

UNIVERSITY OF BUNER

SWARI



BIDDING DOCUMENTS FOR CONSULTANCY SERVICES (Request for Proposal of Consultant)

Scope of Work:

- Detail Master Planning for all Components of the Campus
- Geotechnical Studies, EIA etc.
- Civil Works
- Electrical Works
- Plumbing Works
- Drainage/Sewerage System
- Land Scapping and External Development Work
- Interior decoration and design
- Communication system
- Roads and path/walkways
- Furniture & Fixtures
- HVAC Work
- Networking Plan, Installation of I.T Equipment, etc.
- Other Miscellaneous works (Details on Page 5)

“Employer”:

University of Buner, Swari, District Buner, KP.

Phone # 0939-555211, 0939-555438, Fax # 0939-555437

Website: www.ubuner.edu.pk

UNIVERSITY OF BUNER, SWARI DISTRICT BUNER

REQUEST FOR PROPOSAL (RFP) OF CONSULTANTS:

Request for Proposal (RFP) of Consultants (Technical & Financial) are invited from consultancy firms which are Pre-qualified by the Higher Education Commission (HEC) of Pakistan in August 2017 in pursuance to CDWP decision of April 4, 2014 regarding rendering consultancy services in planning, design and construction supervision etc, for projects costing Rs.500.00 million & above in Khyber Pakhtunkhwa Pakistan, in connection with the planning, design & detail supervision of the project(s) to be executed for Development of University of Buner.

Scope of Consultancy Services:

1. Carrying out the topographic survey of the land.
2. Performing geo-technical investigation;
3. Development of detailed Master Plan for the different components of the Main Campus.
4. Detailed architectural/structural designing of different components;
5. Workout Human Resource Development requirement for the faculty to be hired under the project(s);
6. Workout teaching aids and laboratory equipment needed in various laboratories of the project;
7. Work out details of furniture fixture, library books/journals, logistics and staff salaries etc.
8. Preparation of detailed project PC-1 & project phasing;
9. Preparation of bidding documents & specification etc;
10. Detail supervision from starting till completion of the project.
11. Any other activity conducive to achieve the above.

Interested parties are required to furnish their applications along with the following information positively.

List of Documents/Credentials to be submitted:

- Complete company profile (name and address of company and branch office (s) if any, status of the firm i.e., proprietorship or a limited company with name of the principal persons(s)) etc.
- Organizational set up and list of full time technical and supervisory staff along with their CVs.
- Fresh Registration as Consultants with Pakistan Engineering Council up to June, 2019.
- Details of works/services of similar nature already completed or in hand, indicating their quantum/cost, local/international and satisfactory certificates from the concerned executive officer(s).
- Details of machinery and equipment.
- Banker's Certificate of Financial standing.
- Last 03 years Audited Financial Statements from a Chartered Accountancy firm.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.

Terms & Conditions:

- The detailed terms & conditions have been set forth in Pre-Qualification Documents.
- Pre-qualification documents can be obtained on payment of Rs.15000/- (non-refundable), through Bank Slip/Bank Draft/Pay Slip (in the name of Project Director), Account No. 0009327901179701, HBL Swari Buner, from the office of Director P & D University of Buner on any working day during office hours or may be down loaded from website www.ubuner.edu.pk

- The interested bidders should submit a single package containing two separate sealed envelopes. One envelope should be marked for “**Technical Proposal**” and the other as “**Financial Proposal**”.
- At the top left corner of the sealed package it should be clearly stated “**REQUEST FOR PROPOSAL OF CONSULTANT**”.
- Initially the envelop marked as Technical Proposal will be opened and evaluated in manner prescribed in advance bidding documents, while financial proposals will be kept in custody of the university without being opened.
- The interested firms may visit the proposed site (s) of the university before preparation of their bids and detail presentation for the bid evaluation committee.
- The financial proposals of those firms/vendors which are technically qualified will be opened and evaluated in presence of their authorized representative (s).
- All offers should be valid for 120 (one hundred and twenty) calendar days from the date of opening of Biddings.
- The firm should quote a lump sum fee or percentage or both for their services for master planning, design, and supervision etc. of the project(s).
- The firm shall submit a bid security in shape of Call Deposit/ Earnest money at the rate of 2 % of their quoted consultancy cost.
- Applicants will be informed, in due course of time, about the result of evaluation of their applications through correspondence, media and website etc.
- The Consultancy firms supplying wrong information are liable to legal action and disqualification.
- The applications completed in all respect should reach the office of undersigned on or before January 1, 2018.
- Proposals, received after due date shall not be entertained.

(Specimen of the Letter of Request for Applying for Request for Proposal from HEC Islamabad Pre-qualified Firms to be typed on the Letter Head of the Company, duly signed and stamped by the Authorized Person)

To

Director P & D

University of Buner, Swari, District Buner.

