

SINDH AGRICULTURE UNIVERSITY
TANDOJAM



REQUEST FOR PROPOSAL

FOR

**HIRING OF ENGINEERING CONSULTING FIRM FOR
DETAILED ENGINEERING /ARCHITECTURAL DRAWINGS /
3D VIEW/ INTERIOR DESIGN/ DESIGN, PREPARATION OF
BIDDING DOCUMENTS/ ENGINEER’S ESTIMATE,
DETAILED CONSTRUCTION SUPERVISION”**

FOR DEVELOPMENT PROJECT

**“ESTABLISHMENT OF SAU, CAMPUS AT UMERKOT &
ADDITIONAL INFRASTRUCTURE AT SAU, TANDOJAM”**

AUGUST, 2022

Issued to M/s _____

Vide D.R./P.O No. _____, dated: _____

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REQUEST FOR PROPOSAL

Country: Pakistan
Province: Sindh
District: Hyderabad & Umerkot
Project Name: **Establishment of SAU, Campus at Umerkot & Additional Infrastructure at SAU, Tandojam**
Project Duration: **36 Months**

Title of Consultancy: HIRING OF ENGINEERING CONSULTING FIRM FOR DETAILED ENGINEERING /ARCHITECTURAL DRAWINGS / 3D VIEW/ INTERIOR DESIGN/ DESIGN, PREPARATION OF BIDDING DOCUMENTS/ ENGINEER’S ESTIMATE, DETAILED CONSTRUCTION SUPERVISION”
FOR DEVELOPMENT SCHEME “ESTABLISHMENT OF SAU, CAMPUS AT UMERKOT & ADDITIONAL INFRASTRUCTURE AT SAU, TANDOJAM”

DEFINITIONS:

- i. "Applicable Law" means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan, as those may be issued and in force from time to time.
- ii. "Client" means Sindh Agriculture University Tandojam with which the selected Consultant signs the Contract for the Services;
- iii. "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract;
- iv. "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, which is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices;
- v. "Contract Price" means the price to be paid for the performance of the Services;
- vi. "Effective Date" means the date on which this Contract comes into force
- vii. "GC" means these General Conditions of Contract;
- viii. "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions;
- ix. "Day" means calendar day.
- x. "Government" means the Government of the Islamic Republic of Pakistan;

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

LETTER OF INVITATION (LOI)

Name & Address of Consultant:

1. INTRODUCTION:

- 1.1. You are hereby invited to submit a technical and a financial proposal for Engineering/ Architectural consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet Draft. Copy of contract is enclosed with the RFP documents.
- 1.2. A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.
- 1.3. The Client (SAU, Tandojam) has been entrusted the duty to implement the Project as Executing Agency by the Federal Government and funds have been approved under PSDP funded development project titled “**Establishment of SAU, Campus at Umerkot & Additional Infrastructure at SAU, Tandojam**” 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.
- 1.4. 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 Tandojam & Umerkot 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.
- 1.5. Please note that:
 - 1.5.1. The cost of preparing the proposal and of negotiating the contract, including a visit to the Client and site, are not reimbursable as a direct cost of the Assignment; and
 - 1.5.2. The Client is not bound to accept any of the proposals submitted.
- 1.6. We wish to remind you that in order to avoid conflicts of interest:

- 1.6.1. 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
- 1.6.2. 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.
- 1.7. Please note that:
 - 1.7.1. In-complete and late proposals will not be entertained. Further information / clarification about the assignment & documents may be obtained from the Project's focal person office.
 - 1.7.2. Incomplete defective proposals and proposals not conforming to the RFP documents shall be liable to rejection.
 - 1.7.3. The University reserves the right to cancel the process at any stage and reject any or all the proposal thereof, having valid reasons and without being liable for any claim/compensation of any nature whatsoever.

2. DOCUMENTS:

To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet which is mandatory.

Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, or by cable, electronic mail or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, electronic mail or telefax to such requests and copies of the response shall be sent to all invited Consultants.

At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, electronic mail or telefax to all invited Consulting firms will have 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 result in rejection of your proposal.

- 3.3. During preparation of the technical proposal, you must give particular attention to the following:
- a. JV/Consortium of firms can apply only as a same JV/Consortium with a same Lead firm for this RFP.
 - b. Subcontracting part of the Assignment to other consultants is not allowed.
 - c. Max ten (10) similar assignments (HEI's / universities only) of building projects each of worth Min. Rs. 500 million to fetch the full marks against the firm's similar experience.
 - d. Max ten (10) general assignments of Government sector (other than HEI's / universities) of building projects each of worth Min. Rs. 300 million will fetch the full marks against the firm's general experience.
 - e. The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
 - f. Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.
 - g. No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position & must be supported with PEC/PCATP registration certificate.
 - h. Client has the right to enquire from the clients mentioned in consultant's proposal regarding the consultant performance. In case of negative response from two or more than two clients, consultant may be declared disqualified & his financial proposal may be returned unopened.
- 3.4. Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix-I:
- I-Form-1 Summary of five (05) similar assignments (min worth Rs. 500 million each) of HEI's/ Universities only, completed / ongoing in last ten years (not more than 10 projects), must be supported with completion certificate or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation.
- I-Form-2 Detail of firm's reference relevant experience of HEI's/ Univ. only in similar projects of worth Rs.500 million+ each carried out in the last ten (10) years which best illustrate specific qualifications.
- I-Form-3 Summary of ten (10) general building assignments (min worth Rs. 500million each) of the Government Sector (other than HEI's / Universities) completed / ongoing in last ten years (not more than 10 projects), must be supported with completion certificate or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation.

