: Litigation History</p> <p>Tech-Form-3: Form Bid Security</p> <p>Tech-Form-3a: Integrity Pact</p> <p>Tech-Form-4: Financial Soundness</p> <p>Tech-Form-5: Firm Experience – Overall Experience</p> <p>Tech-Form-5a: Firm Experience – Related Experience</p> <p>Tech-Form-5b: Firm Experience – Building Work in Hand</p> <p>Tech-Form-6: Conceptual Design</p> <p>Tech-Form-6a: Approach paper on Methodology proposed</p> <p>Tech-Form-7: Understanding of Scope and TOR's</p> <p>Tech-Form-7a: Comments/ Suggestions of Consultant</p> <p>Tech-Form-8: Format of Curriculum Vitae (CV) for proposed Key Staff</p> <p>Tech-Form-9: Work Plan/ Activity Schedule</p> <p>Tech-Form-10: Work Plan and Time Schedule for Key Personnel</p> <p>Tech-Form-11: Work Plan and Time Schedule for Key Personnel</p> <p>Section 4</p> <p>Appendix-II – Financial Proposal</p> <p>Fin-Form-1: Financial Proposal Submission Form</p> <p>Fin-Form-2: Summary of Cost</p> <p>Section 5</p> <p>Appendix-III – Terms of Reference (TOR)</p>
2.2	<p>The address for seeking clarification is:</p> <p>Project Management Office</p> <p>National University of Technology (NUTECH)</p> <p>IJP road, sector I-12, Islamabad.</p> <p>Pm.office@nutech.edu.pk</p> <p>Phone: 051-5476809 Ext : 234, 219</p>



3.3	<p>i) A short-listed firm may associate with another short-listed firm No</p> <p>ii) The same sub-consultant may participate in several proposals No</p> <p>iii) The estimated number of key professional staff months is: Proposed key staff shall be permanent employees who are employed with the consultants at least six months prior to submission of Proposal.</p> <p>iv) The minimum required experience of proposed Key staff as specified in Clause 5.2 (b) of this Data Sheet.</p>
3.4	<p>(iv) Training is an important feature of this Assignment: No</p> <p>(vi) Additional information in the technical proposal includes: No</p>



Clause	Description
3.7	<p>Professional liability, insurances:</p> <p>The Consultant shall furnish Performance Guarantee equal to 10% of the Contract Amount of “Fin-Form-2”, Detailed Engineering Designing, Tendering, Award of Contracts etc. This Performance Guarantee may be in form of bank guarantee or insurance bond from an insurance company having at least AA rating from PACRA/JCR, in favor of “NUTECH Tendering and Contracts” as per the requirement of Contract. This guarantee shall be given for a period of 02 years as stated hereinabove. This Performance Guarantee will be under Rule 56 of Punjab Procurement Rules 2021 (amended up to date).</p>
4.1	<p>The number of copies of the Proposal required is:</p> <p>01 x Original Technical Proposal 01 x Copy of the Technical Proposal 01 x Original Financial Proposal.</p>
4.2	<p>The address for writing on the proposal is:</p> <p>Project Management Office National University of Technology (NUTECH) IJP road, sector I-12, Islamabad. Pm.office@nutech.edu.pk Phone: 051-5476809 Ext : 234, 219</p>
4.3	<p>The date and time of proposal submission are:</p> <p>Date: _____ Time: _____</p>
4.4	<p>Validity period of the proposal is (days, date):</p> <p>One hundred and fifty (150) Days</p> <p>The location for submission of proposals is:</p> <p>Project Management Office National University of Technology (NUTECH) IJP road, sector I-12, Islamabad. Pm.office@nutech.edu.pk Phone: 051-5476809 Ext : 234, 219</p>
5.2	<p>The points given to each category of evaluation criteria are:</p> <p>a) Eligibility of Consultants (Mandatory)</p> <ul style="list-style-type: none"> License of the Consultants with Pakistan Engineering Council (PEC) and Pakistan Council for Architect and Town Planners (PCATP) both valid for the year of 2023-24.



