



PAKISTAN RAILWAYS

Headquarters Office, Lahore

REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF CONSULTANTS

ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES FOR STAFF QUARTERS IN KARACHI AND HYDERABAD

Pakistan Railways intends to hire the services of reputed Consultants or consortium of Consultants, for provision of following services.

“Engineering Design & Construction Management Services for Staff Quarters in Karachi and Hyderabad”

The interested firms can download RFP documents from Pakistan Railways website (www.pakrail.gov.pk) or PPRA website (www.ppra.org.pk) consisting of TOR, consultant's evaluation criteria and format of Technical & Financial proposals for this project.

Leading Consulting firms or Joint Ventures having experience of engineering design and construction management of multi story buildings are invited to participate for the bidding of this project.

Technical and financial proposals shall be submitted in TWO separate envelopes.

A pre-proposal conference shall be held on **08th June, 2018** at **11:00 am** at under mentioned address for which prospective Consultants are requested to attend. Any further information can be obtained from the office of undersigned or through email censc@pakrail.gov.pk.

The prospective consultants will submit their proposals only on prescribed format, at following address on or before **26th June, 2018** up to **11:00 am**. Technical proposals will be opened on same date and venue at **11:30 am** in the presence of representative of firms, who choose to witness.

Basharat Waheed

Chief Engineer (Surveys & Constructions)

Pakistan Railways, Headquarters Office,

Empress Road, Lahore.

Ph.(042) 99201625, Fax (042) 99201760

Email: censc@pakrail.gov.pk

Tender No. 844-W/478 (S&C)



PAKISTAN RAILWAYS

REQUEST FOR PROPOSAL (RFP)

FOR

**ENGINEERING DESIGN & CONSTRUCTION
MANAGEMENT SERVICES FOR STAFF
QUARTERS IN KARACHI AND HYDERABAD**

MAY, 2018

**Chief Engineer / Survey & Construction
Headquarters Office
Lahore Pakistan.
PH: +92-42-9201625 FAX: +92-42-9201760**

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Section 1: Invitation for RFP

No. 844-W/478(S&C) TENDER

Date: May, 2018.

SUBJECT: INVITATION FOR RFP (REQUEST FOR PROPOSAL) FOR SELECTION OF CONSULTANTS FOR ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES FOR STAFF QUARTERS IN KARACHI AND HYDERABAD

1. The Chief Engineer/Survey & Construction (S&C) invites Technical and Financial proposals to provide the following consultancy services:

“ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES FOR STAFF QUARTERS IN KARACHI AND HYDERABAD”

2. Consultants will be selected under Quality and Cost Based Selection (QCBS) method as described in this RFP in accordance with PPRA Rule 2004 and PPRA Procurement of Consultancy Services Regulations 2010.
3. The RFP includes the following documents:
 - Section 1: General Information
 - Section 2: Instructions to Consultants (including Data Sheet)
 - Section 3: Technical Proposal – Standard Forms
 - Section 4: Financial Proposal – Standard Forms
 - Section 5: Terms of Reference
4. It is mandatory for proposals to be prepared using Standard Forms of RFP. Any proposal not prepared according to prescribed format may be rejected. 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.
5. The Consultants / Firms should submit details of **Five (5)** of their most relevant assignments of similar projects for technical evaluation using the prescribed format. Assignments given beyond the required number will not be considered.
6. CVs of key personnel corresponding to the list given in Data Sheet should provide details of **Five (5)** projects done by each individual in the past.
7. The Consultant can be single entity or Joint Venture / consortium of International and national firms, with total number of firms in JV not more than three.
8. The Technical and Financial proposals are to be submitted in separate sealed envelopes at the following address not later than **26th June 2018 till 11:00 am.**

(Basharat Waheed)
Chief Engineer / S&C
Pakistan Railways, Headquarter Office
Lahore.
042 – 99201625
Email: censc@pakrail.gov.pk

General Information

The Consultants are required to provide following information which is necessary for further processing of the proposals:

1. Whether applied as Single Entity or Joint Venture, please specify.
2. In case of Joint Venture provide the following information along with attached Form **General-1** for all JV partners.

| S.No. | Name of JV partners | % share proposed for this assignment |
|-------|---------------------|--------------------------------------|
| 1. | Lead Partner | |
| 2. | Partner No.1 | |
| 3. | Partner No.2 | |

3. The Consultants are required to provide accurate information on any litigation or arbitration, arising out of the assignments completed or in progress over the last five years in the manner as prescribed in the Form **General-2**
4. Certificate / affidavit that the Firm is not blacklisted by any government department / authority.
5. For local firms National Income Tax number (NTN) of Pakistan and for foreign firms Tax Registration Number of parent country, in case of JV please provide this information for all partners.(please attach copies of valid registration)
6. For local firms Registration with Pakistan Engineering Council (PEC) and for foreign firms relevant registration with relevant engineering bodies of parent country. (please attach copies of valid registration)
7. Last three years audited reports of accounts of the firm.
8. Power of attorney to sign the proposals.
9. Joint Venture agreement in case of JV.

Form General-1 – Basic Information

1. Name of Firm.
2. Office address in Pakistan.
3. Office address overseas (if applicable).
4. Organization Chart.
5. Telephone & Fax
6. e-mail
7. Contact person
8. Place of incorporation / registration
9. Year of incorporation / registration
10. Country of origin (if other than Pakistan)
11. Type of organization (whether partnership / sole proprietorship / public limited company / private limited company (Attach copy of Memorandum of Article, Memorandum of Association and registration certificate with Security Exchange Commission or Registrar of Firm)

Note: In case of JV above information should be provided for all partners.

Form General-2 - Litigation History

Consultants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of joint venture.

| Party / Parties of the claim / dispute | Nature of Claim / Dispute | Amount of the claim / dispute. | Date initiated | Status (Award FOR or AGAINST Consultant) |
|--|---------------------------|--------------------------------|----------------|---|
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Section 2: Instructions to Consultants

2.1. Definitions

- 2.1.1. "Government Of Pakistan" Means The Government Of Pakistan And All Its Associated Departments, Agencies, Autonomous/Semi-Autonomous Bodies, Boards, Universities And Similar Other Organizations.
- 2.1.2. "Client" means Chief Engineer / S&C, Pakistan Railways, Headquarter Office, Lahore.
- 2.1.3. "Consultants" means any entity / firm / Joint venture of firms that may provide the Services to the Client under the Agreement. The Consultant can be single entity or Joint Venture / consortium of International and national firms, with total number of firms in JV not more than three.
- 2.1.4. "Agreement" means the Agreement signed by the Client and the Consultants and all the attached documents.
- 2.1.5. "Data Sheet" means such part of the Instructions to Consultants used to reflect specific conditions.
- 2.1.6. "Day" means calendar day.
- 2.1.7. "Instructions to Consultants" means the document which provides Consultants with all information needed to prepare their Proposals.
- 2.1.8. "Personnel" means professionals and support staff provided by the Consultant or by any Sub-Consultant to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- 2.1.9. "Proposal" means the Technical Proposal and the Financial Proposal.
- 2.1.10. "RFP" means the Request for Proposal issued by the Client for the selection of Consultants.
- 2.1.11. "Services" means the work to be performed by the Consultants pursuant to the Agreement.
- 2.1.12. "Sub-Consultant" means any person or entity with whom the Consultants enter into sub-agreement(s) for any part of the Services.

