

## **RFP for Consultancy Services for the Resident Supervision of University of Loralai**

### **1 Introduction:**

University of Loralai, Balochistan, under the HEC funded project namely “Establishment of University of Loralai” intends to procure consultancy services for resident supervision of various buildings/civil works at University of Loralai campus situated at Loralai, Balochistan. The estimated cost of these works is around Rs. 1450.00 million. The master plan, detailed design and tender documents have been prepared by already hired consulting firm. The complete detail of civil works to be supervised by the consultant as at annex IV

### **2 Eligibility Criteria**

The RFP is only available to HEC prequalified consulting firms for category C-1 and region R-III for detailed construction supervision of the subject project.

### **3 Scope of Work / TOR's:**

The consultant shall perform all the duties laid down in the Tender Documents for the works. Following requirements define the minimum scope of work and technical details of this tender.

#### **3.1 Detailed Design Review**

Based on the designs/drawings/BOQs available with the University of Loralai, the supervisory consultants will review and suggest improvement if any in the BOQs, in the architectural, structural and utilities drawings of the project buildings/ facilities in accordance with the standard architectural and engineering practices suited to local conditions and resolve with the design consultant.

#### **3.2 Detailed Construction Supervision:**

The Consultant will undertake detailed construction supervision of civil works mentioned at annex-IV at various stages of the construction till completion. The Consultant will appoint required professional staff at site to assure proper and effective execution of the construction works. The supervision to be undertaken by the Consultants will include but not limited to the following:-

a) Administration:

- i. To act as an authorized representative of the Client , in charge of checking the quality and quantity of construction work, to see, its compliance with specifications, drawings and other parts of the construction contract.
- ii. To maintain a filing system of all correspondence between the client, the Contractor and the Consultant.
- iii. To maintain measurement record on prescribed measurement sheets of all construction/civil works in continuation of the completed works
- iv. To keep the record of drawings and specifications by noting on deviations from the original contract documents.
- v. Will see that all Bonds/Policies/Guarantees submitted by the Contractor for execution of the project remain valid during the entire approved construction period and must be linked with release of Interim payments

- vi. Maintaining work diary of daily progress reports of all the modules.
- vii. Maintaining a monthly log, giving brief description of construction progress, meetings held, decisions taken and other important events related to construction works.
- viii. Judging whether the quality and quantity of personnel assigned to various tasks by the contractor is in line with the job requirement. Advising the Client & the Contractor if changes are required in the construction Contractor's work staff.

b) Inspection and Acceptance:

- i. The Consultant would check the layout and exact location of the design buildings and any other structure in relation to the benchmark and baseline.
- ii. Re-adjusting the layouts and / or design if such re-adjustment proves necessary with consent of the Client. While keeping the design consultant in loop.
- iii. To check that the work is being carried out in accordance with final approved drawings, specification and tender documents.
- iv. To ensure that selection and use of building materials is in accordance with the approved specifications.
- v. To ensure that, the required testing of structural and other materials and examine test reports to ascertain the suitability as per standard/technical specifications.
- vi. To vigorously monitor the progress and sensitize the contractors about delay, if any
- vii. To suspend the construction whenever plans are not being accurately implemented or the work is not being done according to the specifications and further recommend to the Client action(s) against Contractor for defective construction work.
- viii. To see that the work has been completed in accordance with the requirements of the contract and to the satisfaction of the Client.
- ix. To issue a substantial completion certificate including inventory on completion of the project.
- x. To assist the client in preparation of the revised PC-1 in consultation with the design consultant.

#### 4 Bidding Procedure:

It will be a "Single Stage - Two Envelope" procedure:

- a) The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- b) The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- c) Initially only the envelope marked with "TECHNICAL PROPOSAL" shall be opened in the presence of interested bidders;
- d) A sub Committee formed by the Technical Review Committee shall evaluate the technical proposal using criteria based on the Pakistan Engineering Council (PEC) standard "Evaluation Criteria";
- e) The envelope marked as "FINANCIAL PROPOSAL", will be retained by the Sub-Committee;

- f) After the evaluation and approval of the technical proposal the Sub-Committee shall open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders;
- g) Earnest money should be enclosed in a separate envelope marked clearly as “EARNEST MONEY” and submitted separately along with both the proposals.