Clause	Description																												
	<ul style="list-style-type: none">Valid License for Quality Management System i.e. (ISO 9001:2015).Documentary evidence for the year of establishment of the firm.Certificate for registration with FBR Department along with last three (03) years Active Taxpayer List.The Proposals should be accompanied by bid security (refundable) amounting to Rs. 1,000,000 (Rupees One Million) in shape of either pay order, demand draft in favor of “NUTECH Tendering and Contracts” NUTECH Sector I-12, IJP Road, Islamabad. Cheque will not be acceptable.The Bid Security should be with/within the Technical Proposals envelop.Affidavit on stamp paper of Rs. 100/- (duly notarize) that the applicant firm is NOT BLACK LISTED by any procuring Agency, Govt. or Semi-Govt. Departments, Autonomous Bodies, International Organization and any Cantonment Boards in Pakistan.List of any present or past LITIGATION of the Firm with any Organization, Government Department or private concern (If “NO” write “NIL” and submit an affidavit on Stamp Paper of Rs. 100/- (duly notarized in this regard). <table><tr><th>S. No.</th><th>Name of Person/ Entity</th><th>Litigation Nature</th><th>Name of Project</th><th>Litigation date</th><th>Litigation result/ in progress concluded</th><th>If concluded, mention results</th></tr><tr><td>1.</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>...</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Further evaluation of only those applicants will be done who have cleared all the Mandatory requirements. Proposals of applicants who do not have the required PEC & PCATP License and / or have not provided the above mandatory documents, will be declared as non-responsive.</p> <p>b) The further detailed criteria for each category are developed as given under the each head(s) as follows: -</p>	S. No.	Name of Person/ Entity	Litigation Nature	Name of Project	Litigation date	Litigation result/ in progress concluded	If concluded, mention results	1.							2.							...						
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	<table><tr><th>S. No.</th><th>Description</th><th>Max. Points</th></tr><tr><td>i)</td><td>GENERAL EXPERIENCE</td><td>30 Points</td></tr><tr><td>a.</td><td>Overall experience of Civil Works completed or in progress as Lead Consultant (05 Points for each project of PKR. 1,000/- Million or above, in last 10 years (2013 to 2023) upto a maximum of 02 such projects). <u>Note: -</u> Documentary proof i.e. (Work Order or Completion Certificate) be attached of completed projects in this regard will be accompanied otherwise no points will be given.</td><td>10</td></tr></table>	S. No.	Description	Max. Points	i)	GENERAL EXPERIENCE	30 Points	a.	Overall experience of Civil Works completed or in progress as Lead Consultant (05 Points for each project of PKR. 1,000/- Million or above, in last 10 years (2013 to 2023) upto a maximum of 02 such projects). <u>Note: -</u> Documentary proof i.e. (Work Order or Completion Certificate) be attached of completed projects in this regard will be accompanied otherwise no points will be given.	10																			
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Clause	Description	
	<p>b. Related experience of Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings as Lead Consultant (05 Points for each project of PKR. 1,000/- Million or above, in last 10 years (2013 to 2023) upto a maximum of 03 such projects). Each project land must be 3 to 5 acres span in this regard.</p> <p>Note: - Documentary proof i.e. (Work Order or Completion Certificate) be attached of completed projects in this regard will be accompanied otherwise no points will be given.</p>	15
	<p>c. Building Works in hand i.e. Educational Buildings Institutional Buildings Offices Buildings or Commercial Buildings and etc., in Hand as Lead Consultant. (the project of Rs. 2,500 Million or above). Project land must be 3 to 5 acres span in this regard.</p> <p>Note: - In case Taking Over Certificate (TOC) is not issued because of some administrative issue, then the following documents shall be required for substantiation of completed works if any: -</p> <ul style="list-style-type: none"> Department/ Engineer's Confirmation regarding the works are satisfactorily execute as per contract agreement Or; Employer's representative confirmation and forwarding of request for inspection of completed works (if work will be completed within couple of months). 	05
	ii) Key Qualification/ Staff	35 Points
	<p>a. 01 No. Team Leader 06 points for B.E (Arch) registered with PCATP at least 25 years overall experience and having 15 year experience in building projects i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc. (3 points additional in case of Masters in Project Management)</p> <p>Note:- Documentary proof i.e. (Detailed CV, Letter of Appointment along with PEC Certificate, Degree as issued by PCATP and also masters in project management certificate be attached otherwise no points will be given).</p>	09
	<p>b. 01 No. Design Coordinator 03 points for B.E (Civil) registered with PEC at least 15 years overall experience and having 10 year experience in building projects i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc. (2 points additional in case of Masters in Engineering Management)</p> <p>Note:- Documentary proof i.e. (Detailed CV, Letter of Appointment along with PEC Certificate, Degree as issued by PEC and also masters in project management certificate be attached otherwise no points will be given).</p>	05



Clause	Description		
	c.	<p>01 No. Design Architect 03 points for B.E (Arch) registered with PCATP at least 20 years overall experience and having 10 year experience in building projects i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc. (2 points additional in case of Masters in Project Management)</p> <p>Note:- Documentary proof i.e. (Detailed CV, Letter of Appointment along with PCATP Certificate and Degrees as issued by PCATP be attached otherwise no points will be given).</p>	05
	d.	<p>01 No. Structure Engineer 04 points for B.E (Civil) registered with PEC at least 20 years overall experience and having 15 year experience in building projects i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc. (1 point additional in case of Masters in Project Management)</p> <p>Note:- Documentary proof i.e. (Detailed CV, Letter of Appointment along with PEC Certificate and Degrees as issued by PEC be attached otherwise no points will be given).</p>	05
	e.	<p>01 No. Electrical Engineer Registered B.E (Electrical) with PEC at least 20 years overall experience and having 15 year experience in building projects i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc.</p> <p>Note:- Documentary proof i.e. (Detailed CV, Letter of Appointment along with PEC Certificate and Degrees as issued by PEC be attached otherwise no points will be given).</p>	04
	f.	<p>01 No. Mechanical Engineer Registered B.E (Mechanical) with PEC at least 10 years overall experience and having 05 year experience in building projects i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc.</p> <p>Note:- Documentary proof i.e. (Detailed CV, Letter of Appointment along with PEC Certificate and Degrees as issued by PEC be attached otherwise no points will be given).</p>	02
	g.	<p>01 No. Public Health Engineer Registered B.E (Civil) with PEC at least 15 years overall experience and having 10 year experience in building projects i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc.</p> <p>Note:- Documentary proof i.e. (Detailed CV, Letter of Appointment along with PEC Certificate and Degrees as issued by PEC be attached otherwise no points will be given).</p>	03