- 2.1.13. "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.
- 2.1.14. "Similar Assignment" means Architectural, Structural and utility services designing including Construction Supervision of multi storey (not less than Ground + 2) residential or commercial building / Apartments having total covered area more than 30,000 Sft.

2.2. Introduction

- 2.2.1. The Client named in the Data Sheet will select a consulting firm/organization (the Consultants) in accordance with the method of selection specified in the Data Sheet.
- 2.2.2. The Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for agreement negotiations and ultimately for a signed Agreement with the selected Consultants.
- 2.2.3. Consultants should familiarize themselves with assignment conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference as per schedule specified in Data Sheet.
- 2.2.4. Consultants should contact the Client's representative named in the Data Sheet to obtain information regarding the assignment. Consultants should ensure that the concerned official is informed well- ahead of time in case they wish to visit the Client.
- 2.2.5. Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Agreement award, without thereby incurring any liability to the Consultants.

2.3. Conflict of Interest

- 2.3.1. The policy of Government of Pakistan requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

2.3.2. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

2.4. Conflicting Activities

2.4.1. A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery etc.

2.5. Conflicting Assignments

2.5.1. A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

2.6. Conflicting Relationships

2.6.1. A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Agreement, may not be awarded an Agreement, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Pakistan Railways throughout the selection process and the execution of the Agreement.

2.6.2. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Agreement.

2.6.3. No agency (except any subsidiary of the Client) or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

2.7. Unfair Advantage

2.7.1. If a Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all applicants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

2.8. Fraud and Corruption

2.8.1. Pakistan Railways requires Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Pakistan Railways:

- a) Defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in agreement execution;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
 - (iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;
 - (iv) “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in procurement process, or affect the execution of agreement.

- b) will reject a proposal for award if it determines that the Consultant

recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question;

- c) will penalize a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Government of Pakistan agreement if at any time it determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government of Pakistan agreement; and
- d) will have the right to require that a provision be included requiring Consultants to permit the Government of Pakistan to inspect their accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Government of Pakistan.
- e) Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan.

2.9. Only one Proposal

2.9.1. Each Consultants / JV can submit only one proposal. If a Consultant submits or participates in more than one proposal, all such proposals, in which the Consultants have participated, shall be disqualified.

2.10. Proposal Validity

2.10.1. The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who 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 could submit new staff in replacement, who would be considered in the final evaluation for agreement award. Consultants who do not agree, have the right to refuse to extend the validity of their Proposals.

2.11. Clarification and Amendment of RFP Documents

2.11.1. Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic

means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure as stated in para below.

2.11.2. At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

2.12. Preparation of Proposal

2.12.1. The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.

2.12.2. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

2.13. Technical Proposal Format and Content

2.13.1. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3).

- a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants (each partner in case of joint venture) on assignments of a similar nature are required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, agreement amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally engaged by the Client as a firm or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness

of the assignment; (Form TECH-3 of Section 3).

- c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3.
- d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- e) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3) along with their Computerized National Identity Card numbers (if local) or Passport numbers (if foreigner).
- f) Estimates of the staff input needed to carry out the assignment (Form TECH-7 of Section 3). The staff- months input should be indicated separately for home office and field activities.
- g) Annual Turnover (Form TECH-8 of Section 3). The annual turnover should be indicated separately for last three years.

2.13.2. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

2.14. Financial Proposal

2.14.1. The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment.

2.15. Payment of Consultancy & Services Fee

2.15.1. The amount of remuneration will be claimed / paid as per the relevant clause of section-5 TOR.

2.15.2. 5% Retention Money will be deducted from each interim/monthly payment. Retention Money will be returned after six months of completion of the assignment.

2.15.3. The Client shall make all payments to the Consultant in Pak Rupees. However, the Client shall have no objection and shall facilitate the remittance in foreign currency of the remuneration of the foreign partner to the extent of services rendered by it with regard to this consultancy assignment.

2.16. Taxes

2.16.1. The Consultant may be subject to local taxes on amounts payable by the Client under the Agreement. The Client will state in the Data Sheet if the Consultant is subject to payment of any taxes. Payment of all taxes shall be the responsibility of the consultant.

2.17. Submission, Receipt and Opening of Proposal

2.17.1. The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

2.17.2. An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

2.17.3. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in Data Sheet and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

2.17.4. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

2.17.5. The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client not later than the time and the

date indicated in the Data Sheet, or any extension granted thereof. Any proposal received by the Client after the deadline for submission shall be returned unopened.

2.17.6. The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

2.18. Proposal Evaluation

2.18.1. From the time the Proposals are opened to the time the Agreement is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.19. Evaluation of Technical Proposal

2.19.1. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in Evaluation Criteria in Data Sheet and Appendix-I to Data Sheet and each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Evaluation Criteria.

2.20. Public Opening and Evaluation of Financial Proposals

2.20.1. After the technical evaluation is complete, the Client shall notify in writing to Consultants that have secured the minimum qualifying marks, the date, time and location for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Consultants sufficient time to make arrangements for attending the opening.

2.20.2. Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the three top ranking Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

2.20.3. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. The Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost.

2.20.4. The weightage of Technical and Financial Proposals would be as indicated in Data Sheet.

2.21. Technical Negotiations

2.21.1. Technical Negotiations will be held at the address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next- ranked Consultant.

2.21.2. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude an Agreement.

2.21.3. Technical negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Agreement as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.

2.22. Availability of Professional Staff / Experts

2.22.1. Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate an Agreement on the basis of the Professional staff named in the Proposal. Before agreement negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during agreement negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute

shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

2.23. Conclusion of the Negotiations

2.23.1. Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Client and the Consultant will initial the agreed Agreement. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate an Agreement.