Subject: Request for Proposal of Consultants for the providing consulting Services to University of Buner (UoB) for construction of various buildings.

Dear Sir,

Kindly find herewith the documents as required in your letter No. _____ UoB/P&D/2017, dated: _____ on the subject.

1. We agree that we shall be called for opening of our financial bid only if our technical bid qualifies for opening of financial bid.
2. We undertake that the Client M/S University of Buner is not bound to accept the lowest or any proposal it receive.
3. If our proposals are accepted then we are bound for services as required in the scope of work.
4. Unless and until formal agreement is prepared and executed this document together with your written acceptance thereof shall constitute a binding contract between us.
5. The university reserves the right to reject any application as per PPRA rules provision. If any information furnished by the consultants proves to be false at later stage, the contract, if awarded, is liable for cancellation.

Dated this day of ; 2018

Name: _____

Firm: _____

Signature: _____

Seal:

Brief of Project:

University of Buner, Swari (a public sector University chartered by the Government of Khyber Pakhtunkhwa under Khyber Pakhtunkhwa Universities Act-2012) requires consultancy services for its campus to be established on recently acquired land (80 Kanals) out of which construction work on one Academic Block is in progress whereas the Master Plan for other Buildings at the existing and new site is required to be finalized by the consultancy firm. Besides the consultancy firm will prepare detailed Master Plan for the proposed buildings on the 500 Kanal land to be acquired for the University of Buner. The University will be having 25 to 30 departments, providing accommodation to 3000 students, faculty members and administrative staff. The University building will include administration block, academic blocks, laboratories, central library, hostels, auditorium, committee rooms, seminar rooms equipped with multimedia and sound system, health care centre, telephone exchange, student cafeterias, sports complex, recreational halls, shopping marts, mosque, security check post, guest house, banks, post office as well as roads, parking base, tube wells, water supply and gas system expected in future, HVAC, internet, sewerage system, boundary wall, parks, street lights etc. The Government of Khyber Pakhtunkhwa has approved a scheme titled as "Provision of Fund for Construction of Building for Buner University District Buner". ADP No. 673. Code: 170655. ADP 2017-18 at a cost of Rs.1305.000 Million.

Instructions to Consultants:

01 Definition(s)

- (a) "Employer" means the UoB with which the selected Consultant signs the Contract for the Services.
- (b) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms, all other works related for construction of works.
- (c) "Contract" means an agreement enforceable by law and includes all conditions of the contract.
- (d) "Day" means calendar day including holiday.
- (e) "Government" means the Government of Pakistan.
- (f) "Proposal" means the Technical Proposal and the Financial Proposal.
- (g) "Sub-Consultant" means any person or entity to whom the Consultant subcontracts any part of the Services.

02. Introduction

2.1) The "Employer" will shortlist/hire the consulting firms, in accordance with the method of selection as specified.

2.2) The financial proposal of prequalified/shortlisted) consultants will be opened and evaluated in prescribed procedure. The proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.3) Consultants should familiarize themselves with rules/conditions and take them into account while preparing their Proposals. The Consultants are encouraged to ask for any query, they may liaise with "Employer" for gaining better insight into the assignment.

2.4) Consultants shall bear all the costs associated with preparation and submission of their proposals and contract negotiation. The "Employer" reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

03. Conflict of Interest

3.1) Consultants are required to provide professional, objective, and impartial advice and holding the "Employer's" interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the "Employer", or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

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:

(i) 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 Procuring Agency.

(ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the “Employer” staff who is directly or indirectly involved in any part of Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

04. Fraud and Corruption

Consultants should observe the highest standard of ethics during the execution of Contract. “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt to mislead a party in obtaining a financial or other benefit or to avoid an obligation;

05. Eligible Consultants

5.1. The interested bidders should submit a single package containing two separate sealed envelopes. One envelope should marked and contain the “**Technical Proposal**” and the other as “**Financial Proposal**”.

5.2. Initially the envelop(s) marked as Technical Proposal will be opened and evaluated in manner prescribed in advance in bidding documents, while financial proposals will be kept in custody of the university without being opened.

5.3. The firms (already applied or interested to apply) are invited to visit the proposed site(s) at the University for Preparation of their bids and detail presentation required by the Bid Evaluation Committee.

5.4. The financial proposals of those firms/vendors who are technically shortlisted will be opened and evaluated in presence of their authorized representative (s).

06. Clarification and Amendment in Pre-qualification Documents

06.1. Consultants may request for a clarification of contents of the pre-qualification document in writing, and “Employer” shall respond to such queries in writing within three calendar days, provided that they are received at least five calendar days prior to the date of opening of proposal. The “Employer” shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry.

06.2. At any time before the submission of Proposals, the “Employer” may amend and issue an addendum/corrigendum in writing. 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 “Employer” may, if the amendment is substantial, extend the deadline for the submission of Proposals.