Clause	Description		
	h.	01 No. Quantity Surveyor having Diploma holder at least 10 years overall experience and having 05 year experience in building projects i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc. Note:- Documentary proof i.e. (Detailed CV, Letter of Appointment along with D.A.E Certificate as recognized by Board be attached otherwise no points will be given).	02
	iii)	Conceptual Design	35
	b	All applicants/ consultants should submit the efficient utilization of space according to CDA bylaws. (Conceptual Design + 3D Elevations)	25
	a	All applicants/ consultants should submit with their technical proposals (understanding of scope and TOR's)	05
	c.	Approach & Methodology (Phase wise Design and Detailed Supervision)	05
5.3	The text "Three top ranking qualifying consulting firms" is replace with the "qualifying consultants" i.e. The financial proposals of the qualifying consulting firms on the bases of evaluation of technical proposals"		
5.5	the weights given to the Technical and Financial Proposals are as follow: - T = The weight given to the Technical Proposal = 80% P = The weight given to the Financial Proposal = 20%		



STANDARD FORMS AND APPENDIXES



TECHNICAL PROPOSAL

Tech-Form-1	:	Technical Proposal Submission Form
Tech-Form-2	:	General Information Form <i>(Overall Experience of Civil Works completed in last 10 years)</i>
Tech-Form-2a	:	JV Information Summary <i>(Related experience of Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings completed in last 10 years)</i>
Tech-Form-2b	:	Joint Venture Agreement (Applicable to Joint Venture Only) <i>(Building Works in hand i.e. Educational Buildings Institutional Buildings Offices Buildings or Residential Buildings and etc.)</i>
Tech-Form-2c	:	Power of Attorney for Lead Member of Joint Venture <i>(Applicable to Joint Venture Only)</i>
Tech-Form-2d	:	Affidavit of Correctness
Tech-Form-2e	:	Litigation History
Tech-Form-3	:	Form Bid Security
Tech-Form-3a	:	Integrity Pact
Tech-Form-4	:	Financial Soundness
Tech-Form-5	:	Firm Experience – Overall Experience
Tech-Form-5a	:	Firm Experience – Related Experience
Tech-Form-5b	:	Firm Experience – Building Work in Hand
Tech-Form-6	:	Conceptual Design
Tech-Form-6a	:	Approach paper on Methodology proposed
Tech-Form-7	:	Understanding of Scope and TOR's
Tech-Form-7a	:	Comments/ Suggestions of Consultant
Tech-Form-8	:	Format of Curriculum Vitae (CV) for proposed Key Staff
Tech-Form-9	:	Work Plan/ Activity Schedule
Tech-Form-10	:	Work Plan and Time Schedule for Key Personnel



TECH-FORM-1

TECHNICAL PROPOSAL SUBMISSION FORM

Date: _____

To: [Name and address of Employer]

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 Proposal. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelop.

We hereby declare that all the information and statement 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 Data Sheet, we undertake to negotiate on the basic 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 paragraph Reference 7.2 of the Data Sheet.

Our Proposal shall be valid for a period of 150 days from the date of submission and for obligations of our Proposal, we submit herewith a Bid security, in amount specified in LOI, which is valid (at least) 28 days beyond validity of Bid itself

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: _____



TECH- FORM-2

GENERAL INFORMATION FORM

Applicant (or each Member of a Joint Venture) applying for consultancy services is required to complete the information in this form. Nationality information is also to be provided for foreign owners or Consultants who are forming part of the Joint Venture as required under the PEC Bye-Laws for Joint Venture.

1.	Name of Consultant	
2.	Head Office Address	
3.	Telephone	
4.	Fax	
5.	Type of Organization	
6.	Place of Incorporation/Registration	Year of incorporation/registration
7.	PEC/PCATP Registration No:	Validity:
8.	NTN#	
9.	Name, Designation and Mobile Number of Consultant's Representative	

Detail Of Owners / Directors

Sr.	Name	Designation	Nationality
1.			
2.			
3.			
4.			
5.			



JV INFORMATION SUMMARY

Names of all Members of a Joint Venture
1. Lead Member
2. Member
3. Member
4. Member
5. Member
6. Member



JOINT VENTURE AGREEMENT (APPLICABLE TO JOINT VENTURE ONLY)

(Should be a Formal JV agreement on a Stamp Paper of summed up value PKR 1,000)
To:

[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"

[Name and address of the Member firm]

Who for the purpose of this Agreement shall hereinafter called "Member". They

hereby declare:

1. That they will legalize a Joint Venture in case that a Contract for the Consultancy Services of _____ is awarded to their group.
2. That they have nominated _____ (name of the Lead member) as the Lead Member of the Joint Venture.
3. That they authorized Mr. /Ms. _____ (name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV's Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture is constituted for the purpose of the execution of this contract.
6. That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7. That each member's share of the Work, stated as percentage of the total Contract amount, shall be as follows.