I-Form-4 Detail of firm's experience with general building projects of worth Rs.500 million + each carried out in the last ten (10) years which best illustrate specific qualifications.

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

I-Form-6 any comments or suggestions on the TOR;

The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.

I-Form-7 Summary of Proposed Key Professionals for the Project

I-Form-8 CVs recently signed by the proposed key professional staff must be supported with PEC online Engineer's verification print & PEC/PCATP certificate. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years. Additional qualification (M.Sc.) of the proposed professional must be supported with degree's copy.

I-Form-9 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.

I-Form-10 A schedule for compilation and submission of various types of reports as envisaged in attached TOR.

I-Form-11 Power of Attorney to declare lead firm for that project.

- 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.
- 3.6. Mandatory Documents to be attached with Technical proposal are as under;
- a. Valid Certificate of registration of a Firm with PEC/PCATP.
 - b. Documents to substantiate the forming of JV/Association as per guidelines of the governing body (PEC/PCATP) if any.
 - c. Valid National Tax Number of consultant(s).
 - d. Year of establishment supported by certificate from the Registrar of Firms / SECP.
 - e. Audited Statements of Accounts and Annual Turnover for the last three years.
 - f. A certificate / affidavit that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.
 - g. A certificate / affidavit that the firm has not been involved in any litigation with any university/ Government / Autonomous / International Body.
 - h. Valid Certificate of Registration with Sindh Revenue Board (SRB).

Note: Provision of the above documents is mandatory, in case of failure the firm/JV would not be considered for detailed evaluation.

Financial Proposal:

- 3.7. The financial proposal should include all the costs associated with the Assignment. These normally covers remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be in local costs. Your financial proposal should be prepared using the formats attached as **Appendix-II**; else the proposal of applicant firm will be rejected.
- 3.8. The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances.
- 3.9. Costs shall be expressed in Pak Rs. Inclusive of all taxes.
- 3.10. All the prevailing applicable Provincial and federal Govt. taxes will be deducted from the consultancy Fees. The proposal should be submitted inclusive of all prevailing taxes.

4. SUBMISSION OF PROPOSALS:

- 4.1. You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable). Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 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.

4.6. In case of sudden holiday on bid opening day, bid will be opened on next working day.

5. PROPOSAL EVALUATION:

5.1. *Single Stage - Two Envelope Procedure* shall be adopted as per SPPRA Rules & Regulations. Firms shall be ranked using combined technical & financial scores as under:

Technical Score weightage: 70%

Financial Score Weightage: 30%

Technical Proposal:

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

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

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

5.4. Technical Proposal Evaluation Criteria:

i. Experience on similar & General Projects **40 Marks**

i. Similar Projects (Ongoing / Completed) **25 Marks**

Five (05) Academic/ Educational buildings ongoing/completed during last 10 years (Development works in HEIs/Universities only). The project cost must be more than Rs. 500 million to get the points. The Projects which are not academic/ educational buildings and / or less than Rs.500 million will not be considered for points in this category.

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

ii. Similar Projects (Ongoing / Completed) **15 Marks**

Ten (10) General completed / ongoing projects of buildings in Government Sector, other than HEIs / Universities completed during last 10 years. The project cost must be more than Rs. 500 million to get the points.

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

ii. Evaluation of Quality of Staff: **40 Marks**

a) Design Consultancy:

1. Senior Architect: **07 Points**

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

- iii. Having 05 years or above of experience of working with existing firm on similar building projects of which 03 years must be as a team leader.

2. Senior Structural Engineer: 07 Points

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

3. Architect: 03 Points

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

4. Senior Quantity Surveyor: 02 Points

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

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

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

b) Supervision Consultancy

1. Resident Engineer (01 Nos.) 04 Points

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

- 2. Assistant Resident Engineer (01 Nos) 02 Points**
- i. Site Engineer - Qualified B.Sc (civil) Engineer member of PEC in good standing
 - ii. Having 10 years or above of total experience of working on similar building projects of which 5 years must be as a Site.
 - iii. Having 03 years or of experience of working with existing firm on similar building projects of which 3 years must be as a Site.
- 3. Site Inspector Civil (02 Nos) 04 Points**
- i. Site Inspector- Qualified DAE (civil) member in good standing.
 - ii. Having 10 years or above of total experience of working on similar building projects of which 3 years must be as a Site Inspector.
 - iii. Having 03 years or of experience of working with existing firm on similar building projects of which 3 years must be as a Site.
- 4. Quantity Surveyor 02 Points**
- i. Quantity Surveyor - Qualified DAE (Civil), in good standing.
 - ii. Having 10 years or above of total experience of working on similar projects.
 - iii. Having 03 years or above of experience of working with existing firm on similar building projects.
- 5. Site Inspector Electrical (01 Nos.) 03 Points (Intermittent) two visit per month or as per site/ Client requirement).**
- i. Electrical Engineer - Qualified DAE member in good standing
 - ii. Having 10 years or above of total experience of working on similar building projects of which 3 years must be as a site Inspector.
 - iii. Having 03 years or above of experience of working with existing firm on similar building projects.
- 6. Networking Engineer (01) 02 Points (Intermittent) two visit per month or as per Site/ Client requirement).**
- i. Qualified M.Sc./B.Sc Computer Sciences/Networking Engineer/ System Engineer, CCNA, CCLP in good standing.
 - ii. Having 10 years or above of total experience of working on similar Building projects of which 5 years must be as a Networking Engineer.
 - iii. Having 03 years or above of experience of working with existing firm on similar building projects.