## **5 Compulsory Documents to be submitted:**

The following information must be included in the technical proposal:

- a) Certificate of Incorporation
- b) National Tax Number/Certificate;
- c) Name of the firm, Telephone No(s) and organizational structure with permanent address(es) as well as names of key personnel on their regular payroll along with their CVs;
- d) Registration with Pakistan Engineering Council (PEC) & PCATP as consultant in the relevant field along with valid copy of registration. The registration should at least be valid for the current year.
- e) Affidavit (on judicial stamp paper) to the effect that the Firm/Company is/was not involved in any litigation and has never been blacklisted by any agency nor is/was involved in any subversive activities in the past.
- f) Affidavit (on judicial stamp paper) to the effect that the information given in the application is/are true and correct and that in the event of any misleading information, the applicant is liable for disqualification;
- g) Submit financial statements and reports for last three years audited by certified chartered accountant.

## **6 General Terms and Conditions;**

Bidders are requested to read carefully the following terms and conditions and sign the Bids in token of having understood and accepted the same in all respects. All or any of the provisions of the terms and conditions may be changed/altered/modified/deleted/added or amended by the client as and when deemed suitable/necessary. Bids which are incomplete or which do not fulfill the requirements given hereinafter may be rendered disqualified.

- a. Bidders are required to submit financial proposal on the prescribed format given in the RFP;
- b. Bidders are required to submit their financial proposals in PAK Rupees (PKR) only;
- c. The prices quoted should be inclusive of all levies and taxes as applicable in Balochistan;
- d. Bidders shall submit a signed letter with official stamp affixed on it as per the format given in Annex I as a cover letter to the Bid/Proposal.
- e. Earnest Money (refundable) @ 2% of the quoted price shall be submitted with the bid in the form of Bank Draft/Call Deposit//Pay Order in favor of, “University of Loralai”, without which no quotations(s) will be accepted for consideration;
- f. The prices quoted shall be binding on the tenderer for a period of at least 90 days;
- g. Taxes will be recovered as per rules and regulations of the government of Pakistan/ Balochistan;
- h. The decisions of client will be binding on all concerned and will in no case be challengeable at any forum or any court of law;

- i. Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this RFP;
- j. During the examination, evaluation and comparison of the bids, the client at its sole discretion may ask the bidder for clarifications of its bid;
- k. The request for clarification and the response shall be in writing. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission;
- l. If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected;
- m. Incomplete and conditional Bids or Bids submitted via email or fax will not be entertained;
- n. Bids submitted later than the notified date and time shall not be entertained.

**7 PROPOSAL EVALUATION:**

7.1 A two-envelope bidding procedure shall be adopted in ranking of the proposals. Firms shall be ranked using combined technical & financial scores with following weightages,

Technical = 70 %

Financial = 30 %

**Technical Proposal**

7.2 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 three 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. The weight-age of the respective component shall be as under;

<b>S.No</b>	<b>Criteria</b>	<b>Weightage</b>
<b>1</b>	<b>Experience of the Firm/JV, Max- 10 Similar projects (development work in HEIs) ongoing/completed during last ten years</b>	<b>30 points</b>
	<b>Experience of the Firm/JV, Max- 10 General building projects (other than HEIs) ongoing/completed during last ten years</b>	<b>10 points</b>

<b>2</b>	<b>Quality of Core Team of the Firm/JV</b>  (the core team may comprise of Senior Architect, Senior Structural Engineer, , Senior Resident Engineer(Civil), Site Supervisor (Civil & Electrical), Electrical Engineer, Public Health Engineer, HVAC expert etc.)	<b>40 points</b>
<b>3.</b>	<b>Consultant's Understanding of Assignment &amp; Approach/Methodology</b>	<b>20</b>
	<b>Total</b>	<b>100 points</b>

Technically qualifying marks are 70 %. So the firms obtaining 70 % & above marks in technical evaluation will be called for financial proposal opening only, whereas the financial proposals of the firms obtaining less marks than 70 % will be returned unopened.