REQUEST FOR PROPOSAL

1. Signed for and on behalf of
[Name of the Lead Member]

Signature

Name:

Designation: Date:

Seal

2. Signed for and on behalf of
[Name of the Lead Member]

Signature

Name:

Designation: Date:

Seal



POWER OF ATTORNEY FOR LEAD MEMBER OF JOINT VENTURE

[To be printed on a PKR 100 stamp paper]

Whereas the National University of Technology (NUTECH) has invited
Application for_____.

Whereas,_____and_____(collectively the “**Joint Venture**” and individually as the “**Member**”) being members of the Joint Venture are interested in Providing Consultancy services in accordance with the terms and conditions of the Request for Proposal and:

Whereas, it is necessary for the JV to designate one of the JV Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV’s Proposal for the Project and its execution.

NOW THEREFORE KNOW ALL MEAN BY THESE PRESENTS

We,_____having_____our_____registered_____office at_____,M/s._____, having our registered office at_____, and M/s._____, having our registered office at_____, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s_____, having its registered office at_____, being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the “Attorney”) and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us in the event the Joint Venture is awarded the Contract, during the execution of the contract, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders’ and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/JV.



IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS
POWER OF ATTORNEY ON THIS _____ DAY OF _____ 2023.

For: _____

(Signature)

(Name, Title and Address)

For: _____

(Signature)

(Name, Title and Address)

Witnesses:

1.

2.

(Executants (To be executed by all the Members of the Joint Venture) Notes:

- ☐ 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.
- ☐ Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- ☐ For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issue



AFFIDAVIT FOR CORRECTNESS

Name: _____
(Applicant or member of Joint Venture)

I, the undersigned, do hereby certify that all the statements made in the Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the National University of Technology (NUTECH) deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the NUTECH.

NUTECH undertakes to treat all information provided as confidential.

*Signed by an authorized
Officer of the firm*

Title of Officer _____

Name of Firm _____

Date _____

**LITIGATION HISTORY****Name:** _____
(Applicant or Member of Joint Venture)

Description of Contract	Year	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current value in PKR or US\$ equivalent)	Award FOR or AGAINST Applicant	Remarks by Applicant

Attach Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.



BID SECURITY FORM

Security Executed on _____

(Date)

Name of Surety (Bank) with Address: _____

(Scheduled Bank in Pakistan)

Name of Principal (Bidder) with Address _____

Penal Sum of Security Rupees _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal (Bidder) we, the Surety above named, are held and firmly bound unto _____ (hereinafter called the 'Employer') 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 Bidder has submitted the accompanying Bid dated _____ for Bid No. _____ for _____ (Particulars of Bid) to the said Employer; and

WHEREAS, the Employer has required as a condition for considering said Bid that the Bidder furnishes a Bid Security in the above said sum from a Scheduled Bank in Pakistan or from a foreign bank duly counter-guaranteed by a Scheduled Bank in Pakistan, to the Employer, conditioned as under:

- (1) that the Bid Security shall remain in force up to and including the date 28 days after the deadline for validity of bids as stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived;
- (2) that the Bid Security of unsuccessful Bidders will be returned by the Employer after expiry of its validity or upon signing of the Contract Agreement; and
- (3) that in the event of failure of the successful Bidder to execute the proposed Contract Agreement for such work and furnish the required Performance Security, the entire said sum be paid immediately to the said

Employer pursuant to Clause 15.6 of the Instruction to Bidders 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 with the said Employer in accordance with his Bid as accepted and furnish within twenty eight (28) days of his being requested to do so, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.



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

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Bidder) 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 Surety shall pay without objection the said sum upon demand from the Employer forthwith and without any reference to the Principal (Bidder) or any other person.

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

SURETY (Bank)

WITNESS:

Signature _____

1. _____

Name _____

Title _____

Corporate Secretary (Seal)

Corporate Guarantor (Seal)

2. _____

Name, Title & Address

**INTEGRITY PACT****DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No: **106/PMO/Svcs/03** Contract Value: _____
Dated: _____ Contract Title: **Design & Engineering Consultancy Services for “Establishment of NUTECH Railway Engineering Technologies & Skills School” at main Campus of National University of Technology, Islamabad**

M/s _____ 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 Pakistan or any administrative sub division or agency thereof or any other entity owned or controlled it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing _____ represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to any one 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 thought 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 the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever from GoP expect that which has been expressly declared pursuant hereto.

M/s _____ certified 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 GoP and has not taken any action nor will not take any action to circumvent the above declaration, representation or warranty.

M/s _____ 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 benefits obtained or procured as aforesaid shall, without prejudice to any other right or remedies available to GoP under any law, contract or other instrument, be avoidable at the option of GoP.