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

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

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

iii. **Financial Capability (Historical Financial Performance)** : **10 Points**

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

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

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

iv. **Proposed Methodology** **10 Points**

- 1. Work/ Schedule plan** **05 Points**
Submit work/ schedule plan from design till completion of projects.
- 2. Organogram proposed for site supervision** **02 Points**
Submit organogram plan / chart for site supervision team & their core responsibilities/ methodology.
- 3. Quality Control Policy** **03 Points**
Provide quality control policy/ methodology opted by consultant. List down sequence of inspection and tests to be carried out by consultant to ensure quality checks in presence of client representative.

Total Points for the above criteria: **100 Points**

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

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

Financial Proposal Evaluation Criteria:

For Quality cum Cost Based Selection

- 5.5. The financial proposals of the technically qualified consulting firms will be opened after technical evaluation in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms. The date & time for opening of financial proposals of the firms will be intimated later on.
- 5.6. The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the applicant shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

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

(F = amount of specific financial proposal)

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

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

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

6. NEGOTIATION:

Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.

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

Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.

Having selected Consultants on the basis of, among other things, an evaluation

of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.

The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

7. AWARD OF CONTRACT:

The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.

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

8. CONFIRMATION OF RECEIPT:

Please inform the Client by courier or any other means:

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

**LETTER OF INVITATION (LOI)
BIDDING DATA SHEET**

CLAUSE #																																																																	
1	<p>The Consultancy Services for the project titled “Establishment of SAU, Campus at Umerkot & Additional Infrastructure at SAU, Tandojam”. SALIENT FEATURES OF PROJECT ARE:</p> <p>Sindh Agriculture University Sub-Campus Umerkot</p> <table border="1"> <thead> <tr> <th style="text-align: center;">SN</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Proposed Scope / Assignment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Department of Forest & Land Management</td> <td style="text-align: center;">9677 Sft</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Department of Land & Water Conservation Engineering</td> <td style="text-align: center;">17777 Sft</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Department of Animal Sciences</td> <td style="text-align: center;">20574 Sft</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Department of Rural Studies</td> <td style="text-align: center;">9677 Sft</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Department of Agriculture</td> <td style="text-align: center;">17777 Sft</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Animal Farms/ Sheds</td> <td style="text-align: center;">11300 Sft</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Administration Block</td> <td style="text-align: center;">11465 Sft</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Library</td> <td style="text-align: center;">13263 Sft</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Boys Hostel 150 Students</td> <td style="text-align: center;">27837 Sft</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Girls Hostel (50 Girls)</td> <td style="text-align: center;">14229 Sft</td> </tr> <tr> <td style="text-align: center;">11</td> <td>Cafeteria</td> <td style="text-align: center;">3950 Sft</td> </tr> <tr> <td style="text-align: center;">12</td> <td>Vehicles Shed</td> <td style="text-align: center;">5808 Sft</td> </tr> <tr> <td style="text-align: center;">13</td> <td>Underground Water Tank</td> <td style="text-align: center;">100000 (gallon)</td> </tr> <tr> <td style="text-align: center;">14</td> <td>Overhead Water Tank</td> <td style="text-align: center;">50000 (gallon)</td> </tr> <tr> <td style="text-align: center;">15</td> <td>Septic Tank & Sewerage System</td> <td style="text-align: center;">1 Jock</td> </tr> <tr> <td style="text-align: center;">16</td> <td>Main Entrance with Monument</td> <td style="text-align: center;">1 Jock</td> </tr> <tr> <td style="text-align: center;">17</td> <td>Rain Drain</td> <td style="text-align: center;">9000 Rft</td> </tr> <tr> <td style="text-align: center;">18</td> <td>Compound wall (Masonry)</td> <td style="text-align: center;">7440 Rft</td> </tr> <tr> <td style="text-align: center;">19</td> <td>Roads</td> <td style="text-align: center;">100800 Sft</td> </tr> <tr> <td style="text-align: center;">20</td> <td>Street Lights/Parking Lights/Garden Lights</td> <td style="text-align: center;">100 Nos.</td> </tr> </tbody> </table>		SN	Description	Proposed Scope / Assignment	1	Department of Forest & Land Management	9677 Sft	2	Department of Land & Water Conservation Engineering	17777 Sft	3	Department of Animal Sciences	20574 Sft	4	Department of Rural Studies	9677 Sft	5	Department of Agriculture	17777 Sft	6	Animal Farms/ Sheds	11300 Sft	7	Administration Block	11465 Sft	8	Library	13263 Sft	9	Boys Hostel 150 Students	27837 Sft	10	Girls Hostel (50 Girls)	14229 Sft	11	Cafeteria	3950 Sft	12	Vehicles Shed	5808 Sft	13	Underground Water Tank	100000 (gallon)	14	Overhead Water Tank	50000 (gallon)	15	Septic Tank & Sewerage System	1 Jock	16	Main Entrance with Monument	1 Jock	17	Rain Drain	9000 Rft	18	Compound wall (Masonry)	7440 Rft	19	Roads	100800 Sft	20	Street Lights/Parking Lights/Garden Lights	100 Nos.
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Sindh Agriculture University Main Campus Tandojam

SN	Description	Proposed Scope / Assignment
1	Information Technology Centre	33405 Sft
2	Residential Apartments	28800 Sft
3	Girls Hostel	16404 Sft
4	Boys Hostel	20505 Sft
5	Masjid	4304 Sft