2.24. Award of Agreement

2.24.1. After completing negotiations, the Client shall award the Agreement to the selected Consultant and publish details on the website. The agreement will be executed based on Standard Format of Pakistan Engineering Council (PEC) for large projects (Lump Sum Based).

2.25. Confidentiality

2.25.1. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Agreement. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption.

2.26. Integrity Pact

2.26.1. The successful Bidder shall sign and stamp the Integrity Pact, as per Standard Format of Pakistan Engineering Council (PEC), in case contract value exceeds Pak Rs. 10.000 Million.

2.27. Registration of Foreign Firms with Pakistan Engineering Council (PEC)

2.27.1. The successful Bidder shall be required to abide by the bylaws of Pakistan Engineering Council (PEC) and in case of foreign firm they are required to get registered with PEC after signing of the Contract Agreement.

2.28. Time for Completion

2.28.1. Time for completion of the assignment shall be as specified in the Data Sheet.

2.28.2. Mobilization Period, after signing of agreement shall be as specified in the Data Sheet.

Instructions to Consultants

DATA SHEET

| Paragraph Reference | |
|---------------------|--|
| 2.1.2 2.2.1 | <p><u>Name of the Client:</u> Chief Engineer / Survey & Construction, Pakistan Railways, Headquarter Office, Lahore, Pakistan.</p> <p><u>Method of selection:</u> QCBS (Quality and cost based Selection) in accordance with PPRA Rule 2004 and PPRA Procurement of Consultancy Services Regulations 2010.</p> |
| 2.2.1 2.2.2 | <p>Name of the assignment is: ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES FOR STAFF QUARTERS IN KARACHI AND HYDERABAD.</p> <p>2.2.2 Financial Proposal to be submitted together with Technical Proposal, however, both should be in separate sealed envelope clearly marked with name of Assignment and Firm.</p> |
| 2.2.3 | <p>Pre-proposal conference shall be held as per following schedule: Pre-proposal conference: Date: 08th June, 2018. Time: 11:00 am at Conference Room. No.1, Pakistan Railways, Headquarters Office, Empress Road, Lahore</p> |
| 2.2.4 | <p>Basharat Waheed Chief Engineer / S&C, Pakistan Railways, Headquarter Office, Lahore, Pakistan. Phone: +92 42 99201797, 99201625 E-mail: censc@pakrail.gov.pk</p> |
| 2.10.1 | Proposals must remain valid for ninety (90) days after the submission date |
| 2.11.1 | Clarifications may be requested not later than seven (7) days before the submission date. |
| 2.12.1 | Proposals shall be submitted in the following language: English. |

Instructions to Consultants

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| | |
|--------|--|
| 2.16.1 | Withholding / Advance Income Tax will be deducted as per prevailing government rules. It will be exclusive Consultant's responsibility to include all applicable Federal, Provincial or City taxes / fees & levies in the Financial Proposal |
| 2.17.3 | Consultant must submit one original and two (2) copies of the Technical Proposal and the original of the Financial Proposal. |
| 2.17.5 | The Proposal submission address is: The Chief Engineer / S&C, Pakistan Railways, Headquarter Office, Empress Road, Lahore, Pakistan Proposals must be submitted not later than the following date and time: <u>On or before 26th June, 2018 not later than 11:00 am</u> |

Instructions to Consultants

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| 2.19.1 | <p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:</p> <p>(i) Company Profile: 40% (ii) Project Team: 40% (iii) Approach & Methodology: 20%</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(i) Company Profile:</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>a) Number of similar assignments</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td>b) Value of similar assignments</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>c) Organizational structure</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td>d) Financial Capability</td> <td style="text-align: right;">[10]</td> </tr> <tr> <td colspan="2" style="text-align: right;"><hr style="width: 10%; margin-left: auto; margin-right: 0;"/>Total = A₁</td> </tr> <tr> <td>(ii) Project Team:</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td style="text-align: center;"><u>Sr. No.</u></td> <td style="text-align: center;"><u>Position</u></td> <td style="text-align: center;"><u>Weightage</u></td> </tr> <tr> <td style="text-align: center;">1.</td> <td>Senior Structure Engineer</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Junior Structural Engineer</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Electrical Engineer</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Plumbing Engineer</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Senior Civil Engineer</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Junior Civil Engineer</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>Mechanical Engineer</td> <td style="text-align: center;">10</td> </tr> <tr> <td colspan="3" style="text-align: right;"><hr style="width: 10%; margin-left: auto; margin-right: 0;"/>Total = A₂</td> </tr> <tr> <td>(iii) Approach & Methodology:</td> <td></td> <td style="text-align: right;">[100]</td> </tr> <tr> <td>a) Understanding & Innovativeness</td> <td></td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>b) Methodology & Work plan</td> <td></td> <td style="text-align: right;">[60]</td> </tr> <tr> <td colspan="3" style="text-align: right;"><hr style="width: 10%; margin-left: auto; margin-right: 0;"/>Total = A₃</td> </tr> <tr> <td colspan="3" style="text-align: center; padding-top: 20px;"> $\text{Technical Score} = \frac{A_1[40]}{100} + \frac{A_2[40]}{100} + \frac{A_3[20]}{100}$ </td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> <p>The minimum technical score (St) required to pass is: 70 Points <i>Further details of Evaluation Criteria are described in Appendix-I to Data Sheet</i></p> </td> </tr> </tbody> </table> | <u>Description</u> | <u>Points</u> | (i) Company Profile: | [100] | a) Number of similar assignments | [50] | b) Value of similar assignments | [30] | c) Organizational structure | [10] | d) Financial Capability | [10] | <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total = A ₁ | | (ii) Project Team: | [100] | <u>Sr. No.</u> | <u>Position</u> | <u>Weightage</u> | 1. | Senior Structure Engineer | 25 | 2. | Junior Structural Engineer | 10 | 3. | Electrical Engineer | 10 | 4. | Plumbing Engineer | 10 | 5. | Senior Civil Engineer | 25 | 6. | Junior Civil Engineer | 10 | 7. | Mechanical Engineer | 10 | <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total = A ₂ | | | (iii) Approach & Methodology: | | [100] | a) Understanding & Innovativeness | | [40] | b) Methodology & Work plan | | [60] | <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total = A ₃ | | | $\text{Technical Score} = \frac{A_1[40]}{100} + \frac{A_2[40]}{100} + \frac{A_3[20]}{100}$ | | | <p>The minimum technical score (St) required to pass is: 70 Points <i>Further details of Evaluation Criteria are described in Appendix-I to Data Sheet</i></p> | | |
|--|--|--------------------|---------------|-----------------------------|--------------|----------------------------------|------|---------------------------------|------|-----------------------------|------|-------------------------|------|--|--|---------------------------|--------------|----------------|-----------------|------------------|----|---------------------------|----|----|----------------------------|----|----|---------------------|----|----|-------------------|----|----|-----------------------|----|----|-----------------------|----|----|---------------------|----|--|--|--|--|--|--------------|-----------------------------------|--|------|----------------------------|--|------|--|--|--|--|--|--|--|--|--|
| <u>Description</u> | <u>Points</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (i) Company Profile: | [100] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a) Number of similar assignments | [50] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b) Value of similar assignments | [30] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c) Organizational structure | [10] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d) Financial Capability | [10] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total = A ₁ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (ii) Project Team: | [100] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Sr. No.</u> | <u>Position</u> | <u>Weightage</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Senior Structure Engineer | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Junior Structural Engineer | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Electrical Engineer | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Plumbing Engineer | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Senior Civil Engineer | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Junior Civil Engineer | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Mechanical Engineer | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total = A ₂ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (iii) Approach & Methodology: | | [100] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a) Understanding & Innovativeness | | [40] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b) Methodology & Work plan | | [60] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> Total = A ₃ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| $\text{Technical Score} = \frac{A_1[40]}{100} + \frac{A_2[40]}{100} + \frac{A_3[20]}{100}$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>The minimum technical score (St) required to pass is: 70 Points <i>Further details of Evaluation Criteria are described in Appendix-I to Data Sheet</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.20.4 | <p>Technical = 80% Financial = 20%</p> <p>The formula for determining the financial scores is as following: Sf = 100 x Fm / F Sf = The financial score Fm = The lowest price F = The price of the proposal under consideration.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Instructions to Consultants