07. Preparation of Proposals

7.1. In preparing their Proposal, Consultants are expected to examine in detail the documents, nature of work, etc.

7.2. The consultants are encouraged to co-ordinate for any query with representative of the “Employer”.

08. Language:

Written language will be English.

09. Technical Proposal Format and Content

9.1 While preparing the Technical Proposal, consultants must give particular attention to the following:

(i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.

(ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or has an extended and stable working relationship with it.

(iv) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.

(v) Alternative professional staff shall not be proposed, and only one curriculum vita (CV) shall submit for each position.

09.2 The Technical Proposal shall provide the following information

(i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm’s involvement.

(ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing

(iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

(iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.

(v) A detailed description of the proposed methodology, work plan for performing the assignment, staffing and monitoring.

(vi) Any additional information required by the “Employer”.

09.3) The Technical Proposal shall not include any financial information.

10. Financial Proposals:

10.1: The Financial Proposal shall be prepared considering the scope and nature of the work, the financial proposal shall be opened after pre-qualification/short listing on the basis of technical proposal.

10.2: The firm should quote a separate fee for each of the following or percentage or both for their services for:

- i. Master Planning of the Campus,
- ii. Designs/Drawings/Bidding Documents of Buildings (on the existing 80 Kanals of land) and related facilities in addition to construction and supervision etc. of the project(s). The firm will also review the existing Master Plan of Building prepared by the AWKUM.
- iii. The firm will prepare detailed Master Plan, designs/drawings and BoQs of each and every required facility to be established on the proposed 300 to 500 kanals of land agreed to be acquired.

10.3: The condition of bid security in shape of Call Deposit/Earnest money at the rate of 2 % of the quoted consultancy cost is hereby withdrawn as per notification of PEC, Govt. of Pakistan.

11. Taxes

The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract, levied by the Government.

12. Submission of proposals

Proposal shall contain no interlineations or overwriting and submitted accordingly.

12.1. Proposal Submission Requirements

12.1.1 For this bidding, the PPRA's, Single Stage - Two envelope procedure for open competitive bidding is adopted. Details are as under;

a) Stage-I (Technical Proposal)

(i) The bidders shall first submit, according to the required documents, profile, brochure, technical proposal without price;

(ii) The technical proposal shall be evaluated in accordance with the specified evaluation criteria and requirements of the “Employer”; and may be discussed with the bidders regarding any deficiencies, unsatisfactory technical features etc;

(iii) The “Employer” may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements, provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally.

(iv) Those bidders not willing to conform their respective bids to the “Employer’s” technical requirements may be allowed to withdraw from the bidding.

b) Stage-II (Financial Proposal):

- (i) The financial proposals of the bidders, whose technical proposals qualifies for opening at the technical stage, will be opened in the presence of their authorized representatives.
- (ii) The financial proposal result of technically pre-qualified firms shall be communicated to the bidders.
- (iii) The bid found to be the best evaluated bid shall be accepted:

13. Proposal Evaluation

From the time the proposals are opened to the time, the Contract is awarded, the Consultants should not contact the “Employer” on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the “Employer” in the examination, evaluation, ranking of Proposals and recommendation for award of Contract may result in disqualification.

13.1 Evaluation of Proposals

The Marking Criteria/Parameters of Evaluation (Technical & Financial) in Tender Documents has been revised here and all the firms are directed to take it into their consideration.

13.1.1: Parameters of Technical Evaluation:

S.#	Sections	Score (%)	Score Obtained
i	Experience with Similar Projects	40	
ii.	Quality of Proposed Team	40	
iii.	Methodology	20	
	Total	100	

HEC Manual of Aug 2017

13.2.1: Parameters of Financial Evaluation:

Technical Bid: 70%, Financial Bid: 30%

1) Technical Bid Score: Marks obtained by Firm / 100 * 70% = _____

2) Financial Bid Score: M/B * W = _____

M → Minimum Bid

B → the bid

W → Weight (30%)

Total Score = Technical Bid Score + Financial Bid Score

13.3. After the technical evaluation is completed, the “Employer” will notify in writing to the Consultants that have secured the minimum qualifying marks, allowing a reasonable time, for coming to the opening of Financial Proposals.

13.4. The Bid 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. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

13.5. The consultants may be called for demonstration/presentation.

14. Award of Contract

14.1 The “Employer” shall award the Contract to the selected Consultant, and the same would be communicated to all participants accordingly.

14.2 After receiving of award of contract, the selected consultant is required to sign the agreement for the specified work.