Name of the Client: Sindh Agriculture University Tandojam

The address of the official is:

**Project Director
SAU, Tandojam**

Ph #: 022-3405140

1.2	<p>The brief description and the objectives of the assignment are:</p> <p>Location:</p> <p>The Project site is located at Sindh Agriculture University Tandojam Main Campus & it's Sub-Campus at Umerkot,</p> <p>Background: The Project envisages establishing, strengthening and up gradation of Physical and Academic Infrastructure of SAU, Tandojam & it's permanent Campus at Umerkot. The project is funded Higher Education Commission (HEC) Govt: of Pakistan.</p> <p>Objectives:</p> <p><u>Quantifiable Objectives of the Proposed Project.</u></p> <ol style="list-style-type: none"> i. Establishment of Forest and Range Land Management Department with covered area 9677 sft. ii. Establishment of Land and Water Conservation Engineering Department with covered area 17777 sft. iii. Establishment of Department of Animal Sciences with covered area 20574 sft. iv. Establishment of Rural Sociology Department with covered area 9677 sft. v. Establishment of Department of Agriculture with covered area 17776 sft. vi. Construction of Administration Block with covered area 12005 sft. vii. Construction of Library with covered area 13263 sft. viii. Construction of Hostel 150 (Boys) with covered area 27837 sft. ix. Construction of Hostel 50 (Girls) with covered area 14229 sft. x. Construction of Cafeteria with covered area 3951 sft. xi. Construction of Vehicle shades with covered area 5808 sft. xii. Underground water tank with capacity 100,000 gallons. xiii. Overhead water tank with capacity 50,000 gallons. xiv. Storm water drain 9000 rft. xv. Compound wall (Solid) 7440 rft. xvi. Compound wall grill type 1800 rft. xvii. Roads 100,800 sft. xviii. Street lights 100 Nos. xix. Procurement of Generators 3 Nos.
-----	--

- | | |
|--|---|
| | <ul style="list-style-type: none">xx. Procurement of Furniture and Fixture for the proposed academic and non-academic buildings to make them functional.xxi. Procurement of Lab Equipment.xxii. Procurement of Books & Journalers.xxiii. Operational Vehicles. |
|--|---|

Beside above quantifiable objectives at campus Umerkot, the following objectives will also be obtained at SAU, main Campus Tandojam.

- i. Information Technology center with covered area 33405 sft.
- ii. Boys Hostel (125) Students with covered area 20505 sft.
- iii. Girls Hostel (100) Students with covered area 16404 sft.
- iv. 32 residential Appartments with covered area 28800 sft.
- v. Masjid with covered area 4304 sft.

1.3	<p>Phasing of the Assignment, if any:</p> <p>(a) Master Planning of proposed Buildings.</p> <p>(b) Conceptual Design of proposed Building in PC-1 and Approval from Higher Education Commission, Islamabad.</p> <p>(c) Detailed Design of Building, allied Infrastructure Works as approved in PC-I and Tender Documentation as per PEC, SPPRA bye laws and approval from the HEC.</p> <p>(d) Pre-qualification of Contractors, transparent competitive bidding and Bids Evaluation.</p> <p>(e) Detailed Resident Construction Supervision for completion.</p>
1.4	<p>Pre-Proposal Conference: if required</p>
1.5	<p>The Employer shall provide the following inputs:</p> <ul style="list-style-type: none"> • Close Coordination. • Identification of Project Scope and objectives etc. • Assistance to get approval from relevant local bodies, if any.
1.6	<p>Selection Procedure:-</p> <p>The Consultants shall be selected under the selection method of Quality cum Cost Based Selection (QCBS). The procedure for opening of proposals will follow the principles of P.E.C./SPPRA Single Stage-two envelope procedure, which is presented as follows:-</p> <p>(i) <i>The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal and evaluation to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.</i></p> <p>(ii) <i>Initially, only the envelope marked “TECHNICAL PROPOSAL” be opened and the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.</i></p> <p>(iii) <i>The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, without reference to the price and reject</i></p>

	<p><i>any Technical Proposal which manifests material deviation from the specified requirements.</i></p> <p><i>(iv) During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the TECHNICAL PROPOSAL, the procuring agency, shall at a time within the bid validity period, publicly open the FINANCIAL PROPOSALS of the technically qualified firms at a time, date and venue announced and communicated to the Consultants in advance for the attendance of their authorized representative duly notified in advance.</i></p> <p><i>(v) The proposals found to be highest ranked determined after the combined evaluation of TECHNICAL and FINANCIAL proposals obtaining highest total combined score as per prescribed procedure in the RFP shall be accepted.</i></p>
1.7	<p>The Documents are:</p> <ol style="list-style-type: none"> 1. Data Sheet 2. Technical Proposal Forms for consultancy services 3. Financial Proposal Form for consultancy services 4. Terms of Reference (TOR) 5. Appendices etc. 6. Draft Form of Contract
1.8	<p>The address of the Personnel for seeking clarification is:</p> <p>Project Director SAU, Tandojam Ph #: 022-3405140</p>
1.9	<p>Proposed key staff shall be employees, who are employed with the respective Consultant for at least six months prior to submission of this proposal:</p> <p>The Consultant has to submit verifiable proof of employment failure to which results in non-consideration of staff.</p>

2.0

The minimum required experience of proposed key staff during:

A. Planning & Designing Phase

1. The **Team Leader** should be Bachelor Degree in Civil Engineering, having at least 20 years of comprehensive experience and exposure to various Projects predominantly of design of Educational Buildings along with the master planning of area, of similar magnitude and complexity.
2. **Senior Architect** should have Bachelor’s Degree in Architecture, with minimum of 15 years of experience of designing of multistory buildings in general.
3. **Senior Structural Engineer** should have a Bachelor Degree in Structure Engineering with minimum 10 years of experience on design of multistory buildings, culverts, retaining and protective structures especially in High Seismic Areas (Zone 3 & Zone 4 as per building code of Pakistan).
4. **Environmental Manager** should have Bachelor’s Degree in environmental sciences/Environmental Design with minimum of 10 years of experience in supervising and managing environmental health and safety on site.
5. **Quantity Surveyor** should have B Tech with minimum 10 years of experience of preparation of BOQ, estimates.
6. **Contract Engineer** should have Bachelor’s Degree in Civil Engineering minimum 20 years of experience of preparation of bidding document.
7. **Electrical Engineer** should have Bachelor’s Degree in Electrical Engineering with minimum of 10 year experience.

B. Construction Supervision Phase

1. **Resident Engineer** with minimum of 10 years of experience in construction supervision of building and infrastructure works.
2. **Assistant Resident Engineer with** minimum 5 years of relevant experience in construction supervision of Buildings & infrastructure works.
3. **Quantity Surveyor** should have minimum of 10 year experience.
4. **Site Inspector** with minimum of 10 years of experience in construction supervision.

Following supervision staff will be deputed on site by the consultant during supervision phase,

SN	Description	No.
1	Resident Engineer	01
2	Assistant Resident Engineer	01
3	Quantity Surveyor	01
4	Site Supervisor	02
5	More staff like electrical supervisors, Plumbing supervisors, HVAC or ICT Supervisors	According to the site requirements and project needs

2.1	Costs shall be expressed in currency (s) :- Pakistani Rupees
2.3	The number of copies of the Technical Proposal required is: Original <u>One (1)</u> Copies <u>Two(2)</u> The number of copies of the Financial Proposal (in sealed envelope) required is: Original <u>One (1)</u> Copies <u>Two (2)</u>
2.4	The date, time and address for the Technical proposal opening as per NIT
2.5	Validity of the proposal is : 90 Days
2.8	The weights given to the Technical and Financial Proposals are: Technical: <u>70</u> Financial: <u>30</u>
2.9	The successful bidder will furnish a performance guarantee in shape of Pay order/ demand draft 5% of the contract amount. The All Government applicable taxes will be deducted from the Consultant as per prevailing rules.
3.0	The assignment is expected to commence on: <u>To be informed later on</u> Time Period for this assignment is: 36 Months Design Phase: 04 Months Detailed Construction Supervision Phase : 32 Months
3.1	Only office space will be provided by the client & all Site Facilities including transport to Consultant Site Staff will be provided by consultant.
3.2	Consultant will return the endorsed RFP (each page must be signed) along with the proposal.

Sincerely,

Project Director
SAU, Tandojam

Enclosures

- Sample Forms for:-
- Technical Proposal
- Financial Proposal
- Terms of References

- Contract for Engineering Consultancy Services

APPENDIX-I
TECHNICAL PROPOSAL FORMS

Summary of Similar Projects (HEI's / Universities)

A maximum of 05 projects of worth Rs.500 million+ each, ongoing / completed in the last ten (10) years

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

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the clients.

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

DETAIL OF FIRM'S REFERENCE

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

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

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

Signatures of Authorized Representative _____

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

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

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

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the client(s).

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

DETAIL OF FIRM'S REFERENCE

Detail of firms's experience with general building projects of worth Rs.500 million + each carried out in the last ten (10) years which best illustrate specific qualifications

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

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

Signatures of Authorized Representative _____

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

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

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

(a) Technical Approach and Methodology

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

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

(b) Conceptual Design / Work Plan

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

(c) Organization and Staffing

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

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Facilities to be provided by the client;

1.

2.

3.

4.

5.

6.

Etc.

FORMAT OF CURRICULUM VITAE

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. PEC Registration/
Membership No. :
8. Key Qualifications : (Provide an outline of the nominee's
experience)
9. Academic Qualification :
10. Employment Record :
11. Languages and Degree of Proficiency : (In speaking, reading and writing as
Excellent-Good-Fair-Poor)
12. Certification I, the undersigned, certify that, to the best of my
knowledge and belief, these bio-data correctly describes
myself, my qualifications and my experience.

Signature:

Dated: day/month/year

Completion and Submission of Reports

Reports	Date

Power of Attorney

[IMPORTANT NOTICE: Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his national identity card (“NIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his passport should be attached.]

Instructions for Consulting Firm

If the Consulting Firms are a Consortium each firm of the Consortium (other than the Lead firm) shall furnish a Power of Attorney authorizing the Lead firm and on their behalf.