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

Consultant:

Signature:

[Seal]

Employer:

Signature:

[Seal]



FINANCIAL SOUNDNESS

*Consultant (Sole Consultant OR Both Lead Member & Partner in Joint Venture, in case of JV) will provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. **A copy of the Audit Report of the past three (3) financial years must be attached.***

Year	Turnover (in Actual Currency)	Rupees in Million
2022 – 2023		
2021 – 2022		
2020 – 2021		
Average of above		



TECH- FORM-5

CONSULTANCY EXPERIENCE**Overall Experience – Completed Civil Works Projects in Last 10 Years**

Using the format below, provide information on each assignment for which your firm was legally contracted either individually or as a corporate entity or as leading company within an association for carryout our consulting services under this assignment in last 10 years.

1. Assignment Name:		2. Country:
3. Nature of Contract:		<ul style="list-style-type: none">• On Man-Month Basis <input type="checkbox"/>• On Lump Sum Basis <input type="checkbox"/>
4. Location within Country:		5. Professional Staff provided/being provided by your Firm:
6. Name of Client:		7. No. of Staff:
8. Address:		9. No of Staff Months:
10. Start Date (Month/Year)	11. Completion Date (Month/Year)	12. Approx. Value of Services (in Rs.)
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided/being provided by Associated Firm(s)
15. Name of Senior Staff (Project Director/ Coordinator, Team Leader, Architect, Structural Engineer etc.) and Supervision Staff (including Resident Engineer, Site Engineer, Quantity Surveyor, Sub-Engineer) involved being involved and functions performed/ being performed.		
16. Narrative Description of Project:		
17. Description of Actual Services Provided by Your Staff:		



TECH- FORM-5a

CONSULTANCY EXPERIENCE

(Related experience of Educational Buildings | Institutional Buildings | Offices Buildings or Residential Buildings completed in last 10 years)

Using the format below, provide information on each assignment for which your firm was legally contracted either individually or as a corporate entity or as leading company within an association for carryout our consulting services under this assignment in last 10 years.

1. Assignment Name:		2. Country:
3. Nature of Contract:		<ul style="list-style-type: none">• On Man-Month Basis <input type="checkbox"/>• On Lump Sum Basis <input type="checkbox"/>
4. Location within Country:		5. Professional Staff provided/being provided by your Firm:
6. Name of Client:		7. No. of Staff:
8. Address:		9. No of Staff Months:
10. Start Date (Month/Year)	11. Completion Date (Month/Year)	12. Approx. Value of Services (in Rs.)
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided/being provided by Associated Firm(s)
15. Name of Senior Staff (Project Director/ Coordinator, Team Leader, Architect, Structural Engineer etc.) and Supervision Staff (including Resident Engineer, Site Engineer, Quantity Surveyor, Sub-Engineer) involved being involved and functions performed/ being performed.		
16. Narrative Description of Project:		
17. Description of Actual Services Provided by Your Staff:		



TECH- FORM-5b

CONSULTANCY EXPERIENCE

(Building Works in hand i.e. Educational Buildings | Institutional Buildings | Offices Buildings or Residential Buildings and etc.)

Using the format below, provide information on each assignment for which your firm was legally contracted either individually or as a corporate entity or as leading company within an association for carryout our consulting services under this assignment in last 10 years.

1. Assignment Name:		2. Country:
3. Nature of Contract:		<ul style="list-style-type: none">• On Man-Month Basis <input type="checkbox"/>• On Lump Sum Basis <input type="checkbox"/>
4. Location within Country:		5. Professional Staff provided/being provided by your Firm:
6. Name of Client:		7. No. of Staff:
8. Address:		9. No of Staff Months:
10. Start Date (Month/Year)	11. Completion Date (Month/Year)	12. Approx. Value of Services (in Rs.)
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided/being provided by Associated Firm(s)
15. Name of Senior Staff (Project Director/ Coordinator, Team Leader, Architect, Structural Engineer etc.) and Supervision Staff (including Resident Engineer, Site Engineer, Quantity Surveyor, Sub-Engineer) involved being involved and functions performed/ being performed.		
16. Narrative Description of Project:		
17. Description of Actual Services Provided by Your Staff:		



CONCEPTUAL DESIGN



APPROACH PAPER ON METHODOLOGY PROPOSED



COMMENTS/ SUGGESTIONS OF CONSULTANT
(UNDERSTANDING OF SCOPE AND TOR's)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- Etc.



TECH- FORM-7a

COMMENTS/SUGGESTIONS OF CONSULTANT

(On the data, services and facilities to be provided by the Client indicated in the TOR)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- Etc.



CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position: _____
2. Name of Firm: _____
3. Name of Staff: _____
4. Profession: _____
5. Date of Birth: _____
6. Years with Firm: _____
7. Nationality: _____
8. Membership in Professional Societies: _____
(Membership of PEC is Mandatory)
9. Detailed Tasks Assigned on the Project: _____
10. Related Number of Experience (MM-YYYY): _____

11. Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].

12. Education:

[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]

13. Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.

14. Languages: -

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

15. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe myself, my qualifications and my experience.

Signature of Staff Member
OR:

Authorized official from the firm

Date: _____
Day/Month/Year



REQUEST FOR PROPOSAL

TECH- FORM-9

WORK PLAN / ACTICITY SCHEDULE

Items of Work/Activities	Weekly/ Monthly Programme from date of assignment (in the form of a Bar Chart)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	...