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| | |
|--------|--|
| 2.21.1 | Address for Technical negotiations: Chief Engineer / S&C, Pakistan Railways, Headquarter Office, Empress Road, Lahore, Pakistan. |
| 2.28 | 2.28.1 The Consultant is required to complete the assignment of Engineering design within maximum period of Four (04) months after mobilization period. Mobilization period shall start at the date of signing of the agreement. 2.28.2 Mobilization Period, after signing of agreement shall be fifteen (15) days. |

Details of Evaluation Criteria**(1) Company Profile (100 Marks)**

As a mandatory requirement Consultants must have completed at-least two similar assignments. Any Consultant not fulfilling the said requirement is liable to be technically disqualified.

a) Number of similar assignments (50 Marks)

| | |
|----------------|-----|
| One Project | =10 |
| Two Projects | =20 |
| Three Projects | =30 |
| Four Projects | =40 |
| Five Projects | =50 |

Similarity will be established and weightage will be given as under:

Strong = 100%, Medium = 80%, Weak = 70%

b) Value of similar assignments (30 Marks)

For completed projects having value

| | |
|--------------------------------|--------|
| 80% or more of this assignment | = 100% |
| 50% to 80% | = 80% |
| Less than 50% | = 70% |

For the purpose of Technical Evaluation, with a view to compare the cost of projects, designed or executed under supervision of Consultant, with this consultancy assignment, the estimated cost of this consultancy assignment shall be considered as Rs.100 Million.

c) Organizational structure (10 Marks)

Excellent = 100%, Good = 80%, Satisfactory = 60%

d) Financial Capabilities (10 Marks)

| | |
|--|--------|
| <u>Annual Turnover (Pak Rs in Million)</u> | |
| More than or equal to 50 | = 100% |
| More than or equal to 20 but < 50 | = 80% |
| Less than 20 | = 50% |

(2) Project Team

For minimum qualification and experience of project team please refer to Appendix-II to Data Sheet. Each member of Consultant's team will be evaluated on the following criteria:

Details of Evaluation Criteria**i). Education (40%)**

| | |
|-------------------|--------|
| MSc or equivalent | = 100% |
| BSc or equivalent | = 90% |

Higher education i.e., MSc shall be considered only if these are in relevant field / discipline.

In case the Consultants provide two CVs, one for foreign and other for local professional for particular professional category, then CV of the foreign professional will be considered for the purpose of Technical Evaluation.

Details of Evaluation Criteria**ii). Experience (30%)****Where minimum experience is 15 years**

| | |
|----------------------|---|
| Twenty years or more | = 100% |
| 15 to <20 years | = 80% |
| Less than 15 years | = Zero% (Staff will not be considered for evaluation) |

Where minimum experience is 10 years

| | |
|-----------------------|---|
| Fifteen years or more | = 100% |
| 10 to <15 years | = 80% |
| Less than 10 years | = Zero% (Staff will not be considered for evaluation) |

Where minimum experience is 5 years

| | |
|-------------------|---|
| Ten years or more | = 100% |
| 5 to <10 years | = 80% |
| Less than 5 years | = Zero% (Staff will not be considered for evaluation) |

iii). No of similar assignment (30%)

| | |
|------------------|---|
| Five or more | = 100% |
| 2 to less than 5 | = 80% |
| Less than two | = Zero% (Staff will not be considered for evaluation) |

(3) Approach & Methodology

Methodology submitted by Consultant will be analyzed by evaluating team and graded as under:

| Quality | Grade | Weight |
|-------------------------|-------|--------|
| Excellent | A | 100% |
| Good | B | 70% |
| Average / below average | C | 50% |
| Absent | D | 0 |

Methodology will be analyzed based on following:**a) Understanding & Innovativeness**

Details of Evaluation Criteria

- i). What is the depth of the firm’s understanding of the requirements and objectives of the consultancy assignment?
 - ii) What is the quality of the improvements to the TOR suggested by the consultant to improve the outcome of the assignment?
 - iii) What is the level of identification of potential risks that will affect the execution of the assignment, and what is the quality of the mitigation strategies proposed?
- b) **Methodology & Work plan**
- i) How in-depth is the Statement of Work: does it fully cover the scope of the assignment and is it sufficiently developed to ensure assignment completion?
 - ii) How developed is the Work Breakdown Structure (WBS) for the assignment?
 - iii) How suitable is the Work Plan (staffing schedule): is the resource utilization sufficient and practical?