KNOW BY ALL MEAN THAT by this Power of Attorney, _____ [Insert name of Consortium firm] having its registered office at [-----], does hereby nominate, appoint and authorize _____ [the Lead Firm] having its registered Head Office at (_____) hereinafter referred to as the

“Attorney”, to:

- sign and submit to *Sindh Agriculture University, Tandojam* or its authorized nominee the EOI and all other documents and instruments required to submit EOI for Consultancy service for feasibility studies, Surveys & Investigation preparation of tender design, tender documents, Detail Design and construction supervision.;
- execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- do and carry out all other actions as may be required by *Sindh Agriculture University, Tandojam* connection with the Consultancy service feasibility studies, Surveys & Investigation, preparation of tender design, tender documents, detail design and construction supervision ;
- to immediately notify *Sindh Agriculture University, Tandojam* in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

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

WITNESSES:

[INSERT NAME OF GRANTOR]

1. _____

For:

2. _____

By:

Its:

NOTARY PUBLIC:

APPENDIX-II

FINANCIAL PROPOSAL FORM

Form-12

S N	Descripti on	Units	Qty	Quote d Unit Rate (Pak Rs.)	Quoted Amount (Pak Rs.)
1	Sub Soil Investigation of the all building sites mentioned in Tor's having total covered area of 266747 Sft as per PC-I. The investigation shall be got done from a reputed sub soil investigation firm. Note: (Number and the depth of boreholes to be determined by the Consultant according to best engineering practice)	(Boreholes/l ocations to be determined by Consultants)	266747 Sft		
2	Master Planning, Detailed Architectural /Engineering Designing buildings mentioned in the PC-I, according to the local bylaws Preparation of Detail tender documents including tender Drawings, BOQs, engineer estimate , tender/ bidding documents, as per SPPRA rules along with BOQs on composite schedule of rate of Government of Sindh and market rate for non-schedule items along with Rate Analysis and allied internal and external services/ development as mentioned in the TORs approved PC-1 Scope and site requirement. All the documents are to finalize and approved by SAU, Tandojam. (Consultant shall gather all relevant information from client and complete design/ bidding within specified period as per end under requirement)				
	(a) Building Covered Area	Per Sft	266747		
	(b) Boundary wall	Per Rft	9240		
	(c) Roads	Per Sft	100800		
	(d) Underground Water Tank	Per Gallon	100000		
	(e) O.H Water Tank i/c external water supply	Per Gallon	50000		
	(f) Septic Tank & Sewerage System	LS	1 Job		
	(g) Main Entrance with monument	LS	1 Job		
	(h) Rain Drain (Storm Water Drain)	Per Rft	9000		
	(i) Street lights	LS	100		

3	Detailed Construction Supervision of all the buildings & external developmental works/services as mentioned in the TOR's including quality assurance contract administration certification of contractor's payment fulfillment of all codal formalities/ government audit requirement payment shall be made according to the deployment of staff at site as under				
	a). Resident Engineer (2 Nos.)	Man Month	64		
	b). Quantity Surveyor (2 Nos.)	Man Month	64		
	c). Site Supervisor-Civil (4 Nos)	Man Month	128		
	d). Site Supervisor-Electrical (2 Nos)	Man Month	64		
GRAND TOTAL (Pak Rs.)					
Total Amount in words:					

Note: The supervision staff total amount shall be converted in the percentage and payment of the supervision shall be made as per bills/IPC's of contractors till the completion of project including extended period if any.

Important Note:

- i. The quoted rate lump-sum cost includes all Salary, direct or indirect Cost, technical support of other resources, (Non Salary Cost, overheads & Contingencies, Govt. taxes etc) & there will be no additional payment admissible on part of the client.
- ii. Supervision charges will be paid on the basis of Physical progress at the site duly supported by progress report as per schedule and agreement on contractor payment basis.
- iii. 10 % of each payment shall be retained until successful completion of defect liability period of the project. The retained amount shall be released after Consultants issues defect liability certificate, as built drawings in (AutoCAD, PDF and hard form) and final structures safety/ stability certificates.
- iv. No payment will be made to the consultants regarding increase in completion cost due to the variation in quantities occurring due to miscalculation of quantities / incorrect estimation by the consultants.
- v. No payment will be made to the consultants regarding escalation charges and interest during construction of the project (if any).
- vi. Above quoted rates should be inclusive of all applicable government taxes which will be recovered at source at the time of making payment.
- vii. If a design and drawing of a building is totally a ditto copy of any other building then the consultant will be paid 25% of the cost of detail designing and documentation fee of the project as replica charges

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Stamp/Seal: _____

TERMS OF REFERENCE (TOR)

**HIRING OF ENGINEERING CONSULTING FIRM FOR
DETAIL ENGINEERING /ARCHITECTURAL DESIGN,
PREPARATION OF BIDDING DOCUMENTS/ ENGINEER
ESTIMATE, DETAILED CONSTRUCTION
SUPERVISION &**

MONITORING” FOR

DEVELOPMENT PROJECT

**“ESTABLISHMENT OF SAU, CAMPUS AT UMERKOT
& ADDITIONAL INFRASTRUCTURE AT SAU,
TANDOJAM**

August, 2022

1. Introduction:

The Sindh Agriculture University, Tandojam under the PSDP funded project titled as “**ESTABLISHMENT OF SAU, CAMPUS AT UMERKOT & ADDITIONAL INFRASTRUCTURE AT SAU, TANDOJAM**” intends to hire Engineering/Architectural consulting firm for Detailed Design, Engineer’s Estimates, Pre-Qualification of Contractors, Bid Documents Preparation/ Bids Evaluation for hiring of Contractor & detailed Construction Supervision of the project.

2. The Project:

Master planning and designing of proposed new facilities proposed under referred project, Prequalification of the contractor, Preparation of Tender Documents, bids invitation, bids evaluation and detailed Construction Supervision for proposed buildings having approximate covered area mentioned against each building along with external and other infrastructure development as approved in the PC-I / required at site detail as under at existing campus, of SAU, Tandojam & Umerkot.