Note:-

All applicants/ consultants should prepare and submit the work plan and activity schedule on Primavera or MS Project. Otherwise workplan/ activity schedule will not considered for further evaluation and no points will be given in this regard.

WORK PLAN / ACTICITY SCHEDULE FOR KEY PERSONNEL

Name	Position	Weekly/ Months (in the form of a Bar Chart)															Number of Weekly/ Months
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	...	

Yours faithfully,

Signature_____ (Authorized Representative)

Full Name _____

Designation _____

Address _____



SECTION 4

FINANCIAL PROPOSAL FORMS

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs



FORM FIN - 1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer]

Dear Sir,

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]. This amount is inclusive of all the applicable taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.13 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

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 Consultant: _____

Address: _____



FORM FIN-2 SUMMARY OF COSTS

Item	Remuneration (Pak Rupees)
Detailed Design (complete process) including all consultancy requirements as per Scope of Services in TOR (Inclusive of all taxes)	% of amount at which works will be awarded to Construction Contractor In words:
Periodical Top Supervision (<i>lump sum Per Visit</i>) including all requirements as per TOR (Proposed no. of visits = 18) (Inclusive of all taxes)	In Figures: In words:
Total Costs of Financial Proposal¹ (Inclusive of all taxes)	In Figures: In words:

1 Indicate the total costs, including local taxes, such total costs must coincide with the sum of the relevant Subtotals.



SECTION 5

TERMS OF REFERENCES (TOR)

1. Introduction

National University of Technology (NUTECH) intends to establish “NUTECH Railway Engineering Technologies & Skills School (NURETSS)” at main Campus of National University of Technology located approximately 16 km from Islamabad Toll Plaza at Motorway (M-2) towards Lahore. Total Covered Area is **306,878 Sft** (three hundred forty-six thousand eight hundred and seventy-eight square feet approximately). Funded by PSDP, GoP. The Project is envisaged to be completed within 24 Months’ time from the date of mobilization (excluding design, tendering and contracting period of nearly 4.5 months).

2. Scope of Services

- i. To prepare conceptual design, detailed architectural and structural design, 3D renderings, layout plans as per consultancy requirements & Annex-A (floor Plans Detail), master planning of area where infrastructure execution is to be carried out, Topography & Soil Investigation, Sports & Recreational Facilities, energy efficient design (where applicable), internal and external services including HVAC, Electrical power supply system, power backup system, Lifts, water storage tanks preferably rain harvesting system, building waste treatment, firefighting design, Public addressing system, Solar system design, landscape, parking areas (where required), access and egress of buildings, walk ways, traffic circulation plan, work methodology and self-contained proposal for fast track and successful project completion mechanism.
- ii. Continuous design support throughout construction period and submission of all approved drawings / designs etc.
- iii. After formal approval by the competent authority, the successful bidder shall be tasked to prepare detailed construction design, Cost Estimates/ Bill of Quantities including price escalation factor, tender documents, construction drawings, tender drawings for Civil and MEP works, installation of lifts, power backup system architectural plans and Top supervision proposals (on required basis).
- iv. The Consultant’s Team shall liaise and coordinate with all concerned Authorities and shall be familiar with all Government laws and regulations and By-



laws of relevant Development Authority. The Consultant will acquire related NOC from relevant Development Authority or any other department.

v. Consultant must assist Client during the complete tendering process and will prepare documents i.e. Invitation to Bids, Bidding Documents, Technical and financial bids evaluation report and Contract Documents for works.

Detail of Consultancy Requirements are as under: -

a) **Topography & Soil Investigation:** Carry out a detailed digital Topographical Survey to determine and record the exact layout of Site and adjacent areas (roads, structures, etc.), physical features, site levels, location of existing roads, services (above and belowground), existing structures (if any), preliminary locations for both temporary and permanent works and all other pertinent information and conditions relevant to the Project site. Soil Investigation of Infrastructure development area will be carried out by consultant.

b) **Master Plan:** Master Plan of area where infrastructure execution is to be carried out in order to serve the building including main access road, internal roads, pathways, utilities, landscape/ horticulture plan, power generation and supply, water supply and sewerage system, street lighting, Land utilization plan (parking area, Traffic circulation, green spaces) etc. The Consultant shall prepare a Master Plan in Contemporary Architecture (two alternatives) that will define the Project in terms of, and Infrastructures and Buildings Layout, MEP layout etc.

c) **IEE/EIA/EMP:** Prepare and submit an IEE (Initial Environmental Examination)/ EIA (Environmental Impact Assessment)/ EMP (Environmental Management Plan) according to the requirement of Environmental Protection Department for the execution of project.

d) **Architectural:** Preparation of conceptual plans, working drawings, floor plans, elevation, section details, architectural renderings and related details to be submitted in 3D perspective.

e) **Structural:** Design Details of foundation plan, plinth beams, detail of columns, beams, slab framing plans (each floor), underground and overhead water tanks, stair cases, shear walls, basement and any other construction details etc.

f) **Tender Documents/Drawings & BoQs:** Preparation of tender drawings, bill of quantities (BOQs), price escalation factor, special provisions,



specifications, tender documents including, tender drawings and structural details to be submitted after formal approval of conceptual design.