Minimum Qualification and Experience required for each position in Project Team

1. The professional having experience less than minimum specified below shall not be considered

| Sr. No. | Position | Min-Qualification | Min-Experience |
|----------------|---------------------------|---|-----------------------|
| 1. | Senior Structure Engineer | M.Sc Structure | 15 years |
| 2. | Junior Structure Engineer | M.Sc Structure or B.Sc Civil with 5 years experience in structure designing | 5 years |
| 3. | Electrical Engineer | B.Sc Civil Engineering | 10 years |
| 4. | Plumbing Engineer | B.Sc Civil Engineering | 10 years |
| 5. | Senior Civil Engineer | B.Sc Civil Engineering | 15 years |
| 6. | Junior Civil Engineer | B.Sc Civil Engineering | 5 years |
| 7. | Mechanical Engineer | B.Sc Mechanical Engineering | 10 years |

2. Similar project has been defined under definitions for the purpose of comparison of the projects completed by the Consulting firm and assignment under consideration. For various professionals, the similar assignment shall be as per their respective field of specialization.

Section 3: Technical Proposal – Standard Forms

Section 3: Technical Proposal – Standard Forms

CONSULTANTS ARE REQUIRED TO PREPARE TECHNICAL PROPOSAL AS PER FOLLOWING FORMAT:

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

A Consultant's Organization

B Consultant's Experience

TECH-3 Comments or Suggestions on the Terms of Reference.

TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-5 Composition of Team to be deployed for this assignment and Task Assigned

TECH-6 Curriculum Vitae (CV) of Proposed Professional Staff

TECH-7 Staffing Schedule

TECH-8 Financial Capabilities

Section 3: Technical Proposal – Standard Forms

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

(Please submit on Company's Letterhead)

To: **The Chief Engineer / S&C,**
Pakistan Railways,
Headquarter Office,
Lahore, Pakistan.

Subject: **ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES FOR STAFF QUARTERS IN KARACHI AND HYDERABAD**

Dear Sir,

We, the undersigned, offer to provide the subject in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We are submitting our Proposal in association with: _____

[Insert a list with full name and address of each associated Consultant]

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

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

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

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: _____

Section 3: Technical Proposal – Standard Forms

FORM TECH-2 CONSULTANT’S ORGANIZATION AND EXPERIENCE

A - Consultant’s Organization

Please provide the following information for your firm/entity and each associate for this assignment

1. Firm’s Background and Achievements (min two pages)
2. Organogram.
3. List of professional Staff with Qualification and Experience.

Section 3: Technical Proposal – Standard Forms

FORM TECH-2 CONSULTANT’S ORGANIZATION AND EXPERIENCE

B - Consultant’s Experience

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

| | |
|---|--|
| Assignment name: | Value of the Project (in Pak Rs or US\$): |
| Country: Location within country: | Duration of assignment (months): |
| Name of Client: | |
| Start date (month/year): Completion date (month/year): | Value of consultancy services provided by your firm under the agreement (in Pak Rs or US\$): |
| Name of associated Consultants, if any: | Percentage of input provided by associated Consultants: |
| Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): | |
| Narrative description of Project (Particularly mentioning the Total covered area, Number of Story of Project. Photographs of project be attached) | |
| Description of actual services provided by your staff within the assignment: | |

Section 3: Technical Proposal – Standard Forms

FORM TECH-3

Comments or suggestions on the TOR.

(Client is not bound to accept the suggestions provided by the Consultants. The Consultants are requested not to include any financial impact of the their suggestions in the Financial Proposal. Any claim on this account shall not be accepted at the stage of evaluation or after award of contract)

Section 3: Technical Proposal – Standard Forms

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan
- c) Organization and Staffing

- a) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan.** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, constraints (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
- c) **Organization and Staffing.** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key experts responsible, and proposed technical and support staff.

Section 3: Technical Proposal – Standard Forms

FORM TECH – 5 COMPOSITION OF PROFESSIONAL STAFF TEAM TO BE DEPLOYED FOR THIS ASSIGNMENT AND TASK ASSIGNED

| Name of Staff | CNIC / Passport No. | Firm | Area of Expertise | Position Assigned | Task Assigned |
|----------------------|----------------------------|-------------|--------------------------|--------------------------|----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Section 3: Technical Proposal – Standard Forms

FORM TECH-6 CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **CNIC No** (if Pakistani): _____ **or Passport No:** _____

6. **Education:**

| <i>Degree</i> | <i>Major/Minor</i> | <i>Institution</i> | <i>Date (MM/YYYY)</i> |
|---------------|--------------------|--------------------|-----------------------|
| | | | |
| | | | |
| | | | |

7. **Membership of Professional Associations:** _____

8. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

10 **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

| <i>Employer</i> | <i>Position</i> | <i>From (MM/YYYY)</i> | <i>To (MM/YYYY)</i> |
|-----------------|-----------------|-----------------------|---------------------|
| | | | |
| | | | |
| | | | |

Section 3: Technical Proposal – Standard Forms

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

1) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

2) Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Section 3: Technical Proposal – Standard Forms

| |
|---|
| <p>3) Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____</p> |
| <p>4) Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____</p> |
| <p>5) Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____</p> |

13. Certification:

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

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

Section 3: Technical Proposal – Standard Forms

FORM TECH – 7 PROFESSIONAL STAFFING SCHEDULE¹

| Year: 2015-16 | | Total staff-month input | | | | | | | | | | | | |
|---------------|---------------|-------------------------|---|--------|---|---|---|---|--|--|--|------|--------------------|-------|
| No | Name of Staff | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | Home | Field ³ | Total |
| | | 1 | | [Home] | | | | | | | | | | |
| | | [Field] | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | |

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

Section 3: Technical Proposal – Standard Forms

FORM TECH-8 FINANCIAL CAPABILITIES

1. Total Assets = (in Million Pak Rs or US\$)
2. Total Liabilities =

3. Annual Turnover

| For the year | | |
|--------------|---------|---------|
| 2014-15 | 2015-16 | 2016-17 |
| | | |

For assessment purpose average turnover of three years shall be considered
(in case of joint venture please provide above information for all partners)

Section 4: Financial Proposal - Standard Forms

Section 4: Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Cost for Local Component and Foreign Remittance
- FIN-4 Breakdown of Remuneration of Staff deployed for Feasibility Study
- FIN-5 Breakdown of Reimbursable Expenses

Section 4: Financial Proposal - Standard Forms

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

(Please submit on Company's Letterhead)

[Location, Date]

To:

Chief Engineer / S&C
Pakistan Railways', Headquarters Office,
Lahore

Subject: ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES FOR STAFF QUARTERS IN KARACHI AND HYDERABAD

Dear Sir,

We, the undersigned, offer to provide the consultancy services for subject assignment in accordance with your Request for Proposal 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 applicable taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement 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 Firm: _____

Address: _____

Section 4: Financial Proposal - Standard Forms

FORM FIN-2 SUMMARY OF COSTS

| S.No | Description | Total Fee (Rs) | |
|------|--|----------------|----------|
| | | In Figures | In Words |
| 1 | Engineering Design Services for Staff Quarters in Karachi And Hyderabad (Refer Form Fin-3) | | |
| 2 | Total Fee of Resident Construction supervision for 18 months (Refer Form Fin-4) | | |
| | Total cost of Financial Proposal | | |

Note:

1. Cost of assignment should be inclusive of all applicable taxes, overheads and any other cost required to complete the assignment as per ToR.
2. Any tax imposed by the government after submission date of RFP shall be paid separately to Consultant, in addition to accepted Financial Proposal.