Sindh Agriculture University Sub-Campus Umerkot

SN	Description	Proposed Scope / Assignment
1	Department of Forest & Land Management	9677 Sft
2	Department of Land & Water Conservation Engineering	17777 Sft
3	Department of Animal Sciences	20574 Sft
4	Department of Rural Studies	9677 Sft
5	Department of Agriculture	17777 Sft
6	Animal Farms/ Sheds	11300 Sft
7	Administration Block	11465 Sft
8	Library	13263 Sft
9	Boys Hostel 150 Students	27837 Sft
10	Girls Hostel (50 Girls)	14229 Sft
11	Cafeteria	3950 Sft
12	Vehicles Shed	5808 Sft
13	Underground Water Tank	100000 (gallon)
14	Overhead Water Tank	50000 (gallon)
15	Septic Tank & Sewerage System	1 Jock
16	Main Entrance with Monument	1 Jock
17	Rain Drain	9000 Rft
18	Compound wall (Masonry)	7440 Rft
19	Roads	100800 Sft
20	Street Lights/Parking Lights/Garden Lights	100 Nos.

Sindh Agriculture University Main Campus Tandojam

SN	Description	Proposed Scope / Assignment
1	Information Technology Centre	33405 Sft
2	Residential Apartments	28800 Sft
3	Girls Hostel	16404 Sft
4	Boys Hostel	20505 Sft
5	Masjid	4304 Sft

Scope of Work / Services:

The Following is expected from the selected consultant for above mentioned works & services and will be deemed to be inclusive in the quoted rates, in the financial proposal forms:

Design & Tender Stage:

Master Plans preparation of the site of SAU, Tandojam & Umerkot.

Collection of project requirements and scope of work from the Client/User Department and development of a brief for the Client and carrying out the studies, consultations and discussions on updating the Client's requirements. The Client will be bound to provide all details in a fortnight.

Evaluating the Client's requirement analytically and technically while planning and designing various components of the Project and adjusting it according to approved scope of PC-1.

The successful bidder will submit preliminary master plan and designs of buildings within one month of receipt of work order.

The successful bidder will submit final master plan and designs of the buildings within one month of receipt of approval of preliminary designs after incorporating changes proposed by the client.

Sub Soil Investigation for all buildings, Topographical Survey, Hydrological survey according to the master plan.

- a). Preparation, describing and illustration of preliminary Architectural/Engineering design(s) proposals of the project Buildings with detail of plans, floor plans, elevations (with 3-D model proposals), finishes, allocation of spaces, scheme of structural framework and proposal for utilities etc. keeping in view latest building codes, disabled access at all floors and other requirements as well as provision of emergency exits within Six (06) weeks.
- b). Detailed Architectural/Engineering design of external developmental works & services (External Electrification, Water Supply system including tube wells installation, pump house, OH storage tanks,

distribution lines etc., Sewerage System, Natural Gas network (in case of availability), ICT infrastructure, Foot paths, Parking's, Walkways, Landscaping/horticulture irrigation system, Roads, Storm Water Drainage System, Boundary Wall/fencing , Street/Perimeter security lights, CCTV security system etc) within Six (06) weeks.

Preparation of Tender/Construction documents including Drawings, Bill of Quantities (BOQs)/Engineer Estimates, specifications and Bid Documents for all proposed works. Presentation during construction at various stages of construction. Visit expenditure and presentation expensive, travelling & other expenses will be borne by consultant.

Making presentations at various stages of Designing as per requirement of the Client and sponsoring agency (HEC).

Assist the Client in Co-ordination of all technical matters with Development Agencies for external service like electrical connections (internal & external), ICT / telephone commutation, external & internal Gas network, water connection, sewerage water disposal etc.

Preparation of 3-D Elevations / views of proposed buildings and presentation thereof to the client and approval from HEC.

Preparation of detailed specifications and such particulars as may be necessary for the preparation of bills of quantities.

Preparation of detailed bills of quantities and conditions of contract as per PEC/SPPRA By-Laws and final cost estimates along with detailed measurement sheets and their submission before tendering.

Preparation of Tender Documents in respect of the project. Rendering all necessary assistance to the Client in pre-qualification of contractors, invitation and scrutiny of bids and matters incidental thereto.

Evaluation of bids, preparation of reports, providing rate analysis of the quoted bids / rates at par with Government approved scheduled of rates and advice soliciting on awarding of works/assignment(s).

Preparation and submission of work plan on MS Project or primavera and progress tracking and reporting to client during execution as per TORs.

Ensuring that all the building will be energy efficient, compliant of Building Code of Pakistan, Fire Prevention & Safety Regulations-2016, friendly for special / disabled people and other similar regulations formulated by the Government from time to time. The consultant shall have to certify in this regard.

Construction Supervision Stage:

The scopes of services includes but not limited to;

Detailed site supervision to ensure that the construction work proceeds and is completed in accordance with the approved construction drawings, technical specification, conditions of contract and bill of quantities.

Monitoring progress of construction through construction schedule. Preparation, maintaining daily work report of each site, weekly and monthly progress reports as per standard practice and as and when required by the Client.

To maintain a good liaison with the Client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best public interest.

Coordination among the various disciplines and agencies concerned with the execution of the Project.

Introducing necessary measures at site to avoid any cost overrun and delay during execution and advise remedial measures where require to keep smooth execution of the project in close coordination with client.

Imposition of penalty/Late delivery (LD) to the contractors.

Developing and ensuring Quality Assurance mechanism as per standard engineering practices of check requests and test results of various materials and activities in the logical sequence.