**Technical Proposal Evaluation Criteria:**

**a. Evaluation of the Experience of Firm**

The experience shall be considered under two heads i.e. Specific Experience and General Experience. A maximum of 10 similar & 10 general projects of Category C-I with the similar services (Master Planning, Detail Design, Bidding Documents/Engineer's Estimates & Construction Supervision etc.), will fetch full hundred percent points as under,

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

Weightage given to each services for each project is as under,

Master Planning	Survey & Investigation	Bidding Documents	Detail Design	Construction Supervision
15%	15%	20%	20%	30%

**Note:** Similar & General Projects mentioned in the technical proposal must be supported with client's Completion/Performance Certificates, which may include scope of work/services provided, amount of project (for civil works only). Else the mentioned projects will not be considered for technical evaluation.

**b. Evaluation of Quality of Staff**

For the sake of assigning weight age to judge capability of the firm on the basis of expertise of its staff, the following Key Experts shall be evaluated:

S.No	Discipline of Key Expert	Credit %age	Max-Required Experience	Max-Desired Level of Experience
1	Senior Architect	10	15 Years	Lead Position
2	Senior Structural Engineer	10	15 Years	Lead Position
3	Public Health Engineer	10	10 Years	Senior Professional
4	Electrical Engineer	10	10 Years	Senior Professional
5	Sr Civil Engineer (RE)	40	15 Years	Lead Position
6	Site Inspector(Civil)	10	10 Years	
7	Site Inspector(Electrical)	10	10 Years	

Nominated experts shall be evaluated on the basis of the following qualification as demonstrated in their C.Vs:-

- i) Academic Qualification 30 Percent
- ii) Professional Experience 70 Percent
  - Specific 80%
  - General 20%

**Note:** Proposed key staff CV must be supported with online PEC verification certificate & any additional qualification (Master's Degree) must be also supported with the evidences. Proposed key staff will not be considered without PEC's online verification certificate.

**Financial Proposal**

### **For Quality cum Cost Based Selection**

7.3 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.

7.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the applicant shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

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

F

(F = amount of specific financial proposal)

7.5 Proposals, in the quality cum cost based selection shall finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T= the weight given to the technical proposal= (70 %), P = the weight given to the financial proposal =(30 %); and T+P=1)as indicated below,

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

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

## **8 TEAM REQUIREMENT**

Site team requirement:

<b>Sr. No.</b>	<b>Description</b>	<b>Min. Qualification</b>	<b>Min. Experience</b>	<b>Quantity</b>
1	Resident Engineer	Civil Engineering (PEC Registered)	10 years	1
2	Site Inspectors (Civil)	DAE Civil	Min 5 years each	2
3	Quantity Surveyor	DAE Civil	10 years	1
4	Surveyor	DAE Civil	10 years	1
5	Site Inspector Electrical	DAE Electrical	10 years	1

6	Site Inspector PHE	DAE Mechanical/Civil	10 years	1
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Home office team:

<b>Sr. No.</b>	<b>Description</b>	<b>Min. Qualification</b>	<b>Min. Experience</b>
1	Architect	Graduate Architect (PCATP Registered)	10 Years
2	Civil/ Structure Engineer	Graduate Engineer (Civil)	10 Years
2	Electrical Engineer	Electrical Engineering (PEC Registered)	05 Years
3	Public Health Expert	Graduate Engineer (Civil or Mechanical)	10 Years

## 9 CLARIFICATIONS

Queries regarding this RFP shall be submitted in writing to:

Project Director  
University of Loralai  
Boys Degree College Road,  
Loralai, Balochistan  
Cell # 0333-7805606



**PROPOSAL SUBMISSION FORM**

To,

Engr. Abdul Salam Shahid Babar  
Project Director  
University of Loralai  
Boys Degree College Road,  
Loralai, Balochistan  
Cell # 0333-7805606

Sir,

We, the undersigned, offer to provide the consulting services For “Consultancy for resident supervision of University of Loralai buildings and civil works for the University of Loralai, Balochistan in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal along with Technical Proposal, sealed in separate envelopes.