Authorized Signature of Consultants

Section 4: Financial Proposal - Standard Forms

FORM FIN-3 FEE OF ENGINEERING DESIGNING

| S.No | Item | Unit | Qty | Rate (Rs) | Cost (Rs) |
|------|---|------------------|-------|-----------|-----------|
| 1. | Topographic survey of construction site of Staff Quarter at Karachi | L. Sum per Job | -- | | |
| 2. | Topographic survey of construction site of Staff Quarter at Hyderabad | L. Sum per Job | -- | | |
| 3. | Geotechnical Investigation complete in all respect two borehole for each site | No. of Boreholes | 4 | | |
| 4. | Structural Design of one Block of Class-III staff quarters in Karachi | Sft | 22569 | | |
| 5. | Structural Design of one Block of Class-III staff quarters in Hyderabad | Sft | 22569 | | |
| 6. | Structural Design of Overhead water tank for Hyderabad | Gallons | 20000 | | |
| 7. | Structural Design of Underground water tank for Hyderabad | Gallons | 30000 | | |
| 8. | Electrical design of one block of Class-III quarters | Sft | 22569 | | |
| 9. | Plumbing (Water Supply & Sewerage) design of one block of Class-III quarters | Sft | 22569 | | |
| 10. | Design of external Water Supply, Sewerage and Drainage of Staff Quarters in Karachi including external development (if any) | L. Sum per site | -- | | |
| 11. | Design of external Water Supply, Sewerage and Drainage of Staff Quarters in Hyderabad including external development (if any) | L. Sum per site | -- | | |
| 12. | Engineer's Cost Estimate for staff quarters in Karachi | L. Sum per site | -- | | |
| 13. | Engineer's Cost Estimate for staff quarters in Hyderabad | L. Sum per site | -- | | |
| 14. | Construction Drawings for Karachi & Hyderabad | Sites (per site) | 2 | | |

Section 4: Financial Proposal - Standard Forms

| S.No | Item | Unit | Qty | Rate (Rs) | Cost (Rs) |
|------|------------|------|-----|-----------|-----------|
| | sites | | | | |
| | Total cost | | | | |

Note for Form Fin-3

1. All rates should be inclusive of taxes, overheads and any other cost required to complete the assignment as per ToR.
2. The Consultant must obtain consent (in writing) of the Client before initiating Topographic Survey and Geotech Investigation because for various sites Pakistan Railway already possess soil investigation reports and in case of availability same shall be provided to the Consultant.
3. Foundation and structural design of building primarily depends on geotechnical investigations. There are chances that bearing capacity and soil strata of different location can be same, therefore, for such sites foundation and structural design shall be same. In case Client decides to use foundation and structural on one site at another site no additional payment shall be made for such sites. The Consultant must obtain consent (in writing) of the Client before initiating foundation and structural designing.

Authorized Signature of Consultants _____

Section 4: Financial Proposal - Standard Forms

FORM FIN-4 FEE FOR RESIDENT CONSTRUCTION SUPERVISION

FEE FOR RESIDENT CONSTRUCTION SUPERVISION

| Sr. No. | Description | Total Man-Months | Rate per man Month (Rs) | Total Amount (Rs.) (3)*(4) |
|---------|---|------------------|-------------------------|----------------------------|
| | (1) | (3) | (4) | (5) |
| 1. | A. Resident Construction Supervision in Karachi | 18 | | |
| 2. | B. Resident Construction Supervision in Hyderabad | 18 | | |
| | Total Fee for 18 Months | - | | |

Note:

1. The payment for Resident Construction Supervision shall be made on the basis of man month inputs made by the Consultant.
2. Furnished office(s) shall be provided to Consultant through construction contract.
3. The assignment of Resident Construction Supervision shall commence in tandem with the commencement of construction. The Consultant must obtain written consent of the Client before deputing staff at any site.
4. Monthly billing rate of staff shall be inclusive of taxes, overheads, expenditure of boarding / lodging and transport etc.
5. Consultants can add Headquarter staff, Support staff and direct cost as per their requirement.

Section 4: Financial Proposal - Standard Forms

**FORM FIN-5 BREAKUP OF FEE FOR RESIDENT
CONSTRUCTION SUPERVISION**

BREAKUP OF FEE FOR RESIDENT CONSTRUCTION SUPERVISION

| Sr. No. | Description | No. of Man | Total Months | Rate per man Month (Rs) | Total Amount (Rs.) (2)*(3)*(4) |
|---------|---------------------------------------|------------|--------------|-------------------------|-----------------------------------|
| | (1) | (2) | (3) | (4) | (5) |
| | <u>KARACHI</u> | | | | |
| 1. | A. Resident Engineer for Karachi | 1 | 18 | | |
| 2. | B. Site Supervisor for Karachi site | 1 | 18 | | |
| | <u>HYDERABAD</u> | | | | |
| 3. | A. Resident Engineer for Hyderabad | 1 | 18 | | |
| 4. | B. Site Supervisor for Hyderabad site | 1 | 18 | | |
| | Total Fee for 18 Months | | | | |

Note:

6. The payment for Resident Construction Supervision shall be made on the basis of man month inputs made by the Consultant.
7. Furnished office(s) shall be provided to Consultant through construction contract.
8. The assignment of Resident Construction Supervision shall commence in tandem with the commencement of construction. The Consultant must obtain written consent of the Client before deputing staff at any site.
9. Monthly billing rate of staff shall be inclusive of taxes, overheads, expenditure of boarding / lodging and transport etc.
10. Consultants can add Headquarter staff, Support staff and direct cost as per their requirement.