15. Confidentiality

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 finalization of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

16. Duties of the Consultants:

The firm will be required to perform following tasks:

1. Data Collection Survey and Investigation:

- i) Feasibility study of the sites identified by the client.
- ii) Topographic surveys (Digital) and preparation of contour plans.
- iii) Geo Technical investigation of site i.e field or laboratory tests.
- iv) Hydrological survey covering underground water reservoir availability and water table conditions
- v) Geological survey of the sites to determine protection against floods and seismic activity.
- vi) Environmental Impact Assessment of the site and its approval from the competent authority.

2. Preliminary Design Stages:

- i) Evaluation of client's requirements analytically and technically while designing and planning various components of the scheme.
- ii) Preparation of site plan, describing and illustrating preliminary architectural design/ outline proposal i.e Number of 3-D views of proposed building.
- iii) Evaluating the feedback of the client for further improvement in the design.
- iv) Vetting of any design from specialized Govt. / Semi Govt: organization if deemed necessary by the client.
- v) Making final presentation after feedback from the client.

3. Master Planning Phase:

- 1) Preparing, describing and illustrating preliminary Master Plan of the University of Buner showing proposed structures, internal roads, pavement network, parking area, open spaces etc, as per engineering and architectural standards.
- 2) Preparation of Phase wise Development Plan as under:
 - I. **Short Term Plan:** Activities to be immediately started i.e preparation of structure design, BOQs, Bidding Documents and PC-1 for the buildings to be started in the existing 80 Kanal of Land.
 - II. **Medium Term Plan:** Activities to be carried out at subsequent stage and surveys and designing for the additional land of 300 to 500 Kanal to be acquired afresh. Besides the consultant will prepare development plan looking at the market availability and best utilization of indigenous resources.
 - III. **Long Term Plan:** This plan will chalk out a blue print of interventions in the University of Buner over a period of 3 to 10 years in line with local requirements and quality standards selected for an efficient and research oriented institute.
- 3) Preparing and submitting the Master Plan with allied accommodations along with outlines of the plan for review to the client before finalization.

4. Design Development Phase:

- i) Preparation of detailed Architectural & Structural design of all buildings and allied structures as per prevailing architectural and Engineering Codes.

- ii) Preparation of detailed working/construction drawings of each and every component of the buildings.
- iii) Evaluation of prequalification/post qualification of the contractors by adopting standard procedures required under rules.
- iv) Preparation of modified drawings without additional charges if required by the client.
- v) Preparation of detailed lay out plan architectural and structural design incorporating all allied electrical, mechanical and other internal and external services i.e. telephone, water supply, sewerage, drainage, landscaping, roads, paths, street lights, cross drainage and waste disposal work etc.
- vi) Preparation of design/drawings/specification for solar system complete in all respect.
- vii) Preparation of design and drawings of ground water reservoirs, overhead tanks, tube well boring and allied structures.
- viii) Preparation of Detailed Cost Estimates for PC-1 in addition to estimates if required for Revised PC-1/TS.
- ix) Preparation of tender documents/ cost estimates/ variation order/ BoQs.
- x) Submission of detailed estimates for accord of Technical Sanctions by the competent forum.
- xi) Preparation and submission of work plan based on MS project or Primavera.
- xii) Submission of detailed structural design calculations (soft & hard copies).
- xiii) Submission of detailed working architectural /structural drawing for all buildings and allied structures (Hard and soft copies).
- xiv) The consultant will be responsible for any defect or losses of damages as a result of proven faults, errors or omissions on the part of consultants during or after the completion of the work being the engineer in-charge.

5. Supervision Stage;

- i) The quality and quantity assurance of construction work will be the consultant's responsibility
- ii) Being the engineer in-charge of the project.

- iii) Full time supervision by the consultants from start to completion of all components as mentioned in the scope of work.
- iv) Developing and ensuring quality assurance mechanism as per engineering/architectural standards.
- v) Expediting the progress at site as per work plan for timely completion of the project.
- vi) Preparation of presentation and progress report on monthly basis.
- vii) Taking measurements of work done at site carried out by the contractor, preparations, submissions and verification of Interim Payment Certification (IPC) along with verification of final bill, security and any other advances extended to the contractor.
- viii) The detailed construction supervision includes; planning, guidance, programming, inspection, monitoring of construction, contractor's performance review, quality control, implementation of work plan, drawings/design and specifications adherence and timely completion of project without compromising on quality.

6. Post Completion:

- i) Submission of as built drawings/inventories/project completion report/PC-IV after successful completion of the project and handing over the buildings to client.
- ii) The consultant will periodically visit completed projects during defective liabilities period for prompt and efficient maintenance by the contractor.
- iii) Processing and recommendation of contractor's security after successful completion of defect liability period.
- iv) The consultant will be responsible for overall financial responsibilities and clearance of audit matters with the concerned quarters.
- v) The consultant will be responsible for any defect or losses during and after completion of work as a result of proven faults, errors, or omissions on the part of consultant.

The detail duties/TORs will be set forth in Contract Agreement; however, the Consultants shall perform the duties summarized above.