g) **Electrical**: Electrical layout plan of each floor with internal and external electrification details up to node points. Provision of complete electrical power calculation and identification of required transformer including specification with HT/LT panels, detailed design along with BOQ and tender drawings. Solar System, Standby power supply backing system encompassing labs load, HVAC and lighting load etc should also be planned.

h) **IT Services**: Academic area, its labs, offices and Hostel Block will be externally connected through fiber with the main network of NUTECH. Internally the local area network shall cater for connectivity of IT equipment, CCTV nodes, access control system, Wi-Fi points etc. The plan shall also cater for provision of primary power connectivity alongwith standby uninterrupted power solution for all the IT system mentioned above.

i) **Telephonic Communication**: Cabling for voice communication from exchange to the offices, labs and Hostel area will also be planned.

j) **Fire Fighting System**: Incorporation / inclusion of effective passive and active latest fire-fighting measures.

k) **HVAC, LAS, SPS & Lifts**: Detailed design and layout plans for HVAC, Lifts, Surge Protection System (SPS), Lightning Arrestor System (LAS) should be prepared alongwith bill of quantities and tender documents / drawings.

l) **Plumbing**: Preparation of plumbing details for each floor, external sewerage layout plans and external drainage, Water supply, Sui Gas etc. and Specifications for fittings, fixtures, finishing materials with make and type.

m) **External Works**: External water supply, pump room, Underground water tank, pump house and filtration plant, Details of cost estimates for internal roads and walkways works, Firefighting hydrant system with pump room, Sui gas



installation & metering station, Standby Generators, Electric feeder substation, switching room, street lights, walk-through gates, fence & lights etc.

n) **Taking off Sheets**: Consultant to provide fair copy of taking off sheets.

o) **Consultants Certification**:

(1) The Consultant will give written undertaking that all design estimates, BOQs and drawings are within five percent (5%) accuracy variation.

(2) Any additions in cost due to design faults and consequent losses to the Employer shall be liable to be borne by the consultant.

(3) Consultant shall be responsible for any errors or omissions.

(4) Consultant shall also be held responsible for losses or damages suffered by the employer on account of any misconduct and unsatisfactory performance in discharge of consulting services.

p) **Top Supervision**: Periodic Top supervision to be done on required basis subject to written request of Project Controlling Officer. It will include consultancy for design revision during execution phase as well.

q) **Approvals**: All approvals related to government agencies shall be processed by the consultant on required basis.

NOTE: Cost of all consultancy requirements must incorporated in Detailed Design Remuneration however consultancy fee of Periodic Top supervision will be paid according to number of Visits.

3. **Design Objectives**

a. Design should be simple yet iconic for timely completion of project within stipulated time and allocated funds; without revisions or supplementary estimates. Additionally, the design should be economical, viable and strictly in accordance with relevant codes, building scales and bye-laws of concerned development authorities.

b. Should be sustainable as per prevailing conditions and bye-laws of concerned development authority.

c. The building should be airy, ventilated and conform to local climatic conditions, should also be energy efficient and based on the latest technology.



- d. Execution to be smooth, eventful and without delays. Appropriate land usage plans to be evolved to guard against wastage.
- e. Research and academic oriented user requirements should be incorporated in all aspects.
- f. The building should have adequate heating, ventilation and cooling systems.
- g. Should be visible from motorway and must be well planned parking areas, sports & recreational facilities, external and internal security plans including CCTV network, landscape and well-planned external services.
- h. All codal requirements must meet at design, tendering and execution phases strictly in accordance with Authorities, PEC & PPRA Rules and within given lines and timely completion.

4. Submission of Documents and Drawings

The Consultant is required to submit approved reports, drawings and documents in hard format as specified below and editable/soft copies recorded on computer media, approved by the Client. All items to be provided are deemed to be covered in the overall price submitted by the Consultant.

- a. 10 colored A-3 size sets of master plan, architectural design, drawings of proposed building finalized by the Consultants for review through the Technical Committee of HEC for Building Design review before tendering process.
- b. 10 sets of Design for submission to HEC Building Design Committee for approval of Design.
- c. 12 sets of Tender Documents/Drawings (complete in all aspects) for building works as well as HVAC, lifts, transformers along with soft copies, structural assessment report, EIA, IEA report, topographical survey report, soil investigation report.
- d. 5 copies of Construction Drawings including editable soft copy in required software / format.
- e. Soft draft copies of documents like invitation to Bid for contractors, acceptance letter, contract agreement, mobilization, IPCs etc. for building works, HVAC, Lifts & transformers.
- f. Project coordination / technical assistance



- g. Top Supervision mechanism
- h. Mid-course review / changes of design if required
- i. Render advice to the Employer on conflict situation
- j. Preparation of Inventories
- k. Miscellaneous design / project oriented drawings and documentation

Whereas, Tender documents comprises of tender drawings, bill of quantities (BOQs), price escalation factor, special provisions, specifications, conditions of contract, architectural and structural details. The submissions should be done on fast track basis.

5. Professional Liability

Professional liability as stands in the prevalent conduct and practice of Consulting Engineers/Architects prescribed by the PEC/PCATP and provisions mentioned in Rule.

- i. The Consultant selected and awarded a contract shall be liable for consequence of errors or omissions on the part of the Consultant.
- ii. The extent of liability of the Consultant shall form part of the contract and such liability shall not be less than remunerations nor shall it be more than twice the remunerations.
- iii. The procuring agency may demand insurance on part of the Consultant to cover the liability of the Consultant and necessary costs shall be borne by the Consultant.
- iv. The Consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the Consultant in performing the consulting services.



6. Intellectual property rights

- i. All documents, reports, designs, research work and all deliverables prepared by the Consultant shall become and remain the property of the Client.
- ii. Any future use of these documents and software by the Consultant shall not be done without permission of the Client.



7. Indicative Time Frame

S #	DELIVERABLES	TIME FOR SUBMISSION
a.	Detailed Arch/ structural Design, EIA /IEE, soil investigation Reports, Topographic survey /Masterplan etc.	10 weeks from the date of work order
b.	Tendering formalities & Acceptance:	8 weeks from the date of receiving approved Design / Tender documents and approval of design from CDA / RDA / TMA or Local concerned municipal authority where required
c.	Defects Liability Period:	Consultant will be responsible for all design works till building life cycle after handover.

NOTE: Cost of all consultancy requirements must incorporated in Detailed Design Remuneration however consultancy fee of Periodic Top supervision will be paid according to number of Visits.

8. Payment Terms

a. DETAILED DESIGN STAGE

S/No	Payment Schedule for Services to be provided	Quoted Cost of Consultancy Services of Contract Sum
(1)	Upon signing of Consultancy Agreement on submission of performance Guarantee. Guarantee will be released on completion of Detailed Design phase.	@ (10%) Ten Percent



(2)	Provision of construction drawings i.e. civil, structural, architectural, external services, 3D renderings, electrical, mechanical, Plumbing etc. and Provision of Topographic Survey, Masterplan, Environmental Assessment & Soil Investigation Reports.	@ (20%) Twenty Percent
(3)	Incorporation of first design review comments in civil and structural drawings.	@ (5%) Five Percent
(4)	Submission of detailed design, BOQs, Final Tender Documents (including Soft Form), Tender drawings (including CAD file), taking off sheets and project & material specifications (in soft and hard copy).	@ (20%) Twenty Percent
(5)	External services, detailed drawings and Architectural renderings.	@ (10%) Ten Percent
(6)	Submission of planning details, tender documents / drawings for HVAC, Lifts, Surge Protection System, Lightning Arrestor System, & any other E/M works (in soft and hard copy).	@ (10%) Ten Percent
(7)	Submission of Construction drawings for HVAC, Lifts, Surge Protection System, Lightning Arrestor System & any other E/M works after their review.	@ (15%) Fifteen Percent
(8)	Amount to be retained till Completion stage / construction project closure.	@ (10%) Ten Percent

9. Top Supervision Stage: As per periodic visits of the project works as required by the Employer. Proposed number of visits are 18.



10. **FLOOR PLANS** (Annex -A):

Floor Plans Detail & site location of NURETSS blocks to be designed are as under:

Annex - 'A'

FLOOR PLANS DETAIL
NURETSS – INFRASTRUCTURE

LIBRARY & CAFÉ Block

Floor	Requirements	Area (Sft)
Ground Floor	Library & Discussion Rooms	13,110
1 st Floor	Library, Discussion Rooms & Staff offices	13,110
2 nd Floor	Students Café	13,110
Total Area		39,330



BET & SKILLS Block

Floor	Requirements	Area (Sft)
Ground Floor	4 x Labs / Workshops	30,413
	1 x Lecture Theatre	
1st Floor	5 x Labs	23,098
	6 x Classrooms	
2nd Floor	6x Labs	21,677
	3 x Classrooms	
3rd Floor	3 x Labs	21,677
	6 x Classrooms	
	1 x Department	
4th Floor	3 x Labs	21,677
	4 x Classrooms	
	1 x Conference room	
	1 x Department	
5th Floor	3 x Classrooms	21,677
	2 x Departments	
6th Floor	3 x Departments	19,329
	2 x Meeting Rooms	
Total Area		159,548



HOSTEL Block

Floor	Requirements	Area (Sft)
Ground Floor	14 x Rooms (4 person)	17,970
	1 x Tuck Shop	
	1x Kitchen	
	1x Cafeteria	
	1 x Tea Bar	
1st Floor	21 x Room (4 person)	17,607
	1 x Room (2 person)	
	1x Indoor games Hall	
	1x Prayer area	
	1x Laundry	
	1x Store	
2nd Floor	26 x Rooms (4 person)	17,525
	2 x Store	
3rd Floor	26 x Rooms (4 person)	17,525
	4 x Store	
4th Floor	26 x Rooms (4 person)	17,525
	4 x Store	
5th Floor	16 x Rooms (4 Person)	11,505
	2 x Stores	
6th Floor	16 x Rooms (4 Person)	8,343
	2 x Stores	
Total Area		108,000

SITE LOCATION MAP