Section 5: Terms of Reference

Terms of Reference

Section 5: Terms of Reference (TOR)

1. Background

Pakistan Railways is facing serious financial crunch since last two decades due to which it could not allocate adequate funds for repair and maintenance of staff quarters. As a result not only the deferred maintenance has accumulated but a huge number of quarters have been declared unsafe for occupation due to their deteriorated condition, causing discomfort and inconvenience to the staff. In addition, the provision/augmentation of water supply, sewerage and drainage arrangements in these colonies has not kept pace with the current standards, as such the modern day civic amenities are almost non-existent rendering them as slums. The replacement of dilapidated staff quarters for the essential categories can, therefore, hardly be over emphasized. In the current phase, the staff quarters existing at prime commercial locations are proposed to be relocated at alternate sites in order to exploit full commercial potential of these sites. The objective of the project is, therefore, two pronged i.e. reconstruction of old/un-safe quarters at new locations and commercial exploitation of vacated sites to their optimum potential. This will not only provide improved living conditions to the employees directly linked with train operation but also generate additional revenue streams for Pakistan Railway on sustainable basis.

2. Objective

These TORs are for the guidance of potential Consultants willing to provide consultancy services for engineering design (including preparation of Bill of Quantities, Variation Statement and Addendum Slips) and construction supervision of the project.

3. Proposed quantum of works for construction of Staff Quarters at Karachi and Hyderabad.

Following locations are selected for construction of staff quarters-

| Location | Number of Quarters |
|--------------------------------|---|
| Karachi (Class-III Quarters) | 16 (As one Ground + 3 Block comprising of 4 Quarters at each floor) |
| Hyderabad (Class-III Quarters) | 16 (As one Ground + 3 Block comprising of 4 Quarters at each floor) |
| Total | 32 |

4. Proposed Covered Area of Class-III Staff Quarters

Staff quarters shall be constructed in Ground +3 storey tower with maximum four units at one floor i.e., 16 quarters in one tower / block.. Veranda / Balcony

should be counted as half of covered area and other covered areas like passages outside quarter, stair halls etc should not be counted in the area of quarter.

The estimated covered area of one floor will be about 5515 Sft (22569 Sft of one Block). The architectural design of staff quarters will be provided by Client.

5. Scope of Services

5.1 Stage-1 —Engineering Design

5.1.1 Topographical Survey and Soil Investigations

Consultant shall carry out topographical survey and detailed Soil Investigation of proposed sites.

5.1.2 Structural Design Services

Prepare structural design based on final architectural design, soil investigation report, latest engineering codes keeping in view the relevant seismic zone of the area.

5.1.3 Electrical Design Services

Identify power requirements and prepare electrical design of Class-III staff quarters including street lights and circulating area lighting. It also includes lightning protection and earthing system. There should be proper provision in structure for internet, cable TV etc.

5.1.4 Water Supply, Plumbing, Sewerage and Drainage Designing

Prepare design for Water Supply, Plumbing, Sewerage, Drainage, main hole and Solid Waste management and disposal.

5.1.5 Circulating Area, Outside Parking, Landscaping

Consultants are required to provide design for Circulating Area, Outside Parking, with fiber shed founded MS iron steel, land Landscaping including green belt. It includes design of roads, paved paths with pavers etc.

5.1.6 Fire Protection System

Consultants are required to design Fire Protection and Fire Fighting system. It may include, or as directed by the Client, Fire Extinguisher

System, Fire Hydrant System, and Fire Alarm System.

5.1.7 Detail of Finishes

Consultants will propose suitable finishes, both interior and exterior for the project. All the finishes are subject to the Client's approval. After approval of the Client, Consultants will prepare a Schedule of Finishes.

5.1.8 Use of Indigenous / local material for structural works

The designing of Architectural and other engineering works should be based on indigenous / local / material, however, if Consultant considers that use of imported material is inevitable he should provide proper justification for it.

5.1.9 Specifications

Consultants are required to provide specifications of the material pertaining to the works of structure, electrical, mechanical, water supply, plumbing, sewerage, drainage main holes, roads, fire protection as per site requirement.

5.1.10 Design Calculations

Consultants are required to provide design calculations of designing works including structure, electrical, water supply, plumbing, sewerage, drainage, fire protection etc as per site requirement.

5.1.11 Bill of Quantities (BOQ)

Consultants will prepare detailed Bill of Quantities based on final engineering designs including variation in quantities (increase & decrease), Addendum Slips, Interim & financial Bills duly verified and checked as per site requirement.

5.1.12 Engineer's Cost Estimates

Consultants are required to prepare detailed cost estimates of the project. Costing to be done based on prevailing **Composite Schedule of Rates (CSR-2016)** of Pakistan Railways. Any item / material / works for which rates are not available in CSR-2016 Consultants can use market rates as non-schedule rates with proper rate analysis. In case of using market rates Consultants will prepare rate analysis of each item to support their

costing.

5.1.13 Tender Drawings

After completion of necessary design, drawings and BOQ, Consultants are required to prepare Tender Drawings required for calling tenders for construction of the buildings.

5.1.14 Submission of Drawings

If required, Consultants will prepare Submission of Drawings and other documents for submission to Local or District Government. These drawings and documents should be prepared as per requirements / bylaws of concerned local authorities.

5.1.15 Pre-bid Meeting of Contractors

Consultant will attend pre-bid meeting of contractors, participating in tenders for construction of the buildings. Consultant shall prepare minutes of meeting containing questions / queries of bidders and replies. Consultant is bound to reply the queries of Contractor with technical justification and satisfaction.

5.1.16 Deliverables

Consultants are to provide, but not limited to, the following deliverables:

| S/No | Description | Deliverable |
|-------------|--|--|
| 1. | Topographical Survey and Soil Investigation Reports | Three Sets of both Survey Drawings (A3) and Report. Editable soft copy of both. |
| 2. | Detailed Design Report including design calculations of Structure, Electrical, Plumbing, Water Supply, sewerage etc | Three sets of reports and editable soft copy |
| 3. | Detailed drawings for Structure and all other engineering disciplines including landscaping, green belt, parking area with Fiber Shed. | Four sets of drawings (one set A3 and three sets A2 Size) and editable soft copy |
| 4. | Specifications of all works to be in domain of Construction. | Three sets and editable soft copy |
| 5. | BOQ | Three sets and editable soft copy |
| 6. | Cost Estimates | Three sets and editable soft copy |
| 7. | Construction Drawings | Five sets and editable soft |

5.2 Stage-2 — Construction Supervision

5.2.1 The Consultant will also undertake, if so decided, detailed supervision of construction work throughout till completion and commissioning of the building to ensure quality and timely completion of the project. Construction schedule for approved design will be submitted by the Consultant.