Maintaining test reports of materials regarding quality, finish and strength requirements. The quality and quantity assurance shall be the sole responsibility of the consultants in the capacity of “**The Engineer**”.

Scrutiny and approval of execution drawings and the specimens of item of material intended to be used in the Project and prompt approval.

Scrutiny of statement of the payment (IPCs) submitted by the Contractors for payment. Ensuring compliance of all codal formalities / prescribed engineering practices / Govt. rules during execution and processing / verifying payments along with clear recommendation of payment by consultant.

Preparation of Measurement Book (MB) of each IPC/ Bill and verification thereof, as per work done according to Government Audit requirements.

Holding Monthly meetings with the Client and the Contractor to review progress and resolve the issues, if any, according to best project management techniques.

Taking over the completed works including preparation of punch list and issuance of substantial completion Certificate in consultation with client.

Observe deficiencies/defects and pursue rectification with the construction

contractor as per contract conditions during Defect Liability Period.

Final inspection at the end of Defects Liability Period and issuance of Defects Liability Certificate and final payment certificate.

Vetting, approving and submitting to the Client, as built drawings to be prepared by the Contractor(s) at the end of the Contract.

Staff shall be deputed till completion of all buildings as per quoted rates.

Representative of Consultant's Staff representing the consultant with whole responsibility:

The Consultant shall provide one Resident Engineer with 15 years' experience in building construction and two Graduate Civil Engineers with 10 years' experience in building construction along with adequate staff for construction supervision of on-going works at site. The staff strength may be determined on the basis of quantum of construction, in progress at site, at any given time. The nominated Resident Engineer will be responsible for overall supervision, quality control and payment certifications. The nominated Resident Engineer will be assisted by full time inspector(s) (as per job requirement) and part time Professional/para-Professional staff for works of various specialties. The qualification of the inspectors or para professional staff will be DAE with 10 years' experience in relevant field.

The Consultants will depute one Electrical engineer for supervision of Electrical / Mechanical works having 10 years relevant experience when required during execution.

The above arrangement will hold good till substantial completion of the works and handing over of the works to the Client. During Defect Liability Period of 1 year after handing over to the Client, casual supervision by inspector and Engineer will be provided as per requirement of the Project.

All Govt. Taxes will be deducted at source as per prevailing Rules.

Any other condition with the consent of both the parties.

Post Completion Stage:-

- i. Vetting of as-built drawings / inventories, other project documents and all correspondence made with the contractor/Client/other agencies after successful completion of the project.
- ii. The Consultants shall periodically visit completed projects during defect liability period and submit punch list (if any) for rectification by the contractor.
- iii. Processing and recommendation of contractor's security after successful completion of defect liability period.
- iv. The consultants will be accountable and shall indemnify the Client against defects, losses, damages and overpayment (if any) as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.

Deliverables by the Consultant:-

a. Detailed Design

i)	Inception Report / Preliminary Design including all investigation reports like sub soil investigation, electrical resistivity survey etc.	5-Copies
iii)	Multiple Presentations	Max 10
iii)	Final Design for approval of HEC	10-Copies
iv)	Engineer's Cost Estimates	5-Copies
v)	Submission Drawings for approval, if required	5-Copies
iii)	Tender Drawings / BoQs, Specifications, Bidding Documents.	10-Copies
iv)	Bid Evaluation Report.	5-Copies
v)	Working Drawings.	10-Copies
vi)	Any other document related to project by client.	As required

b. Construction Supervision

i)	Monthly Progress Report	3-Copies.
ii)	Shop Drawings	3-Copies
iii)	Maintenance of material test reports	3-Copies
iv)	Maintenance of site construction record, Guarantees, Policies etc.	3-Copies
v)	Payment Certificates & Measurement Books	As per requirement
ii)	Project Completion Report.	3-Copies.
iii)	As built drawings	5-Copies.
iv)	Post Completion Report	5-Copies
v)	Any other report / document related to project as required by client.	As required

Terms and Conditions of Payment

Detailed planning / designing and documentation of the project

For planning, designing and documentation of the project, payment will be made as per approved quoted rates in sft according to the below mentioned schedule:

Part A (i) Preparation of Architectural/Structural Drawings/Designs, BOQs, Cost estimates, statements of materials.

Part A (ii) Preparation of contractor agreements (conditions of contract) and Pre-qualification of contractors.

1	Upon submission and Approval of preliminary drawings / designs of the project	10% of the amount due to the consultant under the head
2	Upon submission of final drawings/ designs of the project and after approval from HEC committee and Client committee.	10% of the amount due to the consultant under the head
3	Upon submission of draft tender documents	05% of the amount due to the consultant under the head
4	Upon submission of final tender documents along with five sets of the same	10% of the amount due to the consultants under the head + direct cost of client requisite copies of tender documents as per approved rates
5	Upon submission of bid evaluation report	05% of the amount due to the consultant under the head
6	Upon award of contract to the contractor / contractors	10% of the amount due to the consultant under the head
7	Upon completion of the project (25%)	15 % of the amount due to the consultant under the head
8	Upon completion of the project (50%)	10% of the amount due to the consultant under the head
9	Upon completion of the project (80%)	10% of the amount due to the consultant under the head
10	Upon successful completion of the project	15% of the amount due to the consultant under the head

Part B: Detailed supervision of the construction work.

Mode of Payment: The supervision staff total amount shall be converted in the percentage and payment of the supervision shall be made as per bills/PCs of contractors till the completion of project including extended period if any.