We understand you are not bound to accept any proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

Yours’ sincerely

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Stamp/Seal:

**Firm's References**

Relevant services carried out in the last ten years that best illustrate qualifications:

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

Assignment Name:		Country:
Location within Country:		Key Professional Staff Provided by Your Firm/entity(profiles):
Name of Client:		NO. of Staff:
Address:		NO. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion (Month/Year)	Date
		Approx. Value of Services (in Current):
Name of Associated Consultants, if any:		NO of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_

## FINANCIAL PROPOSAL

Sr. No.	Description	Unit	Unit Rate	Quantity	Monthly Amount in Pak Rs.
1	Resident Engineer	Per Month		1	
2	Site Inspector (Civil)	Per Month		2	
3	Quantity Surveyor	Per Month		1	
4	Site Inspector Electrical	Per Month		1	
5	Surveyor	Per Month		1	
6	Site Inspector PHE	Per Month		1	
7	Direct Costs	Per Month		1	
8	Home office Support (Visit of Technical Experts when required)	Per Visit Per Expert		1	
<b>Total</b>					

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Stamp/Seal: \_\_\_\_\_

S.No	Description	Covered Area (Sft)	Current Status
1	<b>Ancillary Buildings (Common Facilities)</b>		
1.1	Main Library	8,168	Work awarded. Contractor not yet mobilized.
1.2	Gymnasium	7,794	Work not awarded.
1.3	Dispensary/First Aid Center	1,593	Grey Structure is completed
1.4	Cafeteria & Service shops	3,130	Work not awarded.
1.5	Information Center	4,209	Sub Structure is Completed
1.6	Mosque	4,918	Work not awarded.
1.7	Model School	11,603	Work not awarded.
1.8	Electric Room	433	Grey Structure is Completed
1.9	Generator Rooms (4 Nos.)	1,088	Work awarded. Contractor not yet mobilized.
1.10	Commissary Shops (4 Nos.)	700	Work awarded. Contractor not yet mobilized.
1.11	Gate-02		Work awarded.
2	Deans Office	2,269	Work awarded. Contractor not yet mobilized.
3	Student's Hostels	57142	Grey structure work completed.
4	<b>Faculty &amp; Staff Housing</b>		
4.1	VC House	3821	Work awarded. Contractor not yet mobilized.
4.2	Prof/ Dean and Admin Houses for Families	6531	Work awarded. Contractor not yet mobilized.
4.3	Associate , Assistant Prof. and Admin Houses	7452	Work awarded. Contractor not yet mobilized.
4.4	SD Houses G-17 & above	9656	Work awarded. Contractor not yet mobilized.
4.5	Flats for Staff G-11 to G-16	8056	Work awarded. Contractor not yet mobilized.

4.6	Flats for Staff G-2 to G-10	8944	Work awarded. Contractor not yet mobilized.
5	Bachelor Faculty Hostel	9613	Work awarded. Contractor not yet mobilized.
6	<b>External Development Works</b>		
6.3	Overhead Water Tanks 2 No. @ 50000 Gallons	50000	Foundation is completed.
6.4	Roads , Sides Walks & Parking	4.56 km	Completed up to sub base.
6.5	External Electrification Works		Work awarded No Progress
6.6	Strom Water Drainage System		Excavation is completed
6.7	Water Supply System		30% physical progress
6.9	Sewerage System		1% physical progress.
6.10	Preparation of Play Grounds/Courts		Work not awarded.
6.11	Plantation Landscaping		Work not awarded.

**NOTE:**

The Technical and Financial proposals shall be submitted to the office of the Project Director University of Loralai along with demand draft amounting to Rs: 2000/- as cost of tender (non-refundable) and the Earnest Money (refundable) @ 2% of the quoted price shall be submitted with the bid in the form of Bank Draft/Call Deposit/Pay Order in favor of, “University of Loralai”.

Bid proposals without Tender fee and Earnest fee will not be accepted for consideration.