5.2.2 The consultant will perform the role of “The Engineer” as per construction contract to be executed with the Contractor. His services include but not limited to the following:-

5.2.3 The Consultant will check the layout and exact locations of the proposed buildings and any other structure in relation to the benchmark and baseline.

5.2.4 Re-adjusting the layouts and/or designs if such re-adjustments prove necessary at any stage, with prior approval of the Client.

5.2.5 Supervision of construction works including Electrical, Plumbing, Water Supply, Sewerage, Landscaping etc.

5.2.6 To evaluate and certify the construction works including Electrical, Plumbing, Water Supply, Sewerage, Landscaping etc.

5.2.7 To supervise and evaluate / certify the testing and commissioning of complete M&E system and equipments.

5.2.8 To conduct project site meetings on a regular basis to ensure that works are executed in accordance with design intent, schedule and cost.

5.2.9 To conduct site safety meetings and review to ensure contract implementation and to observe safety procedure during the execution of the contract.

5.2.10 To ensure that contractor carries out proper site clearances and adopt construction procedure to comply with guidelines / bylaws of relevant local as well as international bodies / authorities / agencies.

5.2.11 To evaluate the project schedule, work methods and construction

sequence in accordance with sound engineering practice.

- 5.2.12** To inspect and ensure that construction works are carried out in accordance with any changes / variations instructed by the client.
- 5.2.13** To review & approve the building materials and sources of material, equipment and finishes submitted by contractors for the project in term of quality, specifications and delivery schedule.
- 5.2.14** To initiate, evaluate, verify and process contractor's payment certificate(s), variations orders in BOQ, contractor's claims followed by preparing addendums and to report any deviation by the contractor.
- 5.2.15** To conduct regular technical meetings with contractors.
- 5.2.16** To liaise and co-ordinate with client, and contractors on issues related to the project.
- 5.2.17** To carry out final inspection of works on completion for their handing over to the Client.
- 5.2.18** To ensure that contractors carry out rectification / remedial works.
- 5.2.19** To ensure that all bonds/policies/guarantees submitted by the Contractor for execution of the project remain valid during the entire approved construction period.
- 5.2.20** To prepare required documentation and assist in arbitration (if required) pertaining to technical matters.
- 5.2.21** To assist client in settling technical disputes (if any) and make recommendations to the Client.
- 5.2.22** To regularly inspect and evaluate the Contractor's resource requirements regarding construction machinery, manpower, materials, office/site establishments and field laboratory facilities to ensure their compliance with respect to the Approved Construction Schedule.
- 5.2.23** Suggest substitute materials, with consent of the Client, whenever specified material is not available to avoid delays. Working out the cost of such materials and credits to be allowed in favour of the Client or the construction Contractor. Advise the design team for making appropriate

adjustments in design, if necessary due to such substitution. Variation, more than five percent of the cost, have to be justified by the Consultants with proper explanation.

- 5.2.24** To maintain daily records of checks & approvals, correspondence and site diaries and submit the record of inspection reports, all the tests made, to the Client on a weekly basis.
- 5.2.25** To provide general guidance, furnish timely assistance (to the contractor) in all matters relating to the execution of works and provide necessary details of minor changes as and when required during course of construction.
- 5.2.26** Issue substantial completion certificate to the construction Contractor or completion of the project.
- 5.2.27** Check and approve of 'As Built Drawings'.

5.2.28 Site Visit by Design Team

The design team of Consultants will visit the project site monthly during construction. Presence of full design team is not necessary, however, the professional, whose related works would be in progress, must visit. After visit Consultants would submit visit report certifying that works are being carried out as per design. Submission of monthly site visit report will be a prerequisite of releasing payment of supervision fee of that month.

5.2.29 Minimum Requirement of Professionals to be deployed at site

5.2.29.1 Following is the minimum requirement of professional to be stationed at site together with technical support, as deemed necessary by the Consultant, to supervise the construction works.

- a. Two Resident Engineer one for each site i.e. Karachi and Hyderabad
- b. Two Site Supervisor one for each site i.e. Karachi and Hyderabad.

5.2.29.2 Qualification of site supervision team

i. Resident Engineer

Must be a Civil Engineer, with minimum experience of five years of construction supervision.

ii. Site Supervisor

Must be a Diploma Associate Engineer (DAE) in Civil, having minimum experience of 10 years.

5.2.30 Time Period for completion of Designing Assignment and Duration of services of Construction Supervision

- i) Time period of completion of Engineering design services shall be **four (04)** months after 15 days mobilization period from the date of signing of agreement. It will be the obligation of Consultant to attend pre-bid meeting(s) of contractors, which will obviously be held after the period of four months.
- ii) The initial time period for rendering the services of construction supervision has been estimated as **Eighteen (18) months**. However, the Consultants will provide services (if required by the Client) beyond Eighteen months till completion of the project and the Consultant would be paid remuneration beyond Eighteen months on basis of accepted fee including annual increase (if applicable).
- iii) Construction at all the sites may not start simultaneously, initial **Eighteen months** shall be counted from the date of commencement of work at each site or date of deployment of Consultants staff on site which ever occur later. Consultant will deploy staff at the time of commencement of work at site. Man month for the purpose of payment to Consultant shall be counted from the date of deployment of staff at site.
- iv) Construction supervision will not necessarily start immediately after completion of Stage-1, designing. The construction supervision will commence with the commencement of construction by the Contractor. No payment for idle time, if any, between completion of Stage-1 and commencement of construction will be paid.

5.2.31 Reporting

- a). To prepare and submit to the Client monthly progress report (3 hard copies and a soft copy) along with progress photographs album (min 30 photos with soft copy).

- b). To prepare Punch List prior to recommending final payment of contractor and before handing over the project to Client.
- c). To prepare Project Completion Report within two months after completion of project.

6. Schedule of Payment

6.1 For Design Services

Payment shall be made based on submission of deliverables as stated in the Financial Proposal.

6.2 For Construction Supervision

- i. Fee for the construction supervision will be on monthly basis as per monthly rate quoted by the Consultants in their Financial Proposal subject to deployment of required staff and fulfillment of various requirements specified in the ToR.
- ii. Construction Supervision fee shall remain unchanged for one year after signing of the agreement. Thereafter, it will be increased at the rate of 5% per annum of initial fee.

6.3 General

- i. Advance Income tax, as applicable at the time of execution of the Agreement, will be deducted at source. In case of any increase in the tax after signing of agreement same shall be paid by the Client.
- ii. Any change made in design or layout as per site conditions or required by the Client during construction will be done without any extra